

POSTAL MANUAL

VOLUME V

**POST OFFICE AND RAILWAY MAIL SERVICE GENERAL
REGULATIONS**

FIFTH EDITION

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CHAPTER I

Definitions

1. Postmaster-General.- The expression 'Postmaster-General' means a Principal Chief Postmaster-General, Chief Postmaster-General, Regional Postmaster General, or a Director of Postal Services and includes any other officer exercising the powers of the Principal Chief Postmaster-General, Chief Postmaster-General or Regional Postmaster-General.

2. Railway Mail Service.- The expression Railway Mail Service means the service responsible for the carriage of mails by rail, road, river and air and for the collection and distribution of mails received from Post Offices by Mail Offices and sections.

NOTE- The abbreviation RMS is used for Railway Mail Service.

3. Deleted.

4. Superintendent.- Superintendent of Post Offices is the Chief Officer in charge of a Postal Division and Superintendent of RMS is the Officer holding a similar position of a RMS Division. A Superintendent is in administrative charge of the Division under his control and all officers in the Division are subordinate to him. He is immediately subordinate to the Head of the Circle/Region.

NOTE- The expression “Superintendent” used in this book includes Superintendents and Senior Superintendents of Postal and RMS Divisions unless it is clear from the context that only one of these classes of Superintendents is meant; when used to signify a Superintendent of Post Offices; the term includes a Senior Superintendent of Post Offices and a first class Postmaster except where there is anything contrary to the context.

5. Head Office.- A Head Office is the main office of a group Post Offices consisting of itself and a number of small offices called sub and branch offices which have been placed under its Accounts jurisdiction. It is the main office of account for itself and for all the sub and branch offices within the group, and the monetary transactions of the latter offices are incorporated in its accounts. The Officer in-charge of a Head Office is designated a Head Postmaster.

5-A, V-SAT Stations.- Important Head Post Offices are identified as Very Small Aperture Terminal Stations. From these Post Offices, money orders are transmitted using V-SAT technology.

5-B. Extended Satellite Money Order (ESMO).- These stations are working as extension counters for booking and transmission of money orders through V-SAT stations.

5-C. Hybrid Mail Service.- This involves electronic transmission of written material from one place to another using computer terminals connected through V-SAT which can be delivered to one or more than one addressee at the receiving station.

6. General Post Office.- The first class Head Office situated at the Headquarters of the Head of a Circle or, where there are more than one such Head Office, the one attached to the Headquarters, is termed General Post Office.

NOTE.- Classes of Head Offices: First Class Head Offices under the control and supervision of Senior Time Scale Officer. He is called Chief Postmaster. Second Class Head Offices under the control and supervision of a Group ‘B’ Officer. He reports to Sr. Superintendent of Post Offices.

7. Sub-Office.- (1) A sub-office is Post Office subordinate to and in account with a Head Office and its monetary transaction are incorporated in the accounts of the latter office. The officer in-charge of a sub-office is designated a Sub-Postmaster.

(2) A sub-office situated in a town or its suburbs where there is also a Head Office is termed a town sub-office.

8. Branch Office.- (1) A Branch Office is a Post Office of lower status than a sub-office. It is in direct account with a Head or sub-office which is termed its accounts office and its monetary transactions are in-corporated in the accounts of the latter office. The Office in-charge of a Branch Office is designated as Branch Postmaster.

(2) A Branch Office situated in a town or its suburbs where there is also a Head Office is termed as town branch office.

9-A. Transit Office.- Any Post Office which is situated on a line of through mail communication, and receives and sorts bags intended for offices in advance, without opening them, is a transit office. The bags which are thus forwarded onwards unopened are termed forward bags. The transit bags addressed to a transit office are opened there, and the forward bags contained in them are sent onwards, either loose or enclosed in other transit bags. The use of a transit office is to reduce the number of loose bags.

9-B. Transit Mail Office.- A branch of RMS where closed bags are received and dispatched, sorting of letters is not done in this unit. Mail Agent or Mail Guard is in charge of this unit. This can function in number of sets depending upon requirements.

E.g. Bangalore City TMO Set No. 1 – 06.00 to 14.00
Bangalore City TMO II – 14.00 to 21.40

If TMO is functioning in the night set, the set works throughout the night. One batch of officials who are working on a particular night will not work in the following night. Another batch of Officials will work in the following night. Both these batches will alternatively work.

9-C. Computerized Transit Mail Office.- In certain cities, computers have been provided to handle the work of the Transit Mail Office. These Offices are called Computerized TMOs.

10. Sorting Office.- An office charged with the duty of opening the sorting mail bags received by it and disposing of their contents is termed as Sorting Office. A Sorting Office may receive articles of all kinds in sorting. The use of a Sorting Office is (a) to simplify the work of sorting in other offices, (b) to reduce the number of bags exchanged between Post Offices, and (c) to reduce the weight of mails carried on mails lines.

10-A. Automatic Mail Processing Centres.- In important cities where mail traffic is high, sorting machines have been provided which have high speed of sorting. At present, these machines are functioning in Mumbai and Chennai.

10-B. Computerized Registration Centres.- The Registration Branch of the Mail Office, where the processing of registration work is done on computers, is called Computerized Registration Sorting Centre (CRC). A CRC can be situated in the Mail Office itself or in a separate location.

11. Sorting sub-office – A sorting sub-office is a sub-office which is selected from its position at or near the junction of several mail lines, to serve as a Sorting Office for articles addressed to, or received from, offices to which the route lies through the sorting sub-office. It is authorized to receive articles of all kinds in sorting.

11-A. Nodal Post Office - In important cities and towns, some Post Offices are authorized to receive letters from neighboring Post Offices and sort the mail as per the sorting diagram given by the RMS Superintendents. This is to reduce the peak hour pressure in the local sorting offices. Such offices are identified as Nodal Post Offices.

11-B. Central Bagging Unit/ Kendriya Bagging Unit. - This Unit is a branch of RMS Office. Here the bundles prepared by the Post Offices/ Mail Offices grouped and enclosed in a direct bag. For instance, if there are 80 Post Offices in a city and each Post Office is preparing 20 bundles for 20 Post Offices/ Districts/Circles/Mail Offices, all these bundles will reach Central Bagging Unit/KBU in 'L' Bag/'R' Bag. KBU/CBU will open the 'L'/'R' bags, group the bundles with reference to the destination, i.e. Circles-wise or District-wise or PO-wise or Mail Office-wise and include them in respective bags for the PO/Sorting Office concerned for delivery/further transmission, as the case may be.

12. Returned Letter Office.- A Returned Letter Office is established at the Headquarters of a Postal Circle and deals with unclaimed and refused articles and articles without addresses or with undecipherable or incomplete addresses.

NOTE- The abbreviation RLO is used for Returned Letter Office.

12-A. Transcription Centre.- A transcription center is a cell established in a Sorting Office, situated normally at the Headquarters of the Circle or at any other convenient Sorting Office in the Circle. Transcription center transcribes into English the addresses written in regional languages on postal articles posted in Post or Mail Offices.

13. Office of Exchange, Offices of exchange of transit bags, Foreign Post Offices and Sub-Foreign Post Offices.- (a) A Post Office or Sorting Office or Section which exchanges mails with offices in foreign countries is known as an "Office of Exchange". It is referred to as the dispatching office of exchange in respect of mails it makes up and addresses to an office of exchange in another country, while it is called the receiving office of exchange in respect of mails addressed to it by an office of exchange from another country. The term "outward office of exchange" and "inward office of exchange" are also used to describe them. Even offices functioning as both inward and outward offices of exchange may function in one of the capacities only for certain countries.

(b) An Office of Exchange on the border which only receives and dispatches closed bags addressed to or received from other offices of exchange in India is known as an “Office of Exchange of transit”. Such an office will not close bags for foreign countries or open inward foreign bags. Its function is only to exchange mails with the carrier or with the officials of a foreign administration.

(c) A “Foreign Post Office” is an office of exchange in which the work of assessment of customs duty on foreign mails is also carried out. Although mails may be intercepted (and articles not suspected to contain anything dutiable released) in many exchange offices, the work of actual assessment of duty (and opening of articles for this purpose where necessary) is done only in the Foreign Post Offices. Articles received in one office of exchange and suspected to contain dutiable goods, for delivery from an office nearer another office of exchange are directed to the latter for actual examination and assessment of duty.

(d) A “Sub-Foreign Post Office” is an office which is not an exchange office (i.e., which does not close bags for other countries and which does not receive from foreign countries bags addressed to it) but in which the work of customs examination, assessment and accounting of customs duty is carried out. Such sub-Foreign Post Offices are opened mainly for the convenience of senders and addressees who may be required to present documents, etc., for the release or dispatch of their foreign articles.

14. Transit Sections - Transit Sections are traveling offices of the Railway Mail Service working on Railway or river steamer lines. The officer-in-charge of a set of a transit section is called a Mail Guard or Mail Agent.

NOTE.- Sections are numbered serially and designated by the name of the RMS Division followed by the Serial No.

15. Mail Office.- Mail Offices are stationary offices of the Railway Mail Service and are of two kinds, viz., Sorting Mail Offices and transit Mail Offices. The principal point of difference is that, while the former deal with the contents of mail bags addressed to them as well as with closed forward bags, the latter deal only with closed bags. The officer in-charge of a set of a Sorting Mail Office is designated a Head Sorting Assistant and the officer in –charge of a set of transit Mail Office, a Mail Agent irrespective of the status of the incumbent.

15-A. Corporate Mail Office or Bulk Mail Centre (CMO/BMO).- Consequent on the increase of corporate mail, RMS units, viz., Corporate Mail Offices/Bulk Mail Centres are opened in big cities. Each bulk Mailer, i.e., a firm which is capable of posting of 5000 unregistered articles/250 registered articles at a time is identified a bulk mailer. These bulk mailers are supplied with customized sorting list. Bundles are prepared by the bulk mailers as per the customized sorting list. The details of bundles prepared are entered in one invoice which is prepared in duplicate and brought to Bulk Mail Centre. The officer in-charge of the center verifies bundles received from each bulk mailers with reference to invoice received and group them destination-wise for further despatch.

15-B. Mass mailing Centre (MMC).- In order to help the customers who are regularly posting maximum number of letters, Department of Posts started assistance centres which are called Mass Mailing Centres in bigger cities. The responsibility of this Centre is to receive the loose letters, circulars and blank envelopes separately from the customers and help them in writing the addresses, enclose the circulars/letters inside the envelopes and if necessary, affixing the postage stamps/franking the mail. For this purpose, Mass Mailing Centre may engage the assistance of college students, house-wives, pensioners, etc., on payment of some amount on hourly basis. To meet this expenditure, the customers will have to pay extra in addition to the postage as decided by the Department from time to time.

15-C. Press Sorting Office (PSO).- This sorting office is situated on the premises of the Newspaper. The entire expenditure towards wages for the establishment is borne by the Newspaper publisher apart from providing required stationery for working the sorting office. This office works to suit the dispatch timing of the newspaper and closes direct letter bags to the Post Offices/sorting offices concerned which are dispatched through local regular sorting offices.

NOTE- Mail offices located at Railway Stations are designated by the names of the stations followed by the letters RMS while those not so located are designated sorting offices, e.g., Delhi RMS Hindustan Times Press Sorting Offices.

16. Record Office.- A Record Office is a stationary office of the Railway Mail Service where the work-papers of the sections attached to it are prepared, checked and placed on record, and by which all forms, bags and stationery required for the use of those sections are supplied. The official in-charge of a Record Office is designated a Record Officer.

17. Head Record Office.- It is a stationary office situated at the Headquarters of RMS Division which, in addition to the ordinary duties of a Record Office is entrusted, with the preparation salary and contingent bills for the entire Division and the accounts connected therewith is termed a Head Record Office. The official in-charge of a Head Record Office is designated a Head Record Officer.

18. Sub-record office.- A sub-record office is a stationary office of the Railway Mail Service, situated at the same station as a Mail Office, where the work-papers of the Mail Office as well as the sections, if any, attached to the Sub-Record Office are prepared, checked and place on record and by which all forms, bags and stationery required for the use of the Mail Office and the sections are supplied. The official in-charge of a Sub-Record Office is designated a Sub-Record Officer. A Sub-Record Officer may also work as Head Sorting Assistant or Sub-Sorting Assistant or Mail Agent.

18-A. Bag Office.- For avoiding unnecessary movement of bags, the new system of bag accounting has been introduced classifying PO/RMS Office into Bag Office: the office handling it as under:-

- (1) Unit Bag Office (UBO).- Every Post Office other than Branch Post Offices and EDSOs is identified as Unit Bag Office. This office is given a

minimum/maximum bag balances once in a year by the Superintendent of Post Offices concerned preferably on 1st July. Each office will maintain a day bag book and submit a daily bag balance report to its District Bag Office.

- (2) District Bag Office (DBO).- Every HRO/SRO in RMS is identified as a District Bag Office. This Office will maintain bag account for all types of bags category-wise not only in respect of bags received and dispatched by the Sorting Offices and TMOs attached to them but also in respect of UBO attached to them. In exceptional cases, Head Post Offices can also function as DBO.

- (3) Circle Bag Office (CBO)- The Postal Stores Depot situated at the Headquarters of Postal Circle is identified as Circle Bag Office. This office is responsible for inspection of DBOs and UBOs and verification of balances. This office is also responsible for procurement of bags, distribution of bags, repair and auction of bags.

- (4) Central Bag Office.- 'D' Section of Postal Directorate works as Central Bag Office. This does not deal with any bags but only deals with the correspondence relating to procurement and distribution of bags.

NOTE- Wherever the terms "Record Office" and "Record Officer" are used, they include Head and Sub-Record Offices and Head and Sub-Record Clerks, respectively, unless there is anything to the contrary in the extent.

19. Sorting Assistant.- The term Sorting Assistant is used to designate all officials in the Railway Mail Service other than Supervising Officers, Mail Guards and Class IV servants.

20. Subsidiary Sorting Assistant.- A Sorting Assistant who works with a Sorting Office over only a portion of its working hours to assist the set where the work is heavy is called a Subsidiary Sorting Assistant.

21-A. Set of Section.- The establishment of RMS Sorting Assistants which works together throughout the beat of the same section in both directions is termed a set of that particular section. Sets are numbered serially and are designated by their serial numbers preceded by the name of the section. Thus A-26/Set No. 4 denotes the fourth set of A-26 Section. Each set of the same section has the same working hours, same number of officials and the same mail exchange arrangement. The number of set of a section are determined on the basis of weekly working hours.

21-B. Set of a Mail Office.- The establishment of RMS Sorting Assistants which is on duty at the same time in Mail Office is termed a set. The sets of Mail Offices are numbered in a consecutive series, Set No. 1 commencing at or

immediately after zero hours. Thus, Nagpur RMS/1 denotes the first set of Nagpur RMS working in the morning.

Unlike the sets of a section, each set of a Mail Office has different working hours, different mail and sorting pattern. The strength may also vary depending upon the volume of work.

In the case of the sets of a Mail Office working on alternate nights with the same number of officials and the same mail and sorting pattern, the words 'Batch A' and 'Batch B' shall be used in addition to the usual consecutive number. Thus:

Nagpur RMS/Set No. 3 Batch 'A'
Nagpur RMS/Set No. 3 Batch 'B'

The batches 'A' and 'B' will be working on alternate night.

NOTE- Suffixes like "Parcel", "PSO", "Regd. Packet", "TMO", etc., may be used to denote the Sorting Offices with particular functions and separate serials may be used for numbering Sets of such Sorting Offices as "Chennai Sorting Parcel Set 2", "Bangalore City TMO Set 1" and "Bangalore City TMO Set 2".

22. Trip.- A journey performed by a set of a section traveling on duty from one end of its beat to the other is called a trip. The trip from the Headquarters of the set towards its out-station is called the Out-trip, while that towards its Headquarters is called the In-trip.

23. Station and sorting articles.- Station articles are articles intended for delivery from the Post Office to which they are sent but unpaid and insufficiently paid articles of the letter mail intended for delivery from sub and branch offices are, when sent to the Head Office or the sub-office, treated as station articles for the Head Office or the sub-office, as the case may be. Sorting articles are articles that are to be sorted by the Post Office or mail Office to which they are sent, and forwarded thence to offices of final destination or to other Sorting Offices.

24. Labelled bundle.- (1) A labelled bundle is a collection of faced unregistered articles of the letter mail securely tied with a check-slip at the top. It is treated in sorting as a single article, and is opened by the office or section to which it is addressed.

(2) Labelled bundles are of two classes, viz., station bundles and sorting bundles:-

- (i) A station bundle contains station unregistered articles, and may be either a paid articles bundle, consisting of only paid articles, or an unpaid articles bundle consisting of only unpaid articles. Station bundles are prepared, ordinarily, when the number of articles – either paid or unpaid – for any office exceeds fourteen.

- (ii) A sorting bundle contains both paid and unpaid unregistered articles which are not included in station bundles. Sorting bundles may be of two kinds, viz., express bundles and deferred bundles. An express bundle contains articles which require to be sorted immediately on receipt by the Mail Office or Post Office to which they are consigned, and a deferred bundle contains articles which can be disposed of later. When a sorting bundle is prepared for a state, a clearly defined tract of country, or a foreign country, it is termed a territorial bundle. Territorial bundles are prepared when the number of articles is 25 and more.
- (3) Labelled bundles are not due.

Pre-sorted bundles.- These are received from the customers as well as from Post Offices. These should not be opened if they are station bundles and can be opened and sorted, only if they are sorting bundles.

25. Check-slip.- A check-slip is a label tied to the top of the labeled bundle: the form is printed on paper of different colours, pink for ordinary paid and unpaid bundles, white for ordinary sorting bundles and blue with the words "Air Mail" for foreign air mail bundles. The white check-slip is used for both express and deferred bundles, the slip being marked on the face with 2 diagonal lines in blue pencil, for express bundle. The slip being marked on the face with 2 diagonal lines in green colour for local articles, yellow strip in corner for Rajdhani and blue strip in corner for Metro bundles. Every check-slip bears the name and date stamps of the office which prepares the bundle, the name of the office to which it is addressed and signature in full of the officer by whom it is made up. In case of a territorial bundle, it also shows the name of the State, Territory, etc., to which the articles in the bundle are addressed as well as the office by which it is to be opened, thus:-

(Delhi Air Sorting)

Check-slips are designated to fix responsibility for the mis-sending of any article wrongly included in a labeled bundle.

25-A. Money Order Check-slip.- A check-slip (M.O. 70) printed in red ink on white or Badami paper is prescribed for use in preparing money order bundles for dispatch to destination. The number of money orders included in the bundle is required to be noted on this check-slip.

26. Mail bags.- (1) A mail bag is a bag containing unregistered and registered articles of the letter mail, viz., letters, postcards, and book and pattern packets: and also unregistered parcels, the registered articles being enclosed in a registered bag: but when a registered packet bag is prescribed, heavy registered packets, are dispatched inside the registered packet bag and not inside the mail bag. When parcel bags are not prescribed, mail bags may also contain articles of the parcel mail. A mail bag exchanged between a Branch office and a Post Office other than its accounts office, mail office or section, with which it is in direct communication contains all fully prepaid articles except V.P. and insured articles and those on which customs duty is to

be realized. There are three kinds of mail bags, viz., station mail bags, sorting mail bags and combined mail bags, Mail Bags are due bags.

(2) Mail bags exchanged between a cash office and the sub-office which it finances will also contain inside the registered bag, a cash bag. These mail bags are denoted in the due mail lists of the cash office, of the sub-office and of the offices through which they transit by a distinguishing symbol "F".

NOTE – In any case in which the Head of the Circle or the Heads of the Circles concerned consider it advantageous that the Registered bag should not be sent inside the mail bag, the Registered bag may be forwarded outside. All bags including those in the nature of 'L' bags should invariably be sealed. The arrangement will be clearly indicated in the Due Mail and Routing List.

26-A. Airmail bag.- A mail bag containing unregistered and registered articles to be carried by any air service under the All Up Scheme is called an airmail bag. The bag should not contain articles not intended to be carried by air. A blue dosuti bag should ordinarily be used for closing an airmail bag.

NOTE 1.- If on any occasion there is no article for dispatch in a particular air mail bag, a bag with 'nil' contents need not be closed, but a suitable entry should be made in the delivery bill that no bag has been closed as there was no content.

If the number of articles to be dispatched is less than fifty and there is also no insured article or air parcel for dispatch in an airmail bag, an airmail cover of suitable size should be used instead of a bag.

NOTE 2- When an air parcel is sent inside an airmail bag, the label of the bag should bear the superscription "C.A.P" to indicate that it contains air parcel.

NOTE 3.- Registered articles should not be enclosed in a bag unless their number exceeds 25 or they are bulky or there are insured articles for dispatch. But they should be bundled and tied up crosswise along with the registered list, with a suitable check-slip prominently marked 'REGISTERED' and the bundle should be sealed with the registration seal on the knot which should come on the check-slip. This bundle is to be tied lengthwise and breadth wise to ensure that no article gets loose and mixed up with unregistered articles. This bundle may then be placed in the air mail cover of bag. Whenever registered bags are used in enclosing registered articles for dispatch inside air mail bags, normal rules for closing registered bags should be followed. Whenever a bag is used for enclosing registered articles not exceeding 25 due to their bulk and unusual size, a remark should invariably be passed on the registered list to that effect.

NOTE 4.- The weight of an air mail bag or air TB should not exceed 30 kg.

27. Registered bundle.- (1) A registered bundle is a collection of faced, uninsured registered articles of the letter mail placed, together with a registered list, in a prescribed form of envelope, carefully gummed and sealed, or if necessary, in a dosuti bag, tied and sealed in the ordinary way, with the label showing distinctly that

it is a “registered bundle” and not a ‘registered bag’. Registered bundles are not due, but are made up, ordinary, when the number of registered articles to be enclosed exceeds two; they are treated in sorting as single registered articles.

27-A. Registered bundles from customers.- The customers booking their articles in bulk prepare station and TB bundles in the same manner as discussed above and present them at the sorting office.

28. Registered bag.- (1) A registered bag contains cash bag, ordinary and V.P. registered letters and packets, insured envelopes, registered bundles, insured bundles, ordinary and V.P. money order bundles tied with a check-slip, and a registered list.

NOTE – The registered bag inside a mail bag indicated by symbol ‘P’ in the D.M. list will also contain a cash bag.

(2) A registered bag is a due bag and must be prepared, together with a registered list, whether there is a cash bag or registered articles for dispatch or not.

(3) The registered list sent in registered bags which are prescribed to contain a cash bag must invariably bear, in addition to the Registration Date-Stamp impression, the impression of the treasury date-stamp of the office closing the bag, or in offices where there is no treasury date-stamp, the round money order stamp of the Sub-Postmaster.

28-A. Speed Post Bag.- This bag contains Speed Post articles, Speed Post Money orders and a Speed Post list. In the Speed Post list, the number of articles and the office of booking in invariably written and totals are struck at the bottom.

29. Insured bundle.- (1) An insured bundle is a collection of insured letters enclosed, together with a registered list, in an insured envelope, or if necessary, in a dosuti bag, properly closed and sealed, showing distinctly on the envelope or the label of the bag that it is an “Insured Bundle”. Insured bundles are not due, but are made up ordinarily, when the number of insured letters for dispatch to a Post Office is more than one; they are treated in sorting as single insured envelopes. When the number of insured letters and I.Bs to be disposed of through a Mail Office is usually more than ten, a separate insured letter bag addressed to that mail office may be prescribed to be closed as a separate due bag. The insured letter bag should be dispatched inside the registered bag with suitable remarks in the registered list.

30. Parcel bag.- A parcel bag contains ordinary registered parcels, V.P. parcels and insured bags. It also contains a parcel list in which all the registered articles of the parcel mail are entered in detail. Parcel bags are not due bags, and when dispatched they are treated as unusual mails.

31. Insured bag.- An insured bag is intended to give cover to insured parcels (including insured V.P. parcels) so as to afford them greater security. Insured bags do not come under the category either of due or unusual bags nor do they contain any list of their contents, these being detailed in the ordinary parcel list. An insured bag is never dispatched loose, but is always enclosed in a parcel bag or mail bag. It is

placed inside the parcel bag when a parcel bag is made up for the office or section to which it is addressed; when a parcel bag is not made up, it is placed inside the mail bag. However, in large parcel sorting offices, when insured parcel bags are closed separately, double canvas bags should be used for the purpose of ensuring security.

32. Registered packet bag. – (1) A registered packet bag contains heavy registered packets and a registered list. Registered packet bags are prescribed when justified. They are treated as due mails and entered under the column for entries of mail bags in the mail list with the remarks ‘RP’ against the entry. When prescribed, they must be closed irrespective of the fact whether there are any registered packets or not. Such registered packet bags may also be closed, though not due, when the Registered packets intended for any office or section cannot, due to their bulky size, be included in the registered bag. In such cases, a remark ‘RP bag closed’ is to be given in the registered list of the due registered bag.

(2) Packet bag.- Bags returned empty to UBO/DBO/CBO/PO or sacks containing such bags are treated as packet bags. Packet bags are not due bags and when dispatched they are treated as unusual mail.

33. Transit bag.- A transit bag is used to enclose several bags sent to the same office or section thereby affording protection to them, and securing the disposal in transit of only one bag in place of several. A transit bag must contain a mail list. Transit bags are due bags.

34. Account bag.- An account bag is used between a sub-office and its Head Office to enclose cash bags and articles, documents, etc., connected with accounts as well as correspondence unconnected with accounts, from the Head Office to one of its sub-offices and vice versa. When sent by the Head Office to the sub-office, it contains the S.O. slip and when sent by the sub-office to the Head Office, it contains the S.O. daily account. Account bags may be loose or enclosed in mail bags made up by Post Offices and Mail Offices. Account bags are due bags. They should contain all types of postal articles posted in SOs deliverable at HO and vice versa.

35. Branch office bag.- A branch office bag is used between a branch office and its account office to enclose cash bags and all articles, documents, etc., exchanged with the account office. Branch office bags may be sent loose or enclosed in mail bags made up by Post Offices and Mail Offices. Branch office bags are due bags.

36. Cash bag. - A cash bag is used to enclose remittances of cash between Post Offices. Cash bags are not due bags. They are ordinarily dispatched enclosed in account bags, registered bags, or branch office bags, but may also be sent loose in the charge of postman, village postman, overseer, or other subordinate.

37. Special bag.- A special bag is used to enclose correspondence of the high officers of Government mentioned in the Post Office Guide, Part-I, as entitled to the privilege, and the correspondence of the Director-General of Posts when on tour. A special bag contains unregistered and registered articles of the letter mail, the latter being tied in a separate bundle with the registered list in which they are entered placed

on top. Special bags are not due bags, but when dispatched they are treated as unusual mails.

37-A. Camp bag. - A camp bag is used to enclose the office files and other official papers, and is closed by the Secretariat or Headquarters offices of the high officers mentioned in Clause 198 of Post Office Guide, Part-I, for the High Officer-in-Camp, and vice versa. Camp bags are not due bags, but when dispatched, they are treated as unusual mails.

38. Deleted.

39. Telegraph cover.- A telegraph cover (Form T.I. 60) is used to enclose express telegrams, telegraph envelopes closed by Post Offices, telegraphic advices, etc., when their transmission in the ordinary course as service registered letters is likely to cause delay in their disposal, and one must always be used to enclose telegraph envelopes received from local telegraph office for dispatch to another telegraph office. They are treated as unusual mails and sent loose, but may in exceptional circumstances be enclosed in a mail or transit bag.

40. Changing station - A Railway Station, where the beats of two transit sections join and where the mails brought by one of them are handed over to the other, is called a changing station.

41. Connecting section.- A connecting section is an RMS section working in a train in immediate connection with another train in which another RMS section works. If the interval between the arrival of one section and the departure of another is sufficient to connect bags being made up by a mail office at the junction station, the sections are not termed "connecting sections".

42. Overtime duty. - The expression overtime duty means the duty performed under the orders of the Superintendent, Assistant Superintendent, Inspector or Record Officer by a Sorting Assistant, Mail Guard, Van-Peon, Porter, or other staff of the RMS after the completion of prescribed term of duty.

43. Rest house.- Rest-houses are houses or rooms provided at terminal or changing stations for the accommodation of Mail Agents, Mail Guards and Van Peons where absolutely necessary.

44. Deleted.

44-A. Cage TB.- When a lot of bags are available at distant places, Cage TB facility is utilized. For instance, Chennai Central Station TMO has got 350 bags intended for the delivery at Howrah Station. If these bags are given to the Section leaving Chennai Central Section TMO, viz., TP-16-OUT, all these bags are required to be handled by TP-16-OUT and other intermediary sections, viz., V-10-IN, V-14-OUT and N-2-IN. If the Cage TB facility is used, the Chennai Central Station TMO can load all the bags in a partition in the Mail Van of the train (TP-16-OUT) and lock the partition so that TP-16-OUT and other intervening sections need not handle these bags. This partition which is locked sealed and labeled by Chennai Central Station

TMO can be opened only by the Mail Agent at Howrah Station TMO after N-2-IN reaches Howrah Station. Cage TB facility avoids unnecessary handling of bags by intermediate sections.

45. Press packet.- A press packet is a packet containing newspapers intended for sale by a news-agent recognized as such and marked for delivery from the Railway Mail Service van at the Railway station to which it is addressed.

46. A Orders.- A orders are orders issued by a Superintendent, RMS prescribing changes in sorting lists.

47. B Orders.- B orders are orders issued by a Superintendent, RMS for the guidance of the subordinates in the performance of their duties in Mail Offices on all subjects except alternations in sorting lists.

NOTE – The letter ‘T’ will be prefixed to the letter ‘B’ in the case of ‘B’ orders issued in connection with the disposal of camp articles and camp bags for high officials on tour.

48. Deleted..

49. Work-papers.- The expression work-papers means the documents received and dispatched by a set of a Transit Section or Mail Office as well as abstracts and other documents prepared by it while at work.

50. Deleted.

51. Deleted.

52. Deleted.

52-A, Due Mail and Sorting List.- The due mail list shows the details of bags to be received and dispatched by a Mail Office/ Transit Section. It will show (a) in what cases mail lists are to be dispatched and received with loose bags (b) transit bags are to be used (c) account bags and B.O. bags are to be sent or received in mail bags, (d) in the case of sub-office, the mail bags containing cash bags enclosed in registered bags.

The sorting list will show (a) for what offices, mail bags and registered bags are to be made up (b) to what offices parcel mail articles may be sent direct and the manner in which they must be dispatched.

53. Due mails and unusual mails.- The term due mail comprises all the bags, articles and documents which must be dispatched every day or at regular intervals. The terms unusual mail comprises parcel bags, packet bas, special bags, camp bags, telegraph bags and any other bags not included in the term “due mail”.

54. Face and facing. - The face of an article is the side on which the address is written. The terms ‘facing’ means the arrangement of articles with the address-side upwards and the addresses turned in the same direction.

55. Beat.- The term beat used in relation to a RMS section means the portion of a Railway or Steamer line over which the section works. When used in relation to postal overseers and delivery agents, such as, postmen, village postmen, etc., it denotes the area within which they are required to perform their respective duties. A beat includes Post Office served by the official concerned..

56. Camp correspondence.- The expression camp correspondence means letters and other articles of correspondence addressed “camp” or with any other prescribed address, without the addition of the name of any post-town, and intended for high officers on tour.

56-A. Late letters and too late letters.- Late letters are letters presented at the window of a Post Office or Mail Office or posted in the letter box of a Mail Office after the prescribed hour of closing the mail but within the interval allowed for posting of such letters with the prescribed late fee affixed in addition to the postage.

“Too late” letters are those posted within such interval but without having been fully prepaid with postage and late fee. These are stamped ‘Detained late fee not paid’ and detained till the next dispatch.

57. Mis-sent and mis-directed articles.- A mis-sent article is an article which has been erroneously forwarded by an office to an office other than the office of destination or by a route other than the prescribed one. A mis-directed article is a vernacular article on which the incorrect destination has been written in English by the office of posting.

57-A. Trial cards.- Trial cards are service Post Cards [M 26 (a)] which are employed for the purpose of determining the relative advantage of alternative mail routes or the cause of detention to articles. A trial card contains on the back the following printed columns, viz., (1) Source of receipt (2) Remarks, misconnection, etc., (3) Manner of disposal, (4) Date stamp of the Office or Section, (5) Signature of Head Sorting Assistant/Postmaster/Supervisor. All these columns should be carefully filled in by the Head Sorting Assistant, the Postmaster or Supervisor of each office or section handling the card and on reaching the destination the Postmaster should also note the date and hour of the mail conveying the card and the date and hour of delivery of the card before the same is returned in a service cover to the officer by whom it was issued. The card should be forwarded by the route if any, marked therein and should not be included in any station bundle.

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CHAPTER 2

MISCELLANEOUS RULES

Mail and Sorting Departments

58. Latest hours fixed for posting the mails. - The latest hours of posting of mails at a Post Office or mail Office will be notified in connection with each dispatch in the notice of "latest hours of posting of mails" supplied to the office and the letter box should be finally cleared at this hour except for late letters posted in letter boxes attached to mail offices at stations at which a late fee is imposed, where the letter box should be again cleared on the expiry of the period allowed for the posting of such articles. In the case of night mails, the latest hours of posting will ordinarily be 6 p.m. and in the case of day mails, thirty minutes before the hour fixed for the closing of the mail at the Post Office. The hours of clearance of letter boxes placed at Railway stations where there are Mail Offices should, as far as possible, be fixed by Superintendents of RMS sometime after the hour fixed for clearance at the local Post Office. Mails which are to be forwarded by Railway should ordinarily reach the

Railway station ten minutes before the arrival of the train by which they are to be sent.

58-A. Posting of registered newspapers.- (1) Newspapers registered by the Head of the Division/Sr. Postmaster under the IPO Rules, 1933, corrected from time to time can be posted in Post Office and RMS Office shown in the application for registration and accepted by the Head of the Division/Sr. Postmaster.

(2) A register of registered newspapers posted should be maintained by each such office to keep a watch to ensure that no newspaper not entered in the register is allowed to be transmitted by post at concessional rates. The Head of the Circle shall supply to the offices of Posting concerned copies and the orders granting fresh registration, renewals of previous registrations or canceling and registration. Even if there are changes in the date or dates of posting or office of posting, etc., copies of orders will be communicated in individual cases to the offices of posting concerned. The register in each office of posting shall be kept corrected up-to-date according to the orders communicated from time to time by the Heads of the Circle in this respect.

(3) The Head of the Division/Sr. Postmaster concerned is authorized to issue a licence for posting of registered newspapers at specified Post Offices and RMKS Offices without prepaying postage under the conditions prescribed in IPO Rules, 1933, corrected from time to time. Separate licences are issued for posting to addresses within India and to address outside India. Copies of newspapers posted under this system should be checked at random to see that the following conditions are fulfilled:-

(a) That at least hundred copies are posted at a time; this limit is applied separately to copies for inland destinations and to those for foreign destinations;

(b) that the following indications appear on each copy in the oblong space on the wrapper or below the registration number if the newspaper is posted without a wrapper;

(i) for newspapers addressed to places within India

Licence No.
Licenced to Post without pre-payment

(ii) For newspapers addressed to places abroad

Licence No.
Licenced to Post under Cash Payment system

Postage paid

Post payee

(c) that are handled in with a proper invoice as indicated in the next sub-rule

4. (i) The copies of the newspapers will be handed over at the window along with an invoice in duplicate in the following from showing details of the posting. The original copy should be retained by the office of posting and the duplicate returned to the sender after it has been duly signed and date stamped. Before the duplicate copy is returned to the sender, the entries in the invoice should be properly checked with the articles posted and if there be any discrepancy, the office of posting should make the requisite corrections under the initials of the Head of the Office or any other officer duly another in this behalf.

The licensee is bound to accept such correction.

INVOICE FORM

Name of the paper with frequency of publications

No. of single copies due	Weight of a single	Date posting copy	Postage
No. of bundles with 2 copies each	Weight per bundle	“	
No. of single copies due	Weight of a single	Date posting copy	Postage
No. of bundles with 3 copies each	Weight per bundle	“	
No. of bundles with 4 copies each	Weight per bundle	“	
No. of bundles with 5 copies each	Weight per bundle	“	

_____ Total amount of postage

Signature of Manager
Proprietor or Publisher of
Registered Newspaper

receiving

Signature of

Postmaster

Dated.....

Stamp of the Office of Posting

(ii) The amount of postage due on all posting will be adjusted twice a month, i.e., on the 16th for postings between the first and the 15th of the month, and 1st of the following month, in respect of the postings from the 16th to the end of the month.

The office of posting should prepare fortnightly a bill in Form M.S. 98 for the posting during the periods shown in conditions (3) above showing the total amount of postage payable for each day as shown in the invoices and present the bill to the licensee on the 16th and 1st of each month, a copy of the bill being forwarded at the same time to the Head Office and the Post Office where the bill is to be paid where necessary, and to the Audit Office to enable them to watch the credit. The payment of the bill will have to be effected by the Licensee, within seven days from the date of its presentation at the Post Office indicated in the bill. The Post Office should keep a close watch on the receipt of the amount within this period and in case of non-payment, report the matter at once to

the Head of the Circle. A Post Office receiving a copy of the bill from an RMS Office for realization of the amount of the bill should intimate the date of recovery of the amount to the RMS office concerned on the date the payment of the bill is received. In case of non-payment within the stipulated time, this fact should be intimated to the RMS Office immediately. The amount should be created in the schedule of 'unclassified receipts'. The monthly statement in the Form M.S. 99 should be sent by the office of posting if it is a sub-office to its Head Office, and to the Audit Office on the 1st of every month.

(iii) In the event of non-payment of a bill within a fortnight following the fortnight to which the bill relates, the posting of the paper without prepayment of postage should immediately be stopped, and the licence deemed to have been cancelled.

58.B. Machine-Franked Articles.- (i) Postage on postal articles (both official and private) ay, under a licence issued by the Head of the Circle, be paid by means of impressions of franking machines, which will be of a bright red colour and

be made as far as possible on the right-hand top corner of the address side of the postal article itself or an address wrapper or an address label firmly attached to it. The franks recorded by each machine will bear an impression or impressions showing the amount of postage with the number of the machine in the center, as in the specimens given below:-

Seal	P 5 P
Seal	U 5

The illustrations are not exhaustive and licensees may arrange with the agents of the franking machines for any denominations. The number in the center denoting the number of frank there is a date-stamp impression showing the name of the office of posting, the date, as well as the identification mark of the licensee and the licence No. preceded by the index letter of the circle.

(ii) Machine franked articles can be posted at not more than two offices specified by the Head of the Division in the license. Where only one office of posting is desired, these must be handed in by a representative of the licensee at the counter of either the Post Office or the Mail Office or the night Post Office. Where the licensee desires to post them at two offices, they may be handed either at a Post Office and a Mail Office or at a Post Office and a night Post Office, or at a Mail Office and a night Post Office.

(iii) The franked articles will be tendered at the counter bundled in separate bundles according to the value of the franks and each consignment must be accompanied by a Window Delivery Ticket for identification of the licensee's representative. The Postmaster of the office of posting is responsible for seeing that the articles have been franked in the prescribed manner and that systematic underpayment is not going on.

(iv) With the last dispatch of the day or on the close of business hours of the day, the licensee will be required to tender at the office of posting a Daily Docket (in the prescribed form), filled in, signed and date. In case, where a licensee has been permitted to post the articles at two offices, the Head of the Circle will prescribe which of the two offices constitute the Main Office of posting and the Daily Docket will have to be sent to this office by the office other than the main office if the last dispatch is tendered at that office. As far as possible, the mail offices should not be constituted as the main office of posting for this purpose. Where the Mail Office is the only office selected for posting, the Head of the Circle will prescribe which office will maintain the Register of Daily Docket and the Mail Office will sent the Daily Docket to that Post Office. The Head of the Circle will also prescribe which office will maintain the Register of Window Delivery Ticket issued.

The main office of posting will record in the prescribed register of Daily Dockets the metre reading shown in the Daily Docket submitted by the licensee. A separate page will be allotted to each licensee of the franking machine. The entries in the prescribed register will be attested by the Postmaster daily.

(v) The impressions of the franking machines recorded on postal articles should not be interfered with in any way. The articles should be impressed with the date stamp of the office of posting to indicate the date on which the article is actually posted, but in such a manner as not to interfere in any way with the impressions of the franking machines. If the franking impressions on articles indicate the place of origin and the date of posting, it is not compulsory to date stamp such articles. Moreover, the application of the date stamp is not required on unregistered articles sent at a reduced rate of postage (book packets, etc.) provided that the place of origin is indicated on the articles. The franks passed by the office of posting should not be challenged by any other office, but the offices of delivery must carefully check the postage paid on machine-franked articles and if any underpayment is noticed, taken action in the ordinary manner.

(vi) Machine-franked articles posted in letter-boxes should be treated as unpaid articles. Unregistered articles bearing impressions of the previous date should not also be accepted.

(vii) In places where the authorized dealers have their own servicing centers with qualified and experienced staff, the repairs and servicing will be carried out at those centers in the presence of the postal officials deputed there for the purpose. In other places, the machines will be sent to the Post Office where the Daily Docket Register is maintained. The Post Office will remove the license die from the machine which will then be sent for repair, etc.

In all cases, the re-setting of the credit metres of the machines will be done at the Post Office.

(viii) Cut-out labels with frank impression on them for prepayment of postage can be used on all postal articles except articles of the insured mail subject to the following conditions:

1. Not more than one cut-out label bearing the frank impression or impression in full payment of postage and other fees will be permitted to be affixed on such postal articles.
2. When more than one frank impression is obtained on a cut-out label or wrapper, the impressions should not overlap nor be more than 1 cm apart. In such cases, the impressions of the stamp bearing the name of

the firm, the license number, the date and any slogan used should appear only once and should not overlap any frank impression.

3. The cut-out label should be securely posted to the postal articles on the right hand side over the name and address of the addressee. Cut-out labels may not be affixed to separate address labels attached to such postal articles; frank impressions in such cases should be taken on such address labels themselves.
4. The cut-out labels should have the name and address of the sender printed on the left hand side. In cases where the name and address of the sender is printed elsewhere on the address side of the postal article, it will not be necessary to have his name and address printed on the cut-out labels..
5. The total value of the frank impression or impressions should be written in figures in red ink on the cut-out label below the printed name and address of the sender.

(ix) An advertisement may also appear alongside the date impression, provided that:-

1. it is first approved by the Head of the Postal Division in which the machine is used;
2. it relates solely to the business or profession of the licensee;
3. it is quite separate from the impressions of the identification marks, license number, the date stamp and the postmark;
4. it is confined to the top left hand corner of the postal article; and
5. the cost of cutting the die is met by the licensee.

The licensee can get approval from the Head of the Postal Division for as many slogans and advertisements as he may desire, provided not more than one slogan or advertisement is used on the article. No change in the tenor of the advertisement shall be made,, once it is approved, with-out similar prior approval of the Head of the Postal Division concerned.

(x) The Head of the Postal Division, as and when notified by the licensee in the change of address or the location of the franking machine, will intimate this change to the Divisional Superintendent, etc., concerned.

58-C. Accounts with licensees of franking machines.- (1) An account will be maintained in the prescribed record book in duplicate with each licensee of

franking machine and payments will be made by him on account of postage, in accordance with the procedure laid down in the Rule 185 of the Posts and Telegraphs Financial Handbook, Volume-I.

(2) The invisible metre of the franking machine will be set to the figure representing the initial payments made by the licensee, by the suppliers under the supervision of an official of the local Post Office and be sealed with a Post Office seal. The machines will be brought to Post Office for resetting the metre. AT the time of resetting, the original seal in the machine must be broken and after resetting, a fresh seal should be affixed. The amount paid and particulars should be entered in the copies of the record book kept by the licensee and the Post Office, as prescribed in the Financial Handbook referred to in the preceding paragraph. An account should be prepared in Form M.S. 10 which, after the Accountant has signed the certificate, should be placed in the separate files for each machine. The licensee's and the Post Office copy should be authenticated by the Postmaster.

Payment other than by cheque should be discouraged. If payment made in cash, the official resetting the machine will obtain the signature of a responsible officer of the firm bringing the machine for resetting in the 'Remarks' column of the Post Office when crediting the amount in the accounts of the Post Office will see that this had been done.

It is further prescribed that a postal official other than the one who reset the machine should carry out a random inspection of the franking machines, and see that metre reading found on that day are in order as compared with those noted in the Daily Docket submitted by the licensee. He will also note in the metre books, the metre readings as found by him, and report to the Postmaster immediately in the event of any irregularity being noticed.

NOTE 1. - The Post Office seal for sealing franking machines must be kept by the Postmaster in his personal custody except in the General Post Office at Mumbai and Kolkata where it should be kept by the Dy. Director. It should be handed over under receipt to the official deputed for resetting the machines and this official will be held personally responsible for its safe custody under lock and key when not in use by him personally and until it is returned to the Postmaster.

Note 2.- The pliers for the lead seal which are used for preventing the unauthorized removal of the bottom will be in the custody of the agents for the supply of the franking machines. The impressions made by the pliers on the lead seals should be examined by the Postmaster or in the case of GPO at Mumbai and Kolkata by the Dy. Director to see whether they are clear and distinct.

59. Clearance of letter-boxes.- (1) The letter-box of a Post Office or Mail Office should be opened and cleared by the postal or Sorting Assistant, as the case may be, at convenient intervals during the day, so as to expedite the preparation of the mail for dispatch. The key of the letter-box must remain in the custody of that official during working hours.

(2) Deleted.

(3) Articles posted in fixed outside letter-boxes should be brought to the Post Office immediately before the hour fixed for the final clearance of the office letter-box. The keys and changeable hour-plates must be kept in the custody of the Sorting Assistant during working hours.

(4) The Sorting Assistant should see that the letter-box peons leave the office for the clearance for outside letter-boxes and return from their rounds punctually at the time fixed. He should make over the keys of fixed outside letter-boxes and, where changeable hour-plates are used, the proper plates to the letter-box peons, and see that the correct keys and plates are brought back to the office.

60. Clearance of letter-boxes at Railway stations.- (1) Letters posted without late fees in letter-boxes at railway stations at which mail office are not established should, whenever practicable, be cleared by the Mail Peon and handed over to the Transit Section. The following procedure should, however, be observed:-

- (a) When the Mail Peon or other official appointed to clear the box is competent to sort the articles found in it after the last dispatch through the local Post Office, he will make over to the section any articles for the direction in which the set is traveling for being handed over to the next sorting office coming en route.
- (b) At small stations at a distance from the Post Office and where not more than 10 articles on an average are posted in the station letter-box between the last clearance for inclusion in the Post Office dispatch and the arrival of the train, articles taken from the letter-box shortly before the train is due may, with the previous concurrence of the Superintendent, RMS concerned and, when the Mail Peon is not sufficiently literate to sort letters, be handed to the officer in charge of the section for transmission to the next sorting office.

NOTE.- At places where letter-boxes are not cleared by Mail Peons who attend the Railway Stations for the exchange of mails, they are forbidden from accepting any loose letters from any member of the public. Heads of Circles may however, use their own discretion in regulating acceptance of articles by Mail Peon or

other officials deputed to exchange mails where local conditions demand it, keeping in view principles underlying the rules on the subject.

(2) The keys and the changeable hour-plates of the letter-boxes concerned must be kept by the Sorting-Postal Assistant during working hours, but should be temporarily entrusted to the Mail Peon or other official appointed for the purpose of clearing the boxes. In RMS, the key should be in the custody of the Sorting Assistant concerned.

60-A. Separation of articles taken from letter-boxes.- (1) The articles taken from letter-boxes should be placed on a table, examined and divided into 1st Class and 2nd Class mails. The former should include articles (both inland and foreign) intended to be forwarded by surface as well as by air routes, and the latter should include articles (both inland and foreign) intended to be forwarded by surface as well as by air route. The above classes of mails should then be separated into:-

- fully prepaid letters (including postcards, letter cards, air letters and articles to which fee air transmission is given);
- fully prepaid packets, i.e., newspapers and book and pattern packets;
- letters which appear to be insufficiently paid, unpaid letters, and postcards and inland letter cards on which postage is chargeable owing to infringement of conditions;
- Inland postcards and inland letter cards of private manufacture on which postage is either not prepared or not conforming to the prescribed size;
- packets, i.e., newspapers and book and pattern packets which appear to be unpaid or insufficiently paid or on which postage is chargeable owing to infringement of conditions.

Second class mails (packets, newspapers and book and pattern packets) are further divided into air mail articles, i.e., articles intended to be forwarded by an air route and articles intended to be forwarded by ordinary route.

The unpaid articles and those that appear to be insufficiently paid should, if necessary, be weighed for the purpose of ascertaining the postage due; unpaid or insufficiently prepaid articles for foreign countries should be disposed of as laid down in Rules 110-A, 111 and 111-A. Contents of book packets (air-surcharged and ordinary) would be carefully scrutinized with a view to see whether they fulfil the

conditions for transmission (by air or by surface route, as the case may be) at book packet rates.

The result of the security should be noted daily by the assistant concerned in the error book, and the entry should be certified by the Officer in charge of the branch. Supervising Officers should satisfy themselves at each inspection by an examination of the Error Book that the work is being done regularly.

NOTE.- Unpaid and insufficiently paid articles addressed to troops should not be sent to Army Post Offices but should be detained and disposed of as undeliverable articles and where necessary through their RLOs.

(2) First class mails (including surcharged packets, newspapers and book and pattern packets which are to be given air lift) should be dealt with expeditiously. Inland surcharged second class mails and foreign surcharged air mail articles of all classes should be carefully scrutinized with a view to see whether the blue air mail label has been affixed by the sender to each article.

- (a) If the airmail articles do not bear the name and address of the sender or if these particulars cannot be easily ascertained, they should be dealt with as follows:-
- (i) In the case of letters, postcards and aerogrammes, if the postage paid represents at least 75% of the surcharge (in the case of letters) or 50% of the combined charge (in the case of postcards and aerogrammes), as the case may be, the articles should be forwarded by air after being taxed for the deficiency. If the postage paid is less than 75% of the surcharge or 50% of the combined charge, the articles should be dispatched by surface mail. If the amount prepaid is less than the charges for a surface item of the corresponding category (aerogrammes being treated as letters) then the articles will be taxed like surface mail articles.
 - (ii) In the case of articles other than letters, postcards and aerogrammes, if the amount prepaid represents at least 75% of the surcharge, they should be forwarded by air after being taxed with the deficiency. If the amount prepaid is less than 75% of the surcharge but not less than the postage required for forwarding by surface, the articles should be sent by surface mail. If the postage prepaid is less than either 75% of the surcharge or the surface postage rate, the articles should not be forwarded.
- (b) Unpaid and insufficiently prepaid articles intended for transmission by air and bearing the address of senders should be disposed of in accordance with the instructions contained in Rule 110-A (3).

- (c) Any privately manufactured aerogramme which does not conform to the specifications, should be treated as an air mail letter and dealt with accordingly.
- (d) When an unpaid or insufficiently prepaid article is diverted to the surface route, all airmail markings must be cancelled by means of two thick horizontal lines and reasons for the diversion must be indicated on the articles.
- (e) Greeting:- These articles are treated as First Class mails in sorting. In greetings season, they are given air lift also without air surcharge. During non-seasonal period, they are sent by earliest available surface mode.

(3) Should any surcharged articles duly prepaid for transmission by an air route and bearing a superscription indicating that they are intended for transmission by the air route, be found to be without the prescribed Air mail label, the Sorting Assistant should past the label on the articles and dispatch the articles by the air route concerned.

(4) Deleted.

60-B. Stamping and removal to sorting cases.- Articles cleared from LBs are examined to see whether they are fulfilling the conditions for posting; fully prepaid or not. If there are any variation, action is taken to tax the articles as per the orders.

61. Treatment of late letters.- "Late letter", i.e., letter presented at the window of a Post Office or a Mail Office or posted in the letter-box of a Mail Office after the hour fixed for closing the mail should be dispatched by the outgoing mail, provided they are tendered or posted within the interval allowed for the posting of late letters, and the late fee is paid in addition to postage. In mail offices, "too-late" letters, i.e., letters posted within the interval mentioned above but without having been fully prepaid with postage and late fee should be stamped "Detained: late fee not paid" and detained until the next dispatch.

EXCEPTIONS – See Rule 107 (1) (b).

62. Deleted.

63. Treatment of packets.- (1) Packets taken from letter-boxes should be examined in order to ascertain whether they fulfil the conditions prescribed in the IPO Rules. Those which fulfil the prescribed conditions should be stamped and removed at once to the ledge of the sorting case: those which do not, should be charged with

postage at letter or parcel rates, whichever may be less, according to the rules and then disposed of in the same manner as other packets.

(2) Book packets containing documents wholly or partly printed in imitation of type-writing, or reproductions of a manuscript or type-written original, having the appearance of an ordinary manuscript or type-written letter, which are presented for posting at the window of a Post Office should be counted and examined and if the conditions laid down in the IPO Rules are fulfilled and then stamped with the combined obliterator with the legend "B.P. posted at counter" by the Post Office Official accepting the Book Packets in offices where such obliterator is in use or with rubber stamp with the legend "B.P. posted at counter" before the articles are removed to the ledge of the sorting case. Packets posted at a presidency, town which bear no postage stamps but are impressed in red or magenta ink with the special stamp showing that the postage has been prepaid in cash, should be treated as fully-paid articles. When such articles are once passed by the office of posting, they may not be challenged by any other office.

(3) A pattern in the sense of a specimen to be copied such as a book or an article of apparel, is admissible to the pattern packet rules, provided that there is reason to believe that the person to whom it is addressed manufactures goods of this kind, and provided, of course, that the article has no salable value.

(4) Any violation, is dealt with, as per instructions.

EXCEPTIONS- A packet containing samples of glass, liquid oils, fatty substances, dry powers, or lice bees, which is not packed in the manner prescribed in the IPO Rules should be dealt with in accordance with the procedure prescribed for the treatment of injurious articles.

64. Treatment of articles addressed to foreign countries.- In all offices and sections, articles addressed to foreign countries should be treated in the same way as inland articles, except that in no case should postage, be taxed on them; the duty of taxing postage rests entirely with the offices of foreign exchange.

EXCEPTION.- See however Rule 110-A.

65. Deleted.

66. Articles with undecipherable or incomplete address.- (1) Articles found in the course of sorting with destinations that are illegible or imperfect or written in an unknown character, or without envelopes or wrappers so that the destination

cannot be ascertained, should be placed in the compartment of the sorting case labeled "Undecipherable". When the sorting is completed, these articles should be examined and every endeavour should be made to decipher the addresses; if necessary, the assistance of other Assistants or Sorting Assistants should be obtained or the List of Indian Post Offices should be consulted.

(2) If the destinations can be ascertained, the names of the post-towns should be written clearly on the articles by the Sorting Assistant and they should then be disposed of in the usual course. Articles, the covers of which are so overlaid with writing or with postmarks as to leave no room for the clear entry of destination should be forwarded to the Postmaster of the office of destination in an ordinary correspondence envelope. If the destinations cannot be ascertained, the articles, after having been shown to the Postmaster or Head Sorting Assistant, as the case may be should if they are not fully prepared be closed in an ordinary correspondence envelope addressed to the R.L.O. and marked "Undecipherable" in the upper left-hand corner. This envelope should then be sorted for the Post Office which serves the R.L.O. Articles found in the office of posting or in the course of sorting without the addressee's name or post-town of destination and the articles which are fully paid but destinations of which cannot be ascertained should be returned to the sender, if his name and address appear on the outside; in all other cases, such articles should be sent to the R.L.O. in the same way as those with undecipherable or incomplete addresses. The Postmaster or Head Sorting Assistant should satisfy himself that the action proposed to be taken by the Sorting Assistant is correct. He should impress on the latter that it is preferable to send articles, the destinations of which are doubtful, to the R.L.O. than to forward them to Post Offices merely on the chance of their reaching the addresses. When necessary, a small bag should be used instead of envelope. In such cases, a label should be pasted to the bag addressed to the R.L.O. and marked "Undecipherable" in the upper left-hand corner.

EXCEPTION 1. - This rule does not apply to correspondence addressed "Camp" (or other prescribed address with no post-town) for certain high officers on tour, the disposal of which is governed by the special rules on the subject. When articles of any kind addressed "Camp" or "Camp Post Office" are received by an office or section which has not been specially instructed how to dispose them of, they should be sent to the office or section working towards the camp if authentic information is available regarding the movements of the "Camp": or "Camp Post Office". If no such information is available, the articles should be forwarded to the first sorting office on the route to the headquarters station of the address, or direct to the headquarters station if no sorting office intervenes.

EXCEPTION 2. - This rule does not also apply to correspondence for persons serving in any Indian Navy Ship and addressed merely to the Squadron, Fleet or Naval Station to which the ship attached or to the ship itself, without the addition of the name of a post town. Such articles should be disposed of in accordance with instructions in Appendix.

EXCEPTION 3.- A telegram bearing an incomplete or undecipherable address found in the course of sorting should be sent to the Post Office of the place where it was posted. When the office of posting cannot be determined owing to indistinct or illegible date stamp impression, the telegram should be sent to the R.L.O. for disposal.

(3) Articles received for delivery with addresses which cannot be easily read or are so incomplete that they cannot at once be distributed, should be put aside till the close of the distribution, and then every endeavour should be made to decipher or complete the addresses with the assistance, if necessary, of other staff and the Postmen. If the addresses cannot be deciphered or completed, the articles should be shown to the Postmaster who will decide whether they are to be transferred to the deposit department for transmission to the R.L.O. or to the sender.

67. Preparation of labeled bundles.- (1) A labeled bundle should not normally contain more than 50 to 60 letters and postcards. Large articles, such as newspapers and packets, should be separately bundled and, when such articles are to form a station bundle and cannot conveniently be tied together, the bundle with its check slip should be enclosed in a dosuti bag, to which should be tied a label, showing the name of the place for which the articles are intended.

EXCEPTION – Separate station or sorting bundles should be prepared for (i) first class and surcharged second class articles and (ii) un-surcharged second class articles. The words ‘First Class’ and ‘Second-Class’, as the case may be, should invariably be written in blue pen on the check slip M-10 (a) of all station and sorting labelled bundles.

NOTE.- When drill bags are used for enclosing labeled bundles, the postal or Sorting Assistant by whom the mail list is prepared should be asked to note the number of such bags in words and figures, at the top of the list. Where a mail list is not prescribed, the Registration Assistant or Sorting Assistant should be asked to make this note at the top of registered list.

(2) Deleted.

(3) The letters “TD” should be added after the name of all Post towns having more than one Town Delivery Office, in the address of the check slip of labeled bundles for those towns when they are likely to contain articles for more than one Town Delivery Office. Labelled bundles containing articles for only one Town Delivery Office should have the name of that office or its Delivery Zone number/PIN. The TD bundles will be opened by the offices that perform town delivery sorting work for the town or those that prepare direct bags for the Town Delivery Offices in the particular towns.

(4) Separate labeled bundles should be closed for Foreign Air Mail book packets, sample packets, printed papers, newspapers, etc., whenever the number of such articles is not less than five. A blue check slip should be tied to each bundle marked boldly 'A.O.' In the case of unpaid or sorting articles, the necessary indication in manuscript should be made in the check slip.

(5) Territorial Bundles should be prepared in the case of Foreign Air Mail articles when the number of articles for any country is not less than five.

68. Deleted.

69. Contents of a station mail bag for a head or sub-office.- A station mail bag for a head or sub-office may contain the following articles intended for delivery from the office itself as well as unpaid articles of the letter mail for delivery from branch offices in account with it:

- (a) station bundles, paid and unpaid;
- (b) Registered including Insured and V.P./ Parcel mail articles entered in a parcel list;
- (c) and unregistered parcels.

It must always contain a registered bag. Station mail bags exchanged between a head Office and any of its sub-offices must also contain an account bag unless there is more than one dispatch daily to the sub or head office, in which case the account bag must be enclosed in one of the mail bags.

70. Contents of a station mail bag for a branch office.- A station mail bag made up by an office for a branch office with which it is not in direct account may contain only paid station bundles and registered articles (excluding V.P. and articles on which customs duty is to be realized) of the letter and parcel mail with the registered and parcel lists and unregistered parcels.

71. Contents of a sorting mail bag. - A sorting mail bags may contain the following articles intended for onward transmission from the office to which the bag is addressed:-

Station bundles;

Sorting bundles;

Registered articles including insured and V.P. parcel and mail articles entered in the parcel list; and unregistered parcels;

It must always contain a registered bag. It may also contain account bag.

NOTE 1.- This rule does not apply to sorting mail bags closed by a Post Office at the headquarters of a circle for the local R.L.O.

NOTE 2.- In case bag is routed through weighment system, the instructions contained in Clause 235 of Chapter IV should be followed

72. Contents of a combined mail bag.- A combined mail bag for a Post Office may contain all the articles mentioned in the preceding rules as forming the contents both of station and sorting mail bags. The registered bag to be enclosed in a combined mail bag will contain both station and sorting registered articles.

72-A. A bulk bag.- The system of 'Bulk bag' is available for dispatch/receipt of special bags of printed papers to/from addressee/senders in foreign countries except Sri Lanka, Nepal, Bhutan and Pakistan. The salient features of the Bulk bag System are given below:

Printed papers for the same addressee at the same address may be enclosed in one or more special bags. The bags shall be so closed as to enable the Post Office to inspect the contents. Each bag shall weigh not less than 5 kgs and not more than 30 kgs. The bags shall be legibly addressed with rectangular labels not smaller than 125 x 60 mm. In size tied round the neck indicating the full name and address of the addressee and the weight of the bag including the contents. A similar label shall be provided by the sender of the items and shall be of canvas strong cardboard with an eyelet, strong thick plastic material or paper glued to wood. Bulk bags may be sent either as unregistered or registered. Registered bulk bags, however cannot be sent to Argentina, Cuba, Peru and the Philippines. Only on registered bulk bags, the bulk registration fee will be charged at the rate specially prescribed.

The application for the bulk bag facility should be made to the Head of the Circle through the Post Office where it is proposed to post such bags giving particulars of average amount per posting and frequency of such postings together with a general indication of the destinations. The Head of the Circle will decide regarding the amount of security deposit to be kept in the Post Office depending upon the approximate amount of postage payable in a month and the cost of one or more bags to be supplied to a single posting. The sender of such bags will then deposit the amount in cash or in a Post Office Savings bank Security Deposit Account or in national Savings Certificate pledged to the

Head of the Circle or by a guarantee from the State Bank of India. After the security amount is deposited, the sender will be issued a licence and he will be authorized to post such bags. He will hand over the bags to the Post Office with an invoice in duplicate in the prescribed form, one copy of which will be returned to him after due verification. On the basis of such invoices relating to a month, a bill will be sent to

him on the 10th of each succeeding month which he has to settle within seven days of the date of receipt. In the event of the non-payment of the bill as aforesaid, his licence shall be cancelled immediately and the amount due shall be recovered from his security deposit, and where necessary under Section 12 of the Indian Post Office Act, 1989. The licence, is revocable by the Head of the Circle by means of a seven day's notice in writing with-out assigning any reason whatsoever. The licence though terminated may, however, be renewed by the Head of Circle under the terms and conditions which he may think proper to impose.

If any dispute arises regarding the licence, the matter shall be referred to the Director-General, Department of Posts, whose decision thereon shall be final.

Empty bags required for packing will be supplied by the Post Office authorized in this behalf. The postage payable on such bulk bags shall be at the rates as prescribed from time to time.

The total amount of charges collected on bulk bag is shown on the table outside the bag. Bags containing items to be submitted to Customs examination must compulsorily bear the green label C1 on the rectangular label tied round the neck of the bag.

When a bulk bag is received from a foreign country to an addressee in India, the Postmaster of the Post Office or Incharge of the Mail Office shall send an intimation in the prescribed form duly complete d. The addressee or any other person authorized on his behalf shall produce a receipt duly signed at the Post Office and accept the bulk bags. He shall undertake to return the empty postal bags used for packing the bulk bags within three days from the date of their receipt.

The Post Office may pay compensation in the event of a loss of a registered bulk bag upto a maximum limit prescribed from time to time. Indirect loss of profit will not be taken into account in calculating the amount the amount compensation.

For each bulk bag exceeding 500 grammes in weight, a Customs Clearance fee as prescribed in chargeable instead of a charge per item contained in the bag.

73. Preparation of mail bags for dispatch.- (1) A label bearing the name of the office of destination should be stamped and fastened to the cord with which each bag is to be tied, and then loosely attached to one of the rings of the bag. The bags with the labels attached should be placed in a convenient position near the sorting case, so that the contents of the several compartments may be readily transferred to them. When all the bags and articles to be enclosed in the mail bags have been placed in them, they should be closed and sealed with the date seal. If there are no articles to send in a mail bag, an empty mail bag duly closed and sealed, and containing a registered bag must be dispatched.

(2) In Post Offices where the same Assistant is not in charge of both the sorting and mail departments, the Sorting Assistant should use the sorting-seal in sealing bags closed by him.

(3) When, in exceptional circumstances, a telegraph cover is forwarded in a mail bag, the words "Telegraph Cover" should be conspicuously written in red ink on the label of the mail bag.

(4) When a cash bag enclosed in a registered bag is forwarded in a mail bag, the symbol 'F' should be conspicuously written in red ink on the label of the mail bag.

NOTE 1 .- In the case of sorting mail bag or a B.O. bag addressed to a Post Office by a Mail Office, the word "Sorting" or the words 'B.O. bag', the case may be should be written conspicuously on the address side of the tag label by Head Sorting Assistant.

NOTE 2.- In any case in which the due number of account and branch office bags is not enclosed in a mail bag, the Sorting Assistant or Head Sorting Assistant, as the case may be, should record on the registered list included in the mail bag a remark showing the cause of sort dispatch or non-despatch. In cases where registered lists are not exchanged, a memo, explaining such reasons should be enclosed in the mail bag.

NOTE 3.- When there are two or more dispatches prescribed daily between a Post Office and a set of a Mail Office or between Post Offices, or between sets of different mail offices, the dispatches should be numbered in a consecutive order and marked on the label of the mail bag as well on the label of the registered bag, and in the mail list, if any.

NOTE 4.- For giving of receipts, see Rule 64 of Postal Manual, Volume-VI (Pt. 1).

74. Plural mail bags.- If, as an ordinary circumstance, the bulk of the correspondence for any office is more than a single mail bag can contain, the use of two or more mail bags will be ordered in the due mail list. In such cases, the mail bags should be numbered 1, 2 and so on, and these numbers should be marked on the labels of the bag. The registered bag should always be placed in mail bag No. 1. The use of several due mail bags instead of one will also be prescribed whenever it is desirable to limit the size and weight of the bags to be carried.

75. Extra mail bags.- Whenever, owing to the unusual bulk of the correspondence to be dispatched to an office or section, it is necessary to use one or

more bags in excess of the number entered in the due mail list, the words "Extra bag" should be written on the label of each additional mail bag and, in Post Offices, the Mail Assistant's attention should be drawn to the circumstance. Extra bags should contain only unregistered articles, the registered bag being ordinarily placed in the usual due mail bag.

EXCEPTION.- When the weight of the registered bag to be included in the Air Mail bag exceeds the prescribed weight of 30kg, a separate registered bag containing only uninsured articles may be closed (for inclusion in the extra Air Mail bag). When this is done, an indication to the effect that the extra bag contains registered bag should be given on the due registered list enclosed in the due Air Mail bag.

76. Mail Lists.- (1) The due mail list will show in what causes mail lists are to accompany transit and other loose bags dispatched or received. As a general rule, mail lists should accompany transit and other loose bags only when the due mails to be received or dispatched comprise more than one bag; but when transit bags are made up, mail lists of their contents must always be prepared and placed inside.

(2) In the case of Mails conveyed under contract in a vehicle provided by a Contractor, unusual mails and special bags must invariably be accompanied by mail lists.

(3) Mail exchanged by one Transit Section with another and between Transit Sections and Mail Offices will be accompanied by sectional mail lists containing details of all the bags, due as well as unusual, invoiced in them; a sectional mail list must always be prepared, irrespective of the number of bags dispatched; and in the case of mails transferred at a changing station by a relieved set to a relieving set, or by one set of mail office to another, the official in charge of the latter is required to sign the original list in proof of having received the mails correctly.

NOTE.- A Superintendent may, when he considers it advisable, order the use of sectional mail lists by Post Offices at stations, where a large number of bags, due and unusual are dispatched to the Railway Mail Service.

(4) No correction, may on any account be made in totals of the entries in mail list prepared; if an incorrect total has been entered, the list should be destroyed and a fresh one prepared.

(5) An official, whether of Post Office, Railway Mail Service, or mail motor organization, entrusted with the work of exchanging mails should Mail Contractors or from other mail carriers. When he receives the bags, he must bring to the notice of the official in charge of the Post Office, Mail Office section, or the official concerned scrutinize the seals on bags made over to him and check the number of bags entered in the mail lists. He will be responsible for the number and the condition of bags received by him from the Post Office, Railway Mail Service, any defects in the condition of the bag seal, card, label or any discrepancy in the number of bags and obtain a suitable endorsement on the mail list when prescribed or on a separate memo. The discrepancies and defects should also be brought to the

notice of the official in charge of the Post Office or Railway Mail Service or the Mail Motor Organization on his arrival at the office.

(6) Mail list is normally prepared in duplicate. But when a non-postal agency is involved in transmission of mail, mail list is to be prepared in triplicate or quadruplicate depending on the number of agencies involved.

76/1. Entry of forward mail lists in the mail lists for intervening offices and Transit Sections.- (1) When mails are forwarded by one office to another through one or more intervening Transit Sections or offices, the forward mail list should be entered in the mail list for the next intervening section or office under the head “Due Mails” in the column for “Transit Bags” against entries of the names of the section or office of dispatch and that of destination and followed by an entry of the total number of forward bags invoiced in the forward mail list thus:-

‘J-3. Out (to) A-13. IN. 1 Mail List with 4 bags’

These entries should be similarly repeated by all the intervening sections or offices. The forward mail list should, in each case be included in the total of the due mails entered in the mail list for the intervening office or section.

(2) When special bags with mail lists are forwarded through one or more intervening offices, the mail list should be entered under the head “Unusual Mails” in the column for “Special Bags” thus:- Coimbatore RMS/2 (to) The Governor of Tamilnadu 1. mail list with one bag.

76/2. Inland air mail delivery bill.- (1) The due mail list will show in what cases inland air mail delivery bills are to accompany the mail dispatched or received through air services. As a general rule, inland airmail delivery bill must be prepared for dispatch of air bags to each port of call, irrespective of the number of air mail bags dispatched.

(2) Air mail bags are exchanged by a Post Office or a Mail Office with the air carrier at the port or at any other place prescribed for the purpose.

(3) Six copies of the inland air mail delivery bills M-57, M-57 (a), M-57 (b)] in respect of dispatch of air mail bags for each port of call of the air service should be prepared and signed by the Despatching Officer. Four copies of the delivery bill should be handed over to the Agent or representative of the air carriers along with the mails and his receipt should be taken on the office copy of the delivery bill which should be filed with the work-papers. The first copy of the delivery bill should be sent to the Air Mail Accounts Section of the Postal Directorate. The Air Carriers will hand over one copy of the delivery bill at destination along with the mails to the Postal Officer. The same should be signed by the receiving officer and kept as office records. A receipt for the mails should also be given by the receiving officer to the air carriers on their copy of the delivery bill at the space provided for the purpose in the form.

(4) No corrections may, on any account be made in the delivery bills prepared. If any incorrect total has been made, the delivery bill should be destroyed, and a fresh one prepared.

(5) All the rules relating to the security of mails lists will apply mutatis mutandis to the security of inland delivery bills.

(6) When air mail bags, advised in a direct delivery bill, have to pass through an intermediary office, the office of dispatch of the bags should also make a suitable indication in the "Remarks" column of its direct delivery bill, to the intermediary office, regarding the particulars of the forward delivery bills in respect of which the intermediary office has to arrange for the onward transmission of the bags. These remarks should be made as in the specimen below:-

Palam T.M.O. (to) Patna -1 Delivery bill with 3 bags.

The bags indicated in the forward delivery bills should not, however, be included in striking the total or in arriving at the total weight of bags indicated in the direct AV-7 prepared for the intermediary office.

(7) In the event of misconnection of the connecting air service, the forward delivery bills should be opened by the intervening airport sorting office at which the misconnection occurred, and the misconnected air mail bags disposed of expeditiously. Such misconnected mails should be shown in the monthly statement "B" sent to C.A.O., I.A.C., New Delhi and DA (A/c) Section of the Postal Directorate, New Delhi, as laid down in Rule 32 of Air Mail Accounts Manual.

77. Plural transit bags.- If, as an ordinary circumstance, the bulk of the mail to be dispatched to any office is more than a single transit bag can contain, the use of two or more transit bags will be ordered in the due mail list. In such cases, the due transit bags should be numbered 1, 2 and so on, and these numbers should be marked on the labels of the bags. Each plural transit bag closed should contain its separate mail list showing the particulars of bags enclosed therein.

78. Extra transit bags.- Whenever, owing to the unusual bulk of the mails for an office or section it is necessary to use one or more transit bags in excess of the number entered in the due mail list, the words "Extra bag" should be written on the label of each additional transit bag. The number of extra transit bags should be included in the number of due mails entered in the mail list as actually dispatched and a note should be written on the mail list specifying the number of extra transit bags made up. Each extra transit bag closed should contain its separate mail list showing the particulars of bags enclosed therein.

79. Deleted.

89. Water-proof bags.- (1) When the use of water-proof bags by a Post Office or for mails conveyed by boat or runners, during the rainy season, is ordered by the Superintendent, the Mail Assistant concerned will be responsible that such bags are used only during the period fixed. At the end of the rains, the bags should be kept in the office to which they were supplied, and not returned to the Stock Depot nor should they be used during the dry season except in wet weather.

(2) Water-proof bags are not supplied to the RMJS but if such bags are received by a Transit Section or Mail Office from a Post Office, they should be utilized for the dispatch of return mails to that office.

81. Immediate examination and verification of mails.- (1) The immediate examination of the mails received is the most important duty of the Mail Agent/Mail Guard. In Post Offices, the Mail Assistant and in sections and , in sections and mail offices, the Mail Agent or Guard or the Head Sorting Assistant or the Mail Sorting Assistant in sets in charge of a section guard Head Sorting Assistant, to whom the duty of receiving mails has been delegated must carefully and closely examine seal, cord, label and the condition of each bag and satisfy himself that the correct number of bags is received without any signs of damage or tampering. If a mail list accompanies a dispatch, the bags actually received should be compared with the entries in the mail list.

NOTE.- If any one of the bags shows signs of damage or tampering, the procedure prescribed in Rule 193 should be followed.

(2) If the Mail Assistant, the Mail Guard or Head Sorting Assistant or the Mail Sorting Assistant in sets in charge of a selection grade Head Sorting Assistant, to whom the duty of receiving mails has been delegated takes delivery of the mails as correct and in good condition and permits the carrier to leave the office without a written explanation for any discrepancies noticed or does not question in writing the official in charge of the Transit Section from which the mails were received, the carrier or the official will be free from all responsibility, which will then rest entirely on the Mail Assistant, mail Agent or Guard or the Head Sorting Assistant or the Mail Sorting Assistant in sets in charge of a Selection Grade Head Sorting Assistant, to whom the duty of receiving mails has been delegated as the case may be, in the event of a bag being-subsequently found to be missing or to have been tampered with.

82. Disposal of mail lists received.- As soon as the mails received have been compared with the entries in the mail lists which accompany them, these documents must be signed by the Mail Assistant, mail Agent or Guard or Head Sorting Assistant or the Mail Sorting Assistant in sets in charge of a selection grade Head Sorting Assistant, to whom the duty of receiving mails has been delegated as the case may be, who may then put them aside and at his leisure, stamp them and place them on record, provided that this is done before the close of the working hours, in the

case of Post Offices and Mail Offices or before arrival at the terminal station, in the case of Transit Sections.

REGISTRATION AND PARCEL DEPARTMENTS

83. Meaning of the expression “Registered articles of the letter mail” and “Parcel mail articles”.- Whenever in the Manual Rules these expressions are used, they include, respectively, the following classes of articles, unless it is clear from the context that any of them is excluded:-

I

Ordinary registered letters and packets

V.P. registered letters and packets,

Insured letters (ordinary and v.p.)

Insured envelopes

Registered bundles, and

Insured bundles

II

Unregistered parcels,

Ordinary registered parcels,

V.P. registered parcels and

Insured parcels (ordinary and v.p)

84. Conditions regarding registration, insured, etc. - The conditions regulating the posting of parcels, the registration of articles of letter and parcel mail, their insurance and dispatch under the value payable system, and allied information, “in respect of inland articles and, foreign articles” are contained in Indian Post Office Rules, 1933 as corrected from time to time. Articles should be accepted only if they satisfy these conditions. In the matter of insurance of a registered letter or a parcel, it should be ascertained, as the case may be, if insurance service is available to the office or country to which the article is addressed.

(2) Registered and insured article addressed to foreign countries should be treated in the same way as inland articles of the same classes and forwarded to the office of foreign exchange concerned. An acknowledgement for a foreign insured article should, however, be prepared only if the prescribed fee for such an acknowledgement is paid by means of stamps affixed to the article in addition to the postage and the fees for registration and insurance.

NOTE.- “The name and address of the sender of a foreign insured letter should be recorded in the space provided for the purpose on the receipt in the registered journal”.

85. Distinguishing letters placed before numbers.- The classes of registered articles of the letter and parcel mails named below are distinguished by the following letters placed before the numbers:-

Insured articles – by “Ins”,

V.P. articles – by “V.P.”

Postal service registered articles – by cipher “O”, and the same mode for distinguishing these classes of articles should be adopted wherever the numbers are recorded.

NOTE. - In the case of registered or insured bundles, the distinguishing letters “R.B.” or “I.B.” are used as part of the number.

86. Number slips printed with names of offices of posting.- When the number of articles of any class for which number slips are used, posted at an office, averages fifty a day or more, the name of the office will, under the orders of the Head of the Circle, be printed on the number slips for that particular class of articles supplied to the office, but not on any other number slips.

NOTE. – See Note below Rule 22 (1)d of the Postal Manual, Volume VI, Part-I.

87. Acknowledgements for registered articles and enquiries re-grading foreign registered articles of the letter mail and foreign parcels.- If the sender of an uninsured registered article desires to obtain an acknowledgement of its delivery, he must affix postage stamps to the article in payment of the prescribed fee. The acknowledgement form filled in by the sender should be impressed with the name-stamp in the space provided for the purpose and the name of the office of destination should be clearly noted on it in ink below the word “Acknowledgement”. The entry regarding number on the acknowledgment should in all cases be made in ink.

(2) An abbreviation “A.D.” should be written in bold letters in red ink on the face of the article and on the number slip. It should also be written across the receipt in the center and reproduced on the note of the receipt in the registered journal.

(3) Registered articles of the letter mail and parcels addressed to foreign countries for which acknowledgements of receipts are required by the sender should be marked on the face very clearly with the words “NOTICE OF RECEIPT” or stamped with the letter ‘AR’ completed by the mention “BY AIR” (by air) if the sender wants the article to be sent by air. The same entry should also be made on the dispatch note in the case of foreign parcels which are required to be accompanied by dispatch notes. The articles should then be forwarded to the office of exchange

concerned accompanied by the special form of acknowledgement of receipt in postcard size. The form should be duly filled in by the office of origin.

(4) The sender of a Foreign Registered Article can also express his desire to get back the Acknowledgement by air, provided that he pays the prescribed fee for the same. In that case, the words "RENVOI PAR AVION" (Return by Air Mail) should be written in bold letters on the front side of the acknowledgement form (C-5) and a blue "PAR AVOIN" (By Air) impression or label should also be affixed by the sender.

(5) The Post Office or the RMS official booking registered articles is responsible to see that an acknowledgement, when paid for, is actually attached securely to the article by the sender.

(6) When the sender of a foreign registered article of the letter mail or a foreign parcel applies for an acknowledgement of receipt after the article has been posted, he should be required to pay the prescribed fee and to present a written application. The fee should be converted into postage stamps of equivalent value, which should be partially affixed, that is, along their upper edge, to the application. The letter should then be forwarded in an unregistered cover to the office of exchange concerned and should be accompanied by the prescribed form mentioned in Para. (3) in which should be entered an exact description of the registered article or parcel (its nature, office of origin, and date of posting, numbers and complete address of the addressee).

(7) If the sender of a foreign registered article complains of the non-receipt of an acknowledgement which has already been paid for, his complaint should be forwarded to the office of exchange concerned through the Divisional Superintendent accompanied by the prescribed form duly filled in by the office of origin in the manner described in the preceding paragraph. If a similar complaint is received from the sender of an inland registered article, an attested copy of the addressee's receipt on record in the office of delivery should be furnished to him through the Divisional Superintendent.

(8) Final reply to the complainant after necessary enquiries are completed should always be issued from the administrative unit in which the office of booking is located and not from the office of exchange which is not normally expected to correspond with the complaints.

NOTE 1.- If the sender or addressee of a foreign registered article of the letter mail posted in a foreign country belonging to the Universal Postal Union and addressed to a place in any other country belonging to that Union, desires to have an enquiry made regarding the disposal of the article, he should be required to pay the prescribed fee and present a written application. The fee should be converted into

stamps of equivalent value. The stamp should then be loosely affixed to the application and should thereafter be forwarded to the Head of the Circle.

NOTE 2.- If the sender or addressee of a foreign parcel desires to have an enquiry made regarding its disposal, action should be taken as described in the preceding note.

87-A. Complaints and enquiries relating to the Foreign mail.- the complaint or enquiry for information regarding an article of the foreign letter mail or parcel mail is received at a Post Office or RMS Office, the Postmaster or Head Sorting Assistant should see that postage stamps equivalent to the fee and charges prescribed in the Appendix to the Post Office Guide, Part-II, have been affixed to the letter of complaint or enquiry. If the party making the complaint or enquiry has not attached a facsimile of the envelope, or, of he writing on the covering of the article, he should be request to do so; but the complaint or enquiry should not be withheld if the party fails to comply with the request. If the complaint relates to a "Cash on Delivery" article, it

should further be seen that it is accompanied by a copy of the relative money order. Full particulars, as far as possible, should be obtained from the party. In the case of registered articles and parcels, the particulars regarding the number, date of posting and office of posting should be verified from the receipt produced by the sender. If he is unable to produce the receipt and the article had been posted at the same office, these particulars should be verified from the office records. The letter of complaint or enquiry with the postage stamps affixed on it, and he necessary enclosures should then be forwarded to the office of exchange through the Divisions Superintendent furnishing full information regarding 5he manner of disposal in case the complaint or enquiry relates to an article posted at the office. The Divisional Superintendent will be responsible to see that complete action has been taken and in the case of articles posted in India, as full information as possible regarding the disposal of the article in question has been furnished, before he forwards the case to the office of exchange.

88. Parcelcontaining inadmissible communications.- If at the time of presentation at the counter of the Post Office for dispatch it comes to notice that a parcel contains more than one written communication of the nature of a letter, or having the character of a personal communication or any such communication addressed to a person other than the addressee, the parcel should not be accepted for dispatch and the sender should be told accordingly. If, however, the irregularity comes to notice in course of transmission by post after the parcel has been accepted for dispatch it should be endorsed "For Open Delivery" and forwarded to destination for arranging an open delivery to the addressee.

NOTE.- The condition that a parcel shall not contain more than one written communication of the nature of a personal communication shall not apply to an official parcel which contains office files, provided that no single file shall contain more than one communication of such nature or having such character which was not contained therein when the file was received in the office from which it is being dispatch.

89. Preparation of registered bundles.- (1) Whenever there are more than two uninsured registered articles of the letter mail for any Post Office for which a direct mail bag is not closed, the Registration Assistant or Sorting Assistant as the case may be, should enclose them in a station registered bundle for that office. The registered articles should be entered in a registered list, and after being arranged in the order of entries in the list, they should be tied together and enclosed, together with the list, in the prescribed envelope or if necessary, in a dosuti bag, clearly addressed to the office of destination. Before the registered list containing entries of uninsured registered article is placed in the bundle, the total number of articles contained in the bundle should be entered in the space for RL/VP provided at the foot of the registered list and all other items should be scored out. The envelope should be securely fastened down with gum and then sealed with good sealing wax at the three places marked for the purpose on the envelope. A number should be given to it corresponding to the number of articles it contains preceded by the distinguishing letters "R.B.". If a bag has to be used, it should be sealed in the ordinary

way, and an envelope prepared in the manner indicated above should be attached to it as a label. The registered bundle should then be placed with other registered articles inside the registered bag under preparation for office to which the mails for the office to which it is addressed are sent.

NOTE.- In case where drill bags are used for enclosing registered bundles, the number of bags so used should be written in words and figures at the top of the registered list.

RB should be entered in the registered list as below:

RB 3 Guntakal HO

RB 5 of Bellary HO

(2) If on any date the same office makes up two or more registered bundles each containing the same number of articles, the number entered on the registered bundle and in the due registered list in which it is invoiced should show the name of the office of destination.

These entries should be similarly repeated by all intervening offices. If two registered bundles bearing the same distinguishing mark pass through the same office at the same time, the names of offices closing the registered bundles should be added within brackets thus:-

R.B. 5

Agra Fort

(of Lucknow GPO)

R.B. 5

Agra Fort (Delhi GPO), etc.

(3) The letters "TD." Should be added after the name of the post town in the address of the registered bundles for all places shown in Appendix -8 of the Classified List of Indian Post Offices, Pt. II for which town delivery sorting is done by the RMS except by those sections which perform this work.

NOTE.- All offices and RMS sections performing T.D. work which do not close direct T.D. Bags should close direct registered bundle for the town delivery offices of all places shown in Appentix-3 of the Classified List of Indian Post Offices, when the number of the articles for each town delivery office exceeds two, provided they are addressed to a town delivery office such as Mylapore, Ballygange, Parel or bear the zonal delivery numbers such as Chennai-5, Kolkata -16, Mumbai-1, etc.

(4) Territorial registered bundles should, where prescribed, be prepared in the same manner as station registered bundles except that the envelop or label should be superscribed with the name of State, clearly defined tract of country of foreign country to which the article in the bundle are addressed as well as the name of the office or section by which the bundle is to b e opened.

DNOTE 1.- Territorial bundles should be prepared in the case of Foreign Air Mail article whenever the number of article for any country is not less than five.

NOTE 2.- Uninsured registered articles for dispatch to the R.L.O. may be sent in registered bundles addressed to the R.L.O.

NOTE 3.- Registered article to be dealt with by a Mail Office or section may, under the orders of the Head of the Circle, be put up by another Mail Office or section in registered bundles.

(5) Separate registered bundle should be closed for Foreign Air Mail book packets, sample packets, printed papers, newspapers, etc., whenever the number of such articles is not less than five. A blue check-slip should be tied to each bundle marked boldly 'A.O.'. In the case of unpaid or sorting articles, the necessary indication in manuscript should be made in check-slip.

89-A. Insured Bundles.- Whenever there are two or more insured letters for dispatch from one Post Office to another, the office of dispatch will enclose them in an insured bundle addressed to the latter, except that in the case of insured letters for places for which two delivery sorting is done by the RMS no insured bundles will be prepared unless there are two or more insured letters for one and the same town Post Office of delivery. The insured letters for inclusion in the bundle will be placed in an insured envelope, or, if necessary in a dosuti bag, clearly addressed to the Post Office of destination. A number will be given to the insured bundle corresponding to the number of letters it contains, preceded by the distinguishing letters "I.B.", with the name of the office of destination below it, thus:-

I.B. 5

I.B. 6, etc.

Delhi GPO

Lucknow 1

These entries should be similarly repeated by all intervening offices. If two insured bundles bearing the same distinguishing mark pass through the same office at the same time, the names of offices closing the insured bundles should be added within brackets thus:-

I.B. 5 (of Lucknow)

I.B. 5 (Ambala), etc.

Delhi GPO

Delhi GPO

The insured bundle will be properly closed and sealed. If a bag is used, it will be labeled with a plain manilla tag label. The weight in grams will be entered in words on the insured envelope or the insured label, as the case may be.

90. Preparation of registered and parcel lists.- (1) When the mails are under preparation for dispatch, registered and parcel lists should be prepared. When there are two or more dispatches prescribed daily between a Post Office and a set of a Mail Office, or between Post Offices, or between sets of different Mail Offices, the dispatches should be numbered in a consecutive order or registered list and parcel list. The total number of registered articles for despatch with each registered or parcel list should be entered in the registered or parcel abstract immediately after the preparation of the registered or parcel list for the office to which it is to be sent.

(2) A parcel list should be prepared every day for each Post Office, Mail Office to which the sorting list shows that parcel mail articles may be sent, whether there are parcel mail articles for dispatch or not. If on any day there are no parcel mail articles for dispatch with a parcel list, the blank list to be sent should be duly stamped and signed, and the word "nil" should be written in the place for total. Blank parcel lists need not be prepared in duplicate. No office copy is necessary. A note is to be made in the parcel abstract.

EXCEPTION.- As no-delivery town sub-offices which have no branch offices in account with them do not exchange registered articles or parcels with their head offices and stationery sorting offices in the same station on Post Office holidays, these no-delivery town sub-offices need not exchange "nil" registered and parcel lists with those offices on Sundays and Post Office holidays. A remark should, however, be made in the registered or parcel list sent on the following day to the effect that the previous day was a Post Office holiday.

NOTE.- In no-delivery offices which are not authorized to deliver from their window insured and value-payable articles exceeding the prescribed limits of value, the total number of registered articles and bundles or of parcels dispatched each day should be recorded on the back of the last used page of the registered journal for the day, instead of in the parcel or registered abstract, as the case may be. The dispatch items should be totaled and tallied separately in respect of ordinary registered (including V.P.) and insured articles booked and registered and insured bundles prepared.

(3) In the case of inland parcels charged with postage, customs duty or registration or other fee, or dues, the amount due should be noted against the entry of the parcel in the parcel list. The distinguishing letters prescribed for the different classes of parcels should also be used when required.

(4) Registered and parcel lists should be prepared in duplicate by means of carbonic paper and, if more than one registered or parcel bag is closed for any office or Transit Section, a separate list should be prepared for each bag. The upper (pencil copy) should be kept on record and that lower (carbonic) copy should be dispatched, with the articles.

(5) (a) The abbreviation "A.D." should be written in the registered list/parcel list immediately before the number of the registered parcel/registered letter for which acknowledgement has been paid for by the sender and the acknowledgements (if any) relating to the registered parcels entered in the parcel list should be arranged in the order of the entries and attached to the copy of the parcel list for dispatch.

(b) If there is any postage due on the article or customs duty due on the article, it should be entered in the column provided. The total of such amount should be entered at the top of the list in the column 'charge due'.

(6) If any correction is made to the entries of the numbers or of the offices of posting in a list, it should be attested by the initials of the Assistant or Sorting Assistant Concerned; BUT NO CORRECTION IS ON ANY ACCOUNT TO BE MADE IN THE TOTAL OF THE ENTRIES IN A LIST. If an incorrect total has been entered in a list, the list should be destroyed and a fresh one prepared.

(7) The total number of articles to be sent with each list with the details, for which spaces are provided at the foot of the list should be entered in words. If there are any money order bundles for despatch with a registered list, the total number of such bundles also should be entered separately at the foot of the list in the space provided for the purpose. The list should then be stamped and signed by the Assistant or Sorting Assistant concerned. If more than one page is used, each page should be numbered and totals carried over from page to page with remarks "carried over" or "brought forward", as the case may be; each page should be stamped and the last page signed by the Assistant or Sorting Assistant concerned, the other pages being initialed by him.

(8) The registered list sent in registered bags which are prescribed to contain a cash bag, must invariably be impressed in addition to the registration date-stamp, with the date-stamp of the treasury branch and where there is no separate date-stamp for the treasury, with the round money order stamp of the sub-Postmaster. The registered list should bear the details of the remittances made as prescribed in Rule 59

(2) of the Postal Manual, Volume -VI, Part III, the entries of which should be signed by the sub-Postmaster or treasurer. In the event of these being no remittance, there should nevertheless be an

entry of 'nil' remittance with empty cash bag and lock recorded over the signature of the sub-postmaster or treasurer.

(9) In Post Offices, registered articles of the letter or parcel mail for branch Offices in account which perform registration work independently should be made over with the registered or parcel lists when prescribed to the sub-account assistant under receipt to be taken in the registered or parcel abstract. Registered and parcel lists for such branch offices of this class are due documents.

(10) Articles registered in a Post Office for delivery from the office itself, or from any of its branch offices which are not authorized to perform registration work independently, should be entered in a station registered list.

(11) In Post Offices, the ascertained weight of the insured articles to be dispatched to branch offices should be noted in the registered list against their respective entries.

NOTE.- Insured envelopes and insured bundles should be entered in the same registered lists and place in the same registered bag as other registered articles of the letter mail. When there are no insured envelopes or bundles for despatch, the word "nil" should be entered in the space provided at the foot of the registered list. Insured parcels should be entered in the same parcel lists as other registered parcels. V.P. articles should be entered in the same registered or parcel lists and in the same way as ordinary registered articles of the letter or parcel mail.

91. Closing of registered bag, registered packet and parcel bags.- (1)
When a registered or parcel bag or a registered packet bag is to be closed, the articles to be placed in it, with the acknowledgements (if any) should be examined with a view to making the correction of errors in sorting. The articles should then be checked with the entries in the list concerned, and the total number of articles advised in each list should be compared with the number entered in the appropriate abstract.

(2) The registered articles of the letter mail should be arranged in the order of the entries in the registered list, tied in a bundle and then enclosed with the registered list in the bag which should be labeled, closed and sealed as prescribed in Rule 130, with the registration seal, or in offices where this seal is not in use, with the date-seal. Registered bags and registered packet bags must always be closed and sealed in the presence and under the direct supervision of the Registration Assistant or Registration Sorting Assistant, as the case may be, and he will be held responsible for the correctness of their contents. Registered bags containing cash bag should be closed and sealed in the

immediate presence of the supervisor or the sub-postmaster as the case may be, and sealed with insurance seal. The Registration Assistant will also be present during the process of inclusion of the cash bag and the sealing of the registered bag. Registered bags containing insured articles or diplomatic bags should be closed in the presence of the Postmaster or the Head Sorting Assistant, as the case may be, and sealed with his insurance seal. Before such bags are closed and sealed, he should verify the entries of insured articles or diplomatic bags in the registered list and sign both the pencil and carbon copies of the list in token of his having carried out the check. Both copies should be signed separately, either in ink or blue pencil, and not by means of the carbonic process. The stamping should also be done separately on both copies. The bags should be made over under receipt (to be taken in the registered abstract) to the Sorting Assistant or Head Sorting Assistant or the Mail Sorting Assistant in sets in charge of a selection grade Head Sorting Assistant to whom the duty of closing mail bags has been delegated.

The Postmaster or Head Sorting Assistant should examine every insured envelope and bundle for despatch to satisfy himself that it has not been tampered with.

(3) The parcel list, with the acknowledgements attached should be placed with the parcels in the parcel bag which should then be labeled, closed and sealed with the parcel seal or, in offices where this seal is not supplied, with the date-seal. Parcel bags must always be closed and sealed in the presence and under the direct supervision of the Parcel Assistant or Parcel Sorting Assistant as the case may be, and he will be held responsible for the correctness of their contents. Parcel bags containing insured bags should be closed in the presence of the Postmaster or Head Sorting Assistant as the case may be, and sealed with his insurance seal. Parcel bags should be handed over under receipt to be taken in the parcel abstract to the Mail Assistant or Head Sorting Assistant.

NOTE.- The Postmaster's or Head Sorting Assistants personal duties prescribed in this rule may, under the orders of the Head of a Circle, be delegated to the Deputy Postmaster, Assistant Postmaster, Supervisor or Office Supervisor of the Office, as the case may be.

(4) Care should be taken that only bags which are in every respect sound and strong are used as registered or registered packet or parcel bags.

(5) When there are two or more despatches prescribed daily between a Post Office and a set of a mail Office or between Post Offices, or between sets of different mail offices, the dispatches should be numbered in a consecutive order on the label of the registered bag. It should also be seen that the same despatch number has been written on registered list and/or parcel list.

(6) Whenever there are 5 or more Registered/Insured parcels to a particular delivery PO, a direct parcel bag is to be closed.

(7) When all the parcels are addressed to the same addressee, three copies of the parcel lists are to be kept in the bag.

92. Closing insured bag.- (1) When an insured bag is to be closed, the insured parcels for despatch should, after entry on the issue side of the parcel abstract, be shown along with parcel list in which they are entered, to the Postmaster or Head Sorting Assistant as the case may be, who should sign both pencil and carbon copies of the list, separately, either in ink or blue pencil, and not by means of the carbonic process, the stamping being also done separately on both copies. The insured parcels should then be placed by the Parcel Assistant or Parcel Sorting Assistant himself in the insured bag in the presence of the Postmaster or Head Sorting Assistant who should satisfy himself that the parcels entered in the list have been actually placed in the bag.

(2) The insured bag should then and there be closed, sealed and labeled by the Parcel Assistant or Parcel Sorting Assistant in the presence of the Postmaster or Head Sorting Assistant in the manner described in Paragraph (4) and should then be accurately weighed in his presence. The name of the office of destination as indicated in the parcel sorting list should be written on the insured label and the weight (in grams) of the bag should be clearly noted thereon, in words and in ink, in the place provided as well as in the parcel abstract against the entry of the name of the Post Office or Transit Section to which the insured bag is despatched.

NOTE.- In no-delivery offices, which are not authorized to deliver from their window insured and V.P. articles exceeding the prescribed limits of value, the weight of the insured bag should be noted on the office copy of the parcel list dispatched.

(3) The Postmaster or Head Sorting Assistant will be responsible that each bag contains the correct number of insured parcels, that the insured parcels have not been tampered with before despatch, that the bags used are in good condition, that they are properly closed and sealed and that the weight is entered correctly in ink on the insured label and in the parcel abstract.

NOTE.- The Postmaster's or Head Sorting Assistant's personal duties prescribed in this rule may, under the orders of the Head of a Circle, be delegated to the Deputy Postmaster, Assistant Postmaster, Supervisor of the office, as the case may be.

(4) Light drill cloth bags should always be used for insured bags, which should be closed, sealed and labeled in the following manner:-

A blue tag label should be fastened to a piece of strong card which should be tied tightly round the neck of the bag and knotted in two places opposite each other; the ends of the card should then be passed through the holes of a tin sea-holder and again

fastened in a knot. The insurance seal should be impressed of good sealing-wax applied over the knot of the cord in the hollow of the tin seal holder and also over the knot at the point opposite, under which a piece of paper should be first placed in order to prevent damage to the bag. An insured label should be pasted to the tag label.

NOTE.- A canvas bag of suitable size may be used for the preparation of an insured bag when the parcels to be enclosed in the bag cannot conveniently be placed in a dosuti cloth bag and a remark 'canvas bag used' should be entered at the top of the parcel list.

93. Use of more than one registered or parcel bag for the same office or Transit Section. - (1) When the number of registered articles of the letter mail or parcels to be dispatched to a Transit Section or Office necessitates the use of more than one registered or parcel bag, the labels on the bags should be clearly numbered 1, 2 and so on. By the side of the number marked on the label of bag number 1 should be written the total number of bags forming the despatch, thus 1/3, 1/4 etc. The bag made up last should be numbered 1, so that the total number of bags can conveniently be noted on the label.

(2) A separate registered or parcel list, as the case may be, should be placed in each bag, giving a detail of its contents and bearing the number given to the bag, thus "Bag No. 1", "Bag No. 2" and "Bag No. 3" in the case of a despatch consisting of three bags. By the side of the number written on the list enclosed in Bag No. 1 should be entered the total number of bags forming the despatch, as in the case of a label of that bag. The receiving office or Transit Section should see by reference to the second number on the list enclosed in Bag No. 1 that all the bags comprising the despatch have been received. If, from any cause, Bag No. 1 is not received along with the others forming the despatch, the irregularity should be noted, and a telegram sent to the despatching office or, in the case of a Transit Section, to the record office concerned intimating the non-receipt of the bag in question and enquiring what the total number of bags used for the despatch was.

94. Deleted.

95. Deleted.

96. Opening of registered, registered packets and parcel bags and examination of their contents. - (1) The registered bags and bundles and registered packets bags addressed to an office and the insured envelopes and bundles addressed to a Post Office should be opened by a Registration Assistant and the parcel bags addressed to an office by the Parcel Assistant. When there are two or more receipts prescribed to be received daily from a Post Office or a set of a mail Office, the labels of the registered bags as well as the registered and parcel lists should be properly scrutinized to see that the correct despatch number is written by the dispatching office.

NOTE.- Insured envelopes appertaining to letters for delivery from a Post Office or from branch offices in account which are not authorized to perform registration work independently should be preserved until the addressees' receipts have been obtained. Those appertaining to letters which are redirected or sent for

delivery to branch offices authorized to perform registration work independently need not be preserved.

(2) All registered bags and registered packet bags received in any Airport Sorting Office, office of foreign exchange, Post Office or RMS office which usually receive diplomatic bags should be transferred to the registration department under proper receipt. A responsible official of the branch should invariably accompany the Group "D" official taking the registered bags from the Mail Department to the registration department unless the transfer already takes place in the direct presence of such an official. The bags should be carefully checked along with the way bills or the mail lists, and the condition of the seals should be examined. If there is any suspicion of tampering, it should be brought to the notice of the officer-in-charge of the office immediately.

The registered bags and the registered packet bags should be opened one by one under the immediate supervision of the Supervisor or the Head Sorting Assistant who will be personally responsible for examining the contents as soon as they are placed on the registration table. He should remove immediately any article which is clearly marked as a Diplomatic Bag and then tick off on the registered list the entries pertaining to the articles so removed. If the office is an office of exchange, the Diplomatic Bags should be shown by the Supervisor personally to the Customs Appraiser to enable the latter to pass them. The Supervisor should thereafter, transfer the Diplomatic Bags to the Head Sorting Assistant, Postmaster or other officer in-charge of the office or set who will be personally responsible for keeping these articles in safe custody inside a locked receptacle until they are required for actual despatch. While advising such articles in the registered list for despatch, special care should be taken to make a remark. "Diplomatic bag" against the entry of each Diplomatic Bag in the list.

(3) All the registered articles, parcels (including registered packets received in registered packet bags and parcels received in mail bags) and cash bags should be carefully examined and compared with the entries in the registered or parcel lists. The parcel lists should also be examined to see the acknowledgements (if any) relating to the acknowledgement due registered parcels, entered therein, have been correctly received and the list should then be signed. The total number of articles received with each registered or parcel list should be entered on the receipt side of the registered or parcel abstract. In examining a registered article or a registered packet or parcel, the place where the number slip, stamp label of any other price of paper, etc., is pasted to the article, whether by the sender or by the Post Office, should be subjected to minute scrutiny so as to detect any attempt to cancel signs of tampering.

While examining inward foreign articles which bear the indication "Opened for Customs Examination", particular attention should be paid to see that the special seals used by Exchange Offices for sealing such articles and the fastening are intact.

(4) The sealed cash bags received in the registered bags should, after careful examination of the outward condition of the bag and seal, be handed over by

the Registration Assistant immediately under receipt to the Treasurer or the Sub-Postmaster, as the case may be.

(5) Insured envelopes and registered and insured bundles should be examined with special care to see that they are in good condition, that they have been properly closed and sealed and that the seals and fastenings are intact. Any imperfection, however slight, in any of these respects should be immediately brought to the notice of the Postmaster or Head Sorting Assistant, as the case may be, and a note of it should be made on the envelope or bundle and in the registered list with which it was received and, in the case of an envelope or bundle for onward transmission, also in the list with which it is dispatched. If an insured envelope or bundle is received without its weight having been recorded by the office of posting, the irregularity should be immediately noted in the Error Book or Daily Report and brought to the notice of the Head Sorting Assistant who will deal with it in accordance with the instructions contained in Rule 195, as the case may be.

(6) Each insured envelope and insured bundle should be weighed and the weight thus ascertained entered in the registered list with which the envelope or bundle was received and, in offices of delivery, also on the envelope or bundle itself. If this weight agrees with that entered on the envelope or bundle by the office of posting, or if there is a slight difference in weight not giving rise to suspicion that it has been tampered with, the envelope or bundle should, in office of delivery, be opened and its contents taken out in the presence of the Postmaster and stamped by the Registration Assistant, while in sorting offices it should be forwarded onwards, a note of the difference in weight being made in the registered list with which the envelope or bundle is dispatched. If, however, the difference in weight or any other circumstances give rise to suspicion of tampering, the envelope or bundle should be made over unopened to the Postmaster or Head Sorting Assistant, as the case may be, after noting in the Error Book or Daily Report who will deal with it in accordance with the rules relating to investigations. In offices of delivery, insured letters should be examined in the manner prescribed above both for registered letters and insured envelopes. The weight of each letter should also be checked with that noted on it by the office of the posting and it should be seen that it bears the date-stamp impression of that office. Any imperfection or any discrepancy in weight or the absence of the date-stamp impression of the office of posting should be immediately noted in the Error Book for taking action as per rules 144, 195 and 196.

NOTRE 1.- When a number of insured letters for delivery are received by a town sub-office from its Head Office or from another town sub-office under that head office enclosed in a paper cover or bag, the cover or bag should be examined and weighed and the weight should be checked in the manner prescribed for insured bundles or insured bags, as the case may require.

NOTE 2.- In Sorting Mail Offices, the Registration/Parcel Sorting Assistant should maintain a check-sheet showing the numbers of Insured articles received. The Head Sorting Assistant's Supervisors will tick off these entries in the check-sheet when insured articles bearing these numbers are actually dispatched after due verification. The check-sheet will be finally signed in full by the Registration

Sorting Assistant/Parcel Sorting Assistant and the Head Sorting Assistant or Supervisor as the case may be, and will form part of the work papers of the Set. The Head of a Circle may relax the provisions of this note in case of sets of Mail Offices for special reasons.

(7) In Post Offices, registered articles and parcels with the acknowledgements, if any, should be separated into-

those for delivery, and

those for onward transmission

The former should be stamped (this being done by the Registration or Parcel Assistant himself in the case of registered articles) and put aside for distribution and the latter should be locked up till it is time to prepare the mail for despatch.

NOTE.- So long as insured articles remain undelivered, they may be kept under lock and key. If they cannot be delivered within a reasonable time, they should be kept in the office safe.

(8) The registered and parcel lists should be stamped and placed on record after being signed by the Registration or Parcel Assistant or Sorting Assistant, the registered lists received in registered or insured bundles being kept attached to the due registered lists in which the bundles are invoiced.

NOTE.- When a money order from relating to a value-payable article is not received with the article, the first office detecting the irregularity should not it in the registered or parcel list with which it is dispatched in the case of articles for onward transmission, and report the irregularity to the Superintendent of Post Offices or 1st class Postmaster to whom the office of posting of the article is subordinate. Intervening offices which may have to handle the a article should repeat the remark in the registered or parcel list dispatched by them, and in the office of delivery, the irregularity should be noted in the Error Book.

97. Examination and opening of insured bags received.- (1) Insured bags will be received enclosed in parcel and mail bags and in the latter case, they will be made over under receipt to the Parcel Assistant or Parcel Sorting Assistant, as the case may be, by thye Delivery Assistant or the Head Sorting Assistant, respectively.

(2) Each insured bag received must be carefully examined at once in the presence of the Postmaster or Head So0rting Assistant to see that it is in good order, that the fastening label and both seals are intact, that the seals are those of the dispatching office, that the stitching of the bag has not been tampered with, and that there is no rent concealed by the fold of the bag.

(3) Each insured bag received must be carefully weighed in the presence of the Postmaster or Head Sorting Assistant and t6he ascertained weight should be checked with the weight (if any) record on the insured label. The ascertained weight

should also be entered in the parcel list against the particular entry and the entry should be initialed by the Postmaster or Head Sorting Assistant. If these weights differ, the bag should be given unopened to the Postmaster or Head Sorting Assistant who should open it in the presence of witnesses and deal with it further in accordance with the rules relating to investigations. If the weights agree and in the case of insured bags bearing labels on which the weight is not noted, the bag should, if addressed to the office be opened and the contents taken out by the Parcel Assistant or Parcel Sorting Assistant himself in the presence of the Postmaster or Head Sorting Assistant.

98. Examination of insured parcels received.- Insured parcels received, whether in sorting or for delivery, must be carefully examined by the Parcel Assistant or Parcel Sorting Assistant, as the case may be, in the presence of the Postmaster or Head Sorting Assistant respectively, at the time the insured bags are opened to see that they are in good condition, that they bear the date-stamp impressions of the offices of posting, that they have been properly packed and sealed, and that the seals, sewing etc., are intact. The parcels should also be scrutinized in the manner prescribed for uninsured parcels. Each parcel should then be weighted and the ascertained weight (in grammes) should, after check with that entered on the parcel, be recorded on the parcel list with which it was received. Any imperfection, however, slight or any discrepancy in the weight or the absence of the date-stamp impression of the office of posting should be immediately brought to the notice of the Postmaster or Head Sorting Assistant. If there are no grounds for suspecting that the parcel has been tampered with, a note of the defect or discrepancy should be made on the parcel list with which it was received, and if the parcel is for onward transmission, also on the list with which it is to be dispatched. If there are grounds for suspicion, the parcel should be made over to the Postmaster or Head Sorting Assistant who will deal with it in accordance with the rules relating to investigations after noting the irregularity in the Error Book or Daily Report.

NOTE.- Parcels posted in some States have, before posting, to be taken to the custom-house, where they are sealed by the custom-house authorities in taken of customs dues having been paid; and consequently, insured parcels posted under such conditions bear two different seal impressions and frequently two different kinds of sealing-wax. In such cases, the Parcel Assistant or Parcel Sorting Assistant must see that the office of posting has written on the parcel the words "Customs-house seals added to the parcel: total number of seals (number)" and that this number corresponds with the number of seals borne by the parcel. If the note has not been entered on the parcel, the Parcel Assistant or Parcel Sorting Assistant should himself add it.

99. Deficiency in fees or postage on registered articles and unregistered parcels:- (1) If the postage including the registration or other fee, on a registered article of the letter mail or insured letter received in a Post Office for delivery is found to be insufficient, the Registration Assistant must bring the fact to the notice of the Postmaster who should note the weight of the article on the cover, and in the Error Book whether it is insured or not, and obtain the cover from the addressee; if possible.

(2) The Parcel Assistant should similarly bring to the notice of the Postmaster any deficiency in postage or other fees prepared on parcels. For this purpose, the Parcel Assistant must examine all station articles of the parcel mail received and weigh them, if necessary, in order to see that:-

- (a) in the case of all registered parcels (insured or uninsured), the postage stamps affixed to the parcels or to official labels pasted on them represent the full amount of the postage and prescribed fees, including any redirection fee which may have been prepared.
- (b) in the case of all unregistered parcels, the postage stamps affixed to them or to official labels pasted on them represent the full amount of the postage and redirection fee in case the latter has been prepaid.

NOTE 1.- In the case of redirected parcels (registered and unregistered) on which redirection fee is recoverable from the addressee, the Parcel Assistant must see that the correct amount of fee is marked on the parcel and if any incorrect entry has been made, bring the fact to the notice of the Postmaster who should correct it under his initials. In a branch office, the Branch Postmaster should see whether the correct amount of postage has been marked on the parcel and, if any incorrect entry has been made, he should correct it under his initials.

NOTE 2.- In the case of a parcel redirected by any branch office, it should be shown to the Postmaster who should check the amount of redirection fee, if paid as well as the entry "Redirected postage" or "Redirection charges paid" made thereon and initial the entry in token of his having carried out the check. If the entry is made in the regional language by the Branch Postmaster, fresh entry should be made by the Postmaster in English. If the inland redirected parcel is received from a branch office as refused, the charge for redirection should be cancelled under the initial of the Postmaster.

(3) The Postmaster should report the deficiency to the Superintendent to whom the office of posting is subordinate, the report being accompanied in the case of inland articles of the letter mail, by the cover obtained from the addressee. In all such cases, the official at fault in the office of posting will be required by the

Superintendent concerned to pay a sum equal to the deficiency. The amount recovered should be converted into postage stamps which should be affixed to the Superintendent's letter ordering the recovery and defaced with the date-stamp of the office.

NOTE.- This rule may, under the orders of the Head of the Circle, be relaxed in special cases, when it is quite clear that the official concerned in the office of posting was not to blame, or where the penalty would be too great in comparison with the fault committed.

EXCEPTION.- This rule does not apply to inward foreign parcels.

(4) If the deficiency is detected in sorting or, in the case of an article posted at a branch office, in its account office, the attention of the office of delivery should be drawn to the deficiency. In the latter case, a note should also be made by the account office in its Error Book and a report made to the Inspector of Post Offices concerned.

(5) In the case of outward foreign articles, the office of exchange will, for the purposes of this rule, take the place of the office of delivery. The Postmaster of the office of posting should ensure that the deficiency in postage detected or pointed out by the office of exchange, is recovered and credited in accordance with Para. (3) and that the office of exchange is informed of the recovery. The office of exchange concerned should keep a watch over the receipt of intimation regarding the recovery of the deficiency.

99/1. Re-use of used up stamps and removal of stamps.- The Registration and Parcel Assistant should examine all the articles received with a view to see whether any of the stamps borne on them has been either reused or removed. Examination for the re-use of used up stamps is specially necessary in the case of stamps of higher denominations. Suspected cases should be entered in Error Book or daily report and brought to the notice of the Postmaster or Head Sorting Assistant for sending an error extract and taking further action. In respect of articles received from branch offices, the cases should be reported to the Sub-Divisional Inspectors concerned.

GENERAL

110. Deleted.

101. Deleted.

102. Use of the term "Unpaid articles".- Where the term "unpaid" is used in respect of a postal article, it includes "insufficiently paid" except where both the terms are used to differentiate one from the other.

103. Book of postmarks.- (1) A book in the prescribed form must be kept in every Post Office, in each set of a Mail Office and Transit Section and in every record

office in the which impressions of all the stamps and seals holding date or other movable type should be taken daily before they are brought into use. The impressions of the round and oblong money order stamps and the unpaid stamp should, however, be taken in a separate book of postmarks, which should be kept in the personal custody of the Postmaster. In the Post Offices where special delivery stamps are supplied, the Delivery Assistant should examine the book before each delivery to see that the required change has been correctly made, and in all offices and Transit Sections where stamps holding date or other movable type are used, the Assistant or Sorting Assistants in charge of the several departments or sets concerned should examine the book to see that the type of correctly and punctually changed and are responsible that they are kept clean. In offices where mechanical stamp canceling machines are in use, whenever the movable types in the die of a stamp canceling machine are changed, the first impression should be taken on a piece of paper and should be pasted in the book. In every case, the official responsible for the examination should initial the impressions in token of having carried out the check.

(2) The Postmaster, Head Sorting Assistant Mail Agent, Mail Guard or Record Assistant, as the case may be, is required to see that this rule is carried out and that the impressions are distinct and clear, and he should initial the book every day after all the impressions of the day have been taken.

103-A. Cleaning of Seals and Stamps.- All the stamps and seals in use in every Post Office, in each set of Mail Office and Transit Section and in every record office must be cleansed first by boiling them in water and then washing them with kerosene oil and brush. This should be done at least once a month, but where the frequency of use of the stamps and seals is greater, it should be resorted to at more frequent intervals say once a fortnight or a week. The fact of cleansing the seals and stamps should every time be recorded in the Postmaster's order book in Head Offices, in the Error Book in sub-offices, in the rough note book of the Head Sorting Assistant, the Mail Agent or the Record Assistant which will be examined by the Inspecting Officers at the time of inspection.

104. Letter-boxes.- Letter-boxes are provided at public thoroughfares and other central positions, and are intended for the reception of unregistered articles of the letter mail.

(2) Pillar and other fixed letter-boxes are cleared at intervals and, if outside the Post Office, their contents are brought in by letter-box peons or other subordinates; or, in the case of letter-boxes located at Railway station, which are cleared by mail peons, the contents are either brought to the Post Office or handed by the mail peons to the RJMS officials. All wall, and pillar letter-boxes are provided with movable hour plates.

(3) Column LBs:- The hours at which the letter-boxes are cleared, should be marked on them, and they should be kept locked. The marking of all hours of clearance on letter-boxes should be restricted to (1) the letter-boxes in Post Offices (2) a very limited number of important outside letter-boxes at the discretion of the Head of the Circle (3) outside wall or other letter-boxes not equipped with movable hour

plates. In fixing the hours of clearance of outside letter-boxes which are cleared for daily dispatches or local deliveries, the time actually occupied by the letter-box peon in going on his rounds must be ascertained as the first step, and so this purpose, an Assistant or Public Relations Inspector or the Postmaster himself should, walk round the beat with the letter-box peon and note the exact time required for visiting each letter-box. The hours of clearance can then be accurately fixed with due regard to hours of despatch or to local delivery, as may be necessary in each case.

(4) Letter-boxes at Railway stations and other letter-boxes in which for any special reason, it is not desirable that any articles other than letters should be posted, are marked "FOR LETTERS ONLY".

NOTE 1. - Large cover or other letters which, owing to their size, cannot be posted in the letter-box, may be received by hand at the window of the office.

NOTE 2. - Please see the note below Rule 59 of this volume.

105. Certificates of posing.- Certificates of posting should be granted to the public under the conditions, and in the manner laid down in the Indian Postal Office Rules 195 as corrected from time to time.

106. Officials not to affix postage stamps to articles.- Officials of the Department are strictly may from affixing postage stamps to letters, packets, or parcel mail articles brought to an office for despatch; this must always be done by the sender of the article or his messenger. The prohibition is specially applicable to articles tendered for registration, and the Postmaster, Head Sorting Assistant or Mail Agent, as the case may be, will be held responsible if he allowed any of his subordinates to receive cash in payment of postage or registration or insurance fees.

107. Stamping.- (1) The following instructions for stamping must be carefully observed:-

- (a) All valid postage stamps borne by articles of all classes posted should be defaced by the minimum number of impressions of the obliterator with wavy lines or where this stamp is not available, the date-stamp, care being exercised to ensure that all the postage stamps bear cancellation marks. When two postage stamps appear together, they should be defaced by single impression so placed that the date-stamp covers both the postage stamps, the greater portion of the stamp falling on the cover instead of on the postage stamps. Similarly, if there stamps are affixed together, the number of defacing impressions should not be more than 2 and in the case of block of four postage stamps, in shape of a square, only one neat stamp impression placed at the center of the block should suffice. A few illustrations showing the mode of the defacing postage stamps are given below: Postage stamps found unobliterated on station articles received for delivery or on articles passing a sorting should be defaced in the same manner.

DELHI Fig. 1 Seal NEW DELHI Fig. 2 Seal NEW
DELHI Fig. 3 Seal NEW DELHI Fig. 4 Seal NEW

NOTE 1.- Stamps other than Indian stamps which cannot, under the rules, be recognized in payment of postage, should not be defaced.

NOTE 2.- In the case of inward foreign articles of the letter mail, postage stamps which are not cancelled by the office of origin through error or oversight, should not be cancelled by impressing the date-stamp, but this should be cancelled by a thick stroke in ink or in indelible pencil by the office which detects this irregularity.

- (b) Postcards should be impressed with the round obliterator only by the office of posting and the first office of delivery on the portion of the address-side reserved for the address of the recipient. Reply postcards should not be stamped on the unused portion when the two halves are posted together. But in the reply postcards for foreign countries, the date-stamps should be impressed on the left side of the reply half before the postcards are sent out for delivery.

NOTE.- None of the Rules below applies to postcards.

In the case of foreign articles in the form of cards redirected out of India, the date-stamp of the redirecting office should, however, be impressed on the front side of the article.

- (c) Unregistered articles of the letter mail posted bearing no postage stamps should be impressed on the back with the date-stamp.
- (d) Unpaid and insufficiently paid unregistered articles posted or received in sorting without having been taxed with postage should also be impressed on the face with the postage due stamp.
- (e) Late letters posted in RMS letter-boxes on which a late fee should, but has not been prepaid, should also be impressed on the back with the "Detained: late-fee not paid" stamp.
- (f) station articles received should be impressed on the back with the delivery stamp in Post Offices to which this stamp is supplied and with the date-stamp in other Post Offices. Care should be taken not to affix the stamp (delivery or date-stamp) on written portion of the articles.

NOTE 1.- Articles for delivery by a village Postman, if not made over to him immediately after receipt, and all deposit articles should again be stamped with the delivery or date-stamp when issued for delivery.

NOTE 2.- In Head Offices, station articles of the letter mail on which postage is due should be impressed on the back with the Postmaster's unpaid stamp only.

NOTE 3.- In the RMS, articles delivered direct to the addressees without the intervention of a Post Office should be impressed on the back with the date-stamp.

- (g) Mis-sent and mis-directed articles, including money orders whether station or sorting, should be impressed on the back with the delivery stamp or where there is no delivery stamp with the date-stamp when received, and again with combined date-stamp or where there is no combined date-stamp when forwarded to destination, even though the same date be impressed on both occasions. In the RMS, such articles should be impressed on the back with the date-stamp, only at the time the irregularity is detected.

NOTE.- As regard the stamping of acknowledgements for postal articles and money orders, see Para. (l) below.

(h) Deleted.

- (i) Articles redirected and undelivered articles returned to offices of posting are sent to the R.L.O. by Post Offices should be impressed on the back with the date-stamp when received, with the deposit stamp when placed in deposit and again with the date-stamp when forwarded.

NOTE.- In the RMS undecipherable articles should be impressed on the back with the date-stamp by the office which receives them. In case of the postcard, it is impressed on the face itself.

- (j) Unpaid and insufficiently paid articles of the letter mail intended for despatch from head and sub-offices to subordinate offices should be impressed on the back with the date-stamp when issued from deposit and those that were returned by subordinate offices and again placed in deposit, should be impressed with the deposit stamp. Other articles for despatch to branch offices received as station articles in the account office should be similarly treated.

- (k) Article for despatch by sea by non-contract vessels should be impressed by the Post Office at the seaport of embarkation with the date-stamp of the date on which they are dispatched on board; and articles received by sea by non-contract vessels should be impressed by the Post Office at the seaport of receipt with date-stamp of the date on which they are received.
- (l) Acknowledgements for registered articles of the letter or parcel mail, or for telegraphic money orders should be impressed on the face, i.e., the address side -whether they are impressed with the date, delivery, or deposit stamp. Any stamps required to be impressed on acknowledgements for ordinary money orders other than those for which space is specially provided on the face of the acknowledgement, should be impressed on the back.
- (m) Registration number slip and V.P. number slips should be impressed with the number slip name-stamp by the office of despatch.
- (n) Labels attached to bags should be impressed by the dispatching office with the date-stamp (i) on the back in the case of tag-labels and (ii) on the face in the case of other labels.
- (o) Documents (including RMS work-papers) received and despatched should be impressed with the date-stamps by the offices, departments or sets concerned. The forms themselves will indicate where a stamp is to be impressed by the dispatching, and where by the received office, department or set.
- (p) Check-slip should be impressed with the name and date- stamps of the office by which they are prepared.
- (q) Stamps affixed to acquittance rolls, bill or receipts of any kind in payment of stamp duty should be defaced by the date-stamp in such a way that the impression will be partly over the stamp and partly over the document to which it is affixed.
- (r) Protecting and service envelopes closed should be impressed on the back with the date-stamp.
- (s) Official and service covers when close with "economy" labels should be impressed with the date and delivery stamps on the "economy" labels.
- (t) Deleted.

(2) Black stamping ink must always be used for stamping articles, documents, etc., except in cases where another colour is specified.

(3) Instructions for the stamping of other documents, money orders, etc., will be found in their proper places in the relative rules.

(4) Where articles are stamped on a table, a stone slab should be placed beneath the stamping pad in order to deaden the sound. Ink pads should be kept covered up when not in use.

NOTE.- In sub-offices, the date-stamp should be used in place of the deposit stamp.

108. Importance of proper stamping.- The stamping of articles passing through the post is important and requires the constant and vigilant attention of the Sorting Assistant or the Head Sorting Assistant, as the case may be. The effectual defacement of postage stamps is of special importance, and to secure this, it is necessary that the postage stamps are defaced by means of a proper impression as shown in Rule 107. Indistinct postmarks hinder the prosecution of enquiries in case of delay in the delivery of article; and imperfect defacement affords opportunities for fraud. Stamping ink of proper consistency must be used to ensure clear stamp-impressions.

109. English transcription of addresses written in Indian languages on postal articles.- (1) (a) In the case of all articles unregistered or registered including V.P. and insured articles, and money orders which are addressed in a regional language known to the office of posting but intended for delivery at a place which is not the regional language of that region, the full address should be transcribed into English.

(1) (b) Where the address on such article is in a language not known to the office of posting but is in the regional language of the office of destination, the post town of office of destination only should be transcribed into English.

(2) Every Post Office or mail Office is responsible for transcribing the address on articles posted in the letter-boxes cleared by it. Post Offices and mail offices must use red ink and the sections blue pencil for this purpose. The transcription should be done neatly and legible and the name of the office of destination underlined, and if the language is commonly known it is not necessary to transcribe into English even the name of the destination and district.

NOTE.- Branch offices in charge of extra-departmental agents who are not conversant with English or the language of the address should, consign the articles exclusively to their account offices where the addresses will be transcribed into English just as on articles posted in letter-boxes attached to it.

(3) Articles addressed in a language not known to the office of posting should be sent for transcription to the nearest transcription centre in a paper cover or in a small bag bearing the superscription "For transcription", if necessary. If the

center is unable to transcribe the address being ignorant of the language of the address, it will sent the article to the nearest R.L.O. for transcription. No article should be sent direct to the R.L.O. by any office, for this purpose.

(4) The Post Offices, Mail Offices and the transcription centers should not in the Error Book the name of the Post Office or Mail Office from which untranscribed articles posted therein which could have been transcribed by it are received and send a copy of the extract to the respective office and to the Divisional Superintendent or the First Class Postmaster.

(5) In the case of an article addressed in a regional language but posted for transmission by foreign post, the full address must be transcribed legibly in Roman letters and Arabic figures, the country of destination being written in capital letters.

110. Foreign postage stamps on articles for despatch on delivery.- Postage stamps for foreign countries should not be recognized in payment of postage or other postal charges on articles posted in Indian Postal Offices, mail offices, sections or letter-boxes. If an article so posted bears only such stamps it should be treated as wholly unpaid, the stamps being ignored. The stamps, however, should not be defaced but a remark, drawing attention to the fact that they are those of a foreign country, should be written on the face article by the office of posting.

EXCEPTION.- The reply postcard service is not available in the foreign post except for Bangladesh, Bhutan, Pakistan and Nepal. The reply -halves of reply postcards originally posted in one of these three foreign countries should be given fee transmission to destination if it is the country of issue of the reply postcard, when reposted in India.

110-A. Treatment of unpaid or insufficiently prepaid articles for Foreign Countries.- (1) Unpaid and insufficiently prepaid articles intended for transmission by surface, should be dealt with as follows if the names and addresses of the senders are known:-

- (a) Unpaid and insufficiently paid letters and postcards, received in posting, should be forwarded to the office of exchange in a separate bundle with an appropriate remark on the check slip. The office of exchange will follow the instructions in Rule 111-A below before disposing of these articles in the normal manner.
- (b) Unpaid and insufficiently paid articles other than letters and postcards, received in posting, should be returned to the senders for

delivery on recovery of an amount equal to double the deficiency at inland rate, if any, similar articles of the appropriate category. Articles so returned can be reposted only on payment of fresh postage. If any such articles are received in offices of exchange, the latter will take similar action.

(2) Articles intended for transmission by surface should be dealt with as follows, if the names and addresses of the senders are not known:-

(a) Unpaid and insufficiently paid letters and postcards will be dealt with as stated in sub-rule 1 (a) above.

(b) Unpaid and insufficiently paid articles other than letters and postcards should be sent to the R.L.O. They should be made up into a bundle labeled "unpaid and insufficiently prepaid foreign articles" and should be placed with other articles in the envelope addressed to the R.L.O.. The unpaid postage represented by these articles should not be included in the amount of postage due noted on the envelope for the R.L.O. nor should it be included in the accounts at any stage.

NOTE.- In Post Offices, such articles should be made over to the deposit department where they should be bundled and labeled in the manner described above for inclusion in the next daily despatch to the R.L.O.

(c) Such articles bearing spoilt or defaced postage stamps or bearing previously used postage stamps from which no attempt has been made to remove the marks of obliteration or bearing service stamps from which no attempt has been made to remove the letters denoting service (see Rules 387 to 466 of the Postal Manual, Volume-II) as well as those posted in Indian Post Offices or letter-boxes and bearing postage stamps of foreign countries but not prepaid with Indian postage stamps, should be disposed of the same way as unpaid articles under the preceding paragraphs.

(3) Unpaid and insufficiently prepaid articles intended for transmission by air should be dealt with as follows:-

If received in offices of exchange and if the sender's address is known, the office concerned should paste a slip on the article stating "Unpaid/Underpaid", "Please affix: (value) in stamps, detach this slip and repost". The article along with the slip should be dispatched to the sender in a service cover, with the remark "Unpaid/Underpaid,

returned for making up the deficiency". Such articles should be accepted when reposted after affixing the deficient postage.

(4) Articles intended for transmission by air not bearing the names and addresses of the senders should be dealt with as follows:-

(a) In the office of posting-

- (i) Letters and postcard, unpaid and insufficiently paid received in posting, and other articles if paid for postage not less than that required to be paid for a similar article for surface mail should be forwarded to the office of exchange in a separate bundle with a check slip bearing an appropriate remarks.
- (ii) "Articles other than letters and postcards received in posting either entirely unpaid or the postage paid thereon neither represents at least 75% of the surcharge nor the postage required for forwarding by surface mail, should be sent to the Returned Letter Office in a separate bundle with a check-slip bearing an appropriate remark."

(b) In the office of exchange-

- (i) Action as stated in Para, 4 (a) (ii) above should be taken by offices of exchange also whenever articles other than letters and single postcards are received entirely unpaid or paid for postage less than that required to be paid for a similar article for transmission by surface mail.
- (ii) Unpaid and insufficiently prepaid letters and postcard letters and postcards and all other articles on which the charges paid represent at least 75% of the air surcharge payable thereon for the country of destination in question, should be disposed of as shown below:
 - (x) Articles other than postcards and aerogrammes paid for postage equal to at least 75% of the air surcharge or, in the case of postcards and aerogrammes, 50% of the combined charge should be forwarded by air after following the instructions or Rule 111-A below.
 - (y) Article bearing postcard less than 75% of the air surcharge or 50% of the combined charge, as the case may be, but not less than required to be paid for similar articles or the surface mail (aerogrammes being treated as letters), should be forwarded to the office of exchange concerned for onward transmission by surface route in a separate bundle after making an appropriate remark on the check-slip.

- (z) Letter and single postcard bearing postage less than that required to be paid for similar articles of surface mail should be forwarded to the office of exchange concerned for onward transmission by surface route.

111. Deleted.

111-A. Calculation of Deficiency of postage of foreign articles. - The offices of exchange when required to forward unpaid or insufficiently paid articles either by air or by surface routes under provisions of Rule 110-A above, should impress on each such article with "T" stamp in the middle of the upper part of the front side. By the side of the stamp impression, a small horizontal line should be drawn. Above the line, an amount equal to twice the amount of deficient postage in paise, should be written in a clearly legible manner. The amount of deficient postage should be calculated carefully after weighing the articles as also ascertaining its correct category and the charges due to be paid according to the current rates. Below the line, the postage charge in paise payable for letters of the first weight step should be indicated very clearly.

111-B. Deleted.

111-C. Open and insecurely closed unpaid letters.- Unpaid letters which are posted open or insecurely closed should not be sent to the R.L.O. but should be securely closed and forward to its destination..

112. Postcards of private manufacture.- (1) One of the conditions laid down in the Indian Post Office Rule, 1933, as corrected from time to time under which single and reply postcards of private manufacture may be transmitted by the inland post as postcards is that, as regards substance they are neither thinner nor more flexible than the inland postcards issued by the Post Office. This condition does not preclude the use of postcards or cards of private manufacture which are either thicker or less flexible than the departmental inland postcards. So long as a card or private manufacture is of the consistence of a card, and no merely a piece of ordinary paper cut to the size of a postcard, it should be followed to pass unchallenged.

(2) No objection should be raised to postcards from the address side of which inadmissible words, formerly printed, have been erased, provided that the words have been so erased as to remove them altogether, and not merely struck out by drawing a line through them.

113. Unpaid articles addressed by the public to officials of the Department.- (1) Unpaid articles addressed to officials of the Indian Postal Department, as such, should be taxed with postage in the usual way, treated as refused and sent to R.L.O. for return to the sender and recovery from him of the amount of the postage due on them.

EXCEPTION – See Paragraph 665 of the Postal Manual, Volume-II.

(2) Application for refunds on unused reply paid passes for telegrams should not be transmitted to the Telegraph Check Office, Kolkata, fee on postal service. Applications for fee service in this connection should be informed that they must address the officer in charge of the check office direct, paying the usual postal charge including that for registration if they wish to send the application by registered post.

114. Articles found open, damaged or without contents.- (1) If an unregistered article of the letter or parcel mail taken from a letter-box or received in sorting, is observed to be open, torn or otherwise damaged, or without contents, a remark, in accordance with the directions given below, should be written on the article by the Sorting Assistant and initialed by the Postmaster or Head Sorting Assistant, as the case may be:-

“Received open” when found in an open state

“Received torn” or “Received damaged”, when received torn or otherwise damaged, e.g., soiled, stained, etc.

“Without contents”, when the article is manifestly merely an empty cover.

If there are any suspicious circumstances attending the case the Postmaster or Head Sorting Assistant should make enquiries and endeavour to discover the offender.

(2) Open and damaged articles should be closed or repaired by the Sorting Assistant or Assistant Sorting Assistant, so as to protect their contents, or, if necessary, the articles should be forwarded enclosed in envelopes addressed to the office of destination.

(3) If any article of the kind mentioned in Paragraph (1) is noticed in the office of delivery, in course of distribution of articles to Postmen, it should be closed or repaired before it is issued for delivery and, if necessary, enclosed in an envelope by the delivery assistant who should note on it the condition in which it was received and obtain the Postmaster's initials to the remark.

(4) If a damaged article is received enclosed in an envelope to the Postmaster's address, the envelope should be opened and its enclosure dealt with in the manner described above.

(5) If a wrapper or cover is received for delivery without its contents, a label with the entries "cover received without contents. Please return of post Office with information as to what the contents should have been" prepared in manuscript should be affixed to it before it is issued for delivery. Should the wrapper or cover be received back from the addressee with information as to the nature of the missing contents, an enquiry regarding the latter should be made without delay from the Home R.L.O. and in the case of foreign articles, also from Chennai, Kolkata or Mumbai R.L.O. as the case may require, with reference to the country or place from which the article was received. If the office of delivery is at the same station as the Home R.L.O., the enquiry should be made by sending an assistant round to the latter office or by telephonic communications, if this is possible, and not by letter. Sub-offices other than those served direct by the R.L.O. should forward to the Head Office for enquiry from the appropriate R.L.O. all empty wrappers and covers immediately they are received back from the addresses with information as to the missing contents.

(6) Any registered article of the letter mail or parcel mail found damaged, torn or bearing signs of having been tampered with, should be made over at once to the Postmaster or Head Sorting Assistant, as the case may be, who should be guided, in dealing with the case, by the rules relating to investigation.

115. Treatment of articles, the registration or insurance of which is compulsory.- (1) If an article, the registration of which is compulsory but which has not been registered, is found in the course of sorting in a Post Office, or Mail Office or received for delivery in a Post Office, the Assistant or Sorting Assistant detecting the irregularity should after noting it in his Error Book or notebook, as the case may require, show the article to the Postmaster or Head Sorting Assistant and then make it over to the official in charge of the registration or parcel department. In Post Offices and in Mail Offices, authorized to perform registration work, the article should be registered and, if the fee for registration has not been prepaid, a fee equal to double the deficiency in usual registration fee should be charged on it. The amount of the Fee PLUS any postage due on the article should be marked on its face below the registration No. slip and a note should be added under the signature of the Postmaster, Head Sorting Assistant or Mail Agent, as the case may be, explaining the reason for the charge. The usual receipt for the sender should be given to the Assistant or Sorting Assistant detecting the irregularity. In Post Offices, the receipt should be posted in the Error Book against the entry concerned, while in Mail Offices, it should be attached to the Head Sorting Assistant's Mail Agent's Daily Report. In a

section or in a Mail Office not authorized to perform registration work, the article should be forwarded in a protecting cover or bag, as the case may

require, addressed to the Postmaster of the Office of destination after having a note recorded on it, under the initials of the Head Sorting Assistant, Mail Agent or Mail Guard, explaining why it is so sent. The protecting cover or the should, except in Transit Sections and Transit Mail Offices, be treated as an article registered on service. A No. preceded by the letters 'RMS' should be given to it and marked in large bold figures on the face in the upper left hand corner. The article should then be entered on the receipt said of the Registered Abstract opposite to an entry "Unregistered article registered" and dispatched to destination in the usual course, the name of the section or office being entered in the registered list as that of the office of posting. If the article is found in the course of sorting during late-fee hours in Mail Office authorized to perform registration work, with and without late-fee, it should be kept in deposit till the office is open for registration and disposed of in accordance with the procedure described above. If the article is found during late-fee hours in a Mail Office authorized to perform registration work, with late-fee only, it should be kept in deposit till the next day and disposed of in the manner prescribed to be followed by Mail Offices not authorized to perform registration work.

NOTE 1. - Orders for the payment of money issued by the Military Pay Department, whether in the form of a cheque or in any other form, are exempted entirely from the operation of the rule regarding compulsory registration.

NOTE 2. - When an article, the registration of which is compulsory, is found in a letter-box at a time when it would not be accepted for registration if tendered at the window of the Post Office or Mail Office concerned, it should be kept in deposit till the offices next open for registration when it would be made over to the Registration Assistant or Sorting Assistant, as the case may be, for disposal in accordance with the procedure described above.

NOTE 3. - When an article of the foreign letter mail marked "Registered" is found in a letter-box, it should be fully prepaid (including the registration fee) and addressed to a country to which registration service is available, be dealt with in accordance with the procedure described in this rule, otherwise it should be treated as an ordinary article, the word "Registered" marked on it being COMPLETELY SCORED OUT.

(2) If there is an indication on the article that the sender desires to have an acknowledgement of the article and if the acknowledgement from, duly filled in by the sender, is found along with the article, the acknowledgement should be forwarded to the office of destination as usual, provided that the prescribed fee for acknowledgement has been prepaid. If the fee for acknowledgement has not been prepaid, the form of

acknowledgement, if any, should be kept in the Error Book where the entry of the incident is made and should not be forwarded with the article nor should any charge be made for the same. If the form of acknowledgement is not found along with the article, the remark "A.D." or any other indication to that effect made on the article should be scored out, and necessary remarks added in the Error Book.

(3) If an uninsured article passing through the post is found to contain coin, bullion, precious stones, jewels or other articles of value, the insurance of which is compulsory, the following procedure should be followed:-

- (a) If found in the office of posting, the article should be endorsed "Contains (coin, etc.)" and sent in a protecting cover or bag (i) to the R.L.O. for return to the sender in the case of a Post Office or (ii) to the Post Office of destination in the case of a Mail Office. If the article is not a registered article, the protecting cover or bag should, before despatch, be registered on service or treated as a service registered article, as the case may require, in accordance with the procedure described in the preceding paragraph.

NOTE.- In sub-offices, such articles for the R.L.O. should be sent to the Head Office.

- (b) If found in an intermediate office or section, the article should be forwarded by it in a protecting cover or bag addressed to the Postmaster of the office of destination after having a note recorded on it explaining why it is so sent. If the article is not a registered one, the protecting cover or bag should be treated in the manner laid down in the preceding clause.
- (c) If found in the Post Office of delivery or received by it from another office or section, the article should be charged with a fee of two rupees and the amount of this fee PLUS any postage due on it should be marked in red ink on its face when a notice should be added under the Postmaster's signature explaining the reason for the additional charge of two rupees. The article should then be delivered to the addressee with an intimation that no compensation would have been paid by the Post Office had the article been lost, damaged or tampered with in transit. If the article is refused by the addressee or if the addressee cannot be found, the fee should be recovered from the sender.
- (d) The fee when recovered should be converted into postage stamps which should be affixed to the Error Book against the entry relating

to the irregularity and then defaced with the date-stamp of the Post Office concerned.

NOTE.- If a foreign parcel, the insurance of which is compulsory, is found in the office of the exchange to be uninsured, that office should forward it as an insured parcel. In such cases, the amount of the insurance fee should be recovered from the official at fault in the office of posting in the manner prescribed in Rule 99 (3).

116. Articles marked “by parcel post”.- (1) If an inland article marked “By parcel post” is found in a letter or packet box, the official detecting the irregularity should make a note of it in his Error Book or notebook, as the case may require. The following action should be taken:-

- (a) In Post offices, the article should be transferred to the parcel assistant and treated and charged with postage as a registered parcel, any stamp affixed to the cover being recognized in assessing the postage due on deliver. The amount of postage due and the remark “Found in letter –box” should be written in ink on the face of the parcel under the initials of the Postmaster and the receipt for the sender should be handed to the Sorting Assistant and pasted by the latter in his Error Book against the entry of the irregularity.
- (b) In the RMJS, the article should be marked “Found in the letter-box” over the initials of the Assistant Sorting Assistant concerned, and after being shown to the Head Sorting Assistant, transferred to the Parcel Sorting Assistant, if any. The latter or, if there is no Parcel Sorting Assistant, the Assistant Sorting Assistant himself, should then at once forward the article to the Postmaster of the nearest Head or Sub-office with which the Mail Office is in communication in a protecting bag superscribed “Parcel found in letter-box”. In Transit Sections and transit mail offices, the Mail Guard or Mail Agent as the case may be, should mark and forward the article himself in the manner described above, the protecting bag being entered in the mail list and dispatched as an unusual mail.

(2) If an inland article marked “by parcel post” and bearing the word ‘registered’ or any other word, phrase or mark to the like effect, is found in Mail Offices and sections, which do not perform parcel sorting work, the detecting official should, after noting the irregularity in his Error Book or notebooks, send the article to the Postmaster of the nearest Head or Sub-Office in a protecting bag superscribed, “parcel marked registered received with sorting letters”.

(3) If an outward foreign article marked “By parcel post” is found in a letter or packet box or received with articles of the letter mail from another office or section, the detecting official should, after noting the irregularity in the manner described above, transfer the article to the parcel department where it should be dealt with as follows:-

- (a) In Post Offices, the procedure laid down in Rule 148 of Postal Manual, Volume – VI, Pt. MI should be followed.
- (b) In the RMS, the article should in every case be forwarded to the Postmaster of the nearest Head or Sub-Office with which the detecting mail office or section is in communication, in a protecting bag superscribed “Foreign article marked by parcel post” for disposal in accordance with clause (a) above.

117. Articles addressed to more than one person.- Unregistered articles of the letter and parcel mail addressed to more than one person should be forwarded to destination. They may be delivered to any one of the persons whose names they bear, but should ordinarily be offered to them in the order in which the names appear on the cover.

118. Articles intended for ultimate return to sender.- Articles addressed in such a way as to effect their return to the sender after having been delivered to a number of addressees or redirected to fictitious addresses, should not be forwarded, but should be disposed of in the same way as articles which are otherwise ineligible for transmission by post.

119. Articles addressed “Camp”.- Unregistered and uninsured registered articles of the letter mail intended for the high Government officers named in the Post Office Guide, Pt. I as entitled to special bags while on tour or for the party accompanying them, when addressed to “Camp” should be disposed of according to the instructions given in Exception 1 to Rule 66.

(2) Parcels, V.P. articles, insured articles, and money orders will ordinarily be addressed to a post town. Should however, such an article addressed to “Camp” be presented at a Post Office, it should not be refused on the ground that no post-town has been named in the address, but should be disposed of according to the instructions referred to above.

120. Correspondence of certain officers when on tour.- When any of the under mentioned officers, viz. -

- (a) Postal Directorate
 - (i) Chairman, Postal Services Board
 - (ii) Member, Postal Services Board
 - (iii) Secretary, Postal Services Board
 - (iv) Deputy Director-General

- (v) Director
- (vi) Asst. Director-General.

(b) Heads of Circles

- (i) Principal Chief Postmaster-General
- (ii) Chief Postmaster-General.
- (iii) Regional Postmaster-General.
- (iv) Directors, Postal Services/Director of Postal Accounts.
- (v) Asst. Postmaster-General.
- (vi) Assistant Directors, Postal Services
- (vii) Circle Complaints Officer.
- (viii) Vigilance Officers.

(c) Post Office and RMS Divisions

- (i) Superintendents of Post Offices/Sr. Supdt. of POs.
- (ii) Superintendents of RMS-Dy. Superintendent RMS/P.Os
- (iii) Asst. Superintendents of Post Offices.
- (iv) Asst. Superintendents or RMS.
- (v) Inspectors of Post Offices (Complaints).

(d) Audit/ Accounts offices

- (i) Director -General, Audit P&T.
- (ii) Directors/Dy. Directors, Audit P&T.
- (iii) Directors/Dy. Directors, Postal Accounts.

On tour, correspondence and office files for and from him will be sent - by his office at Headquarters or by himself in camp, as the case may be - in sealed bags which will, in every instance, be addressed to a specified post town of destination or Mail Offices, except in the case of camp bags for the Director-General which may be

addressed C/o RMS also. These bags should be sent loose (i.e., without being enclosed in any mail or transit bag) and treated as unusual mails./ The are to be treated as special bas for the purpose of entry in the mail list (M.1).

NOTE 1.- Camp bags for and from Departmental Offices in Camp may be sent under weighment system on the lines, where mails are exclusively sent under weighment system service in charge of the Railway Guard.

NOTE 2.- Air transmission for camp bags for and from Departmental Officers in camp may be adopted in exceptional circumstances and then only essential papers and not the entire file should be sent.

120-A Disposal of Naval Mails.- The rules relating to the disposal of Naval mails are contained in Appendix.

120-B. Air mail correspondence posted on ships.- Articles posted on board a ship when it is on the high seas, can be prepaid by means of postage stamps of and according to the tariffs of the country to which the ship belongs or of the country by which it is maintained. They will be handed over after being date stamped by the office on board. If they are received without being date stamped, the Post Office receiving them will impress them with its date stamp and forward them in a separate bundle, indicating on the check-slip, the name of ship and it nationality. They will be forwarded by surface routes.

Air mail correspondence posted on board a ship on the high seas, prepaid by meand of postage stamps of the country to which the ship belongs or by which it is maintained w hen handed over a decouvert to an Indian Post Office at an Indian port will be accompanied by a statement AV 2 in duplicate showing the weight of correspondence for each country or destination the date, the name of the ship and its nationality and signed by the ship's office. If a statement in form AV 2 is not furnished, the articles should be accompanied at least by a statement of weights (in duplicate) for each country of destination. The particulars on the AV 2 or the statement of weights should be checked by the Indian Post Office to which the correspondence is handed over from the ship.

The air mail articles along with the statement accompanying them should be forwarded by the receiving Post Office in India to the nearest of the following offices of exchange for disposal in accordance with the provisions of Rule 99 of the Foreign Post Manual:-

Airport Sorting Office, Mumbai

Kokkata Air Sorting, Kolkata

Airport Sorting Office, Chennai

121. Facing articles.- With a view to facilitate the handling of unregistered articles of the letter mail, they should be faced before they are stamped,

sorted, distributed to the Postmen for delivery, or made up into labeled bundles for despatch. When labeled bundles are untied, care should be taken not to disturb the facing done by the office which made up the bundles.

122. Articles prohibited from transmission by inland post. - (1) When there is good reason to suppose that an article passing through the post contains any goods the transmission of which through the inland post is prohibited by the rules, it should be dealt with as follows:-

- (i) (a) If the article is suspected to contain any explosive, dangerous, obnoxious, deleterious or filthy substance, any sharp instrument not properly protected, or anything likely to injure the mails or any officer of the Post Office, it should, if detected in a section, be enclosed in a protecting cover or bag and made over 'outside' to the first Mail Office where the train halts. If there be no Mail Offices in the beat of the section, the article should be forwarded to the nearest Head or Sub-office with which the section is in direct communication. The article should be entered in a separate registered or parcel list or in the mail list according as it belongs to the registered letter mail, the parcel mail or the unregistered letter mail – the entry being followed by an explanatory note over the initials of the Head Sorting Assistant or Mail Guard drawing attention to the nature of the contents; and a receipt for the article should be obtained in the registered abstract, parcel abstract or the duplicate mail list, as the case may require, from the official to whom it is made over the nature of the contents of the article should at the same time be explained to that official.
- (b) If detected in a Mail Office, the article should be made over at once to the mail carrier under the procedure described above for conveyance to the nearest Post Office, except when it is suspected to contain explosives or when, owing to the nature of the article or the distance from the Post Office, it may not be practicable or convenient to transfer the article to that office. In the latter case, the article should be detained in the Mail Office and the matter reported at once to the Head of the Circle or Region, as the case

may be in which the Mail Office is situated for orders regarding its final disposal.

- (c) If detected in a Post Office or transferred to it by a section or Mail Office, the article should be detained and an immediate report submitted to the Head of the Circle or Region or the case may be.

NOTE.- A leaky article would come under the operation of this clause except that the report in such cases should be made at once to the Superintendent of Post Offices or a First Class Postmaster instead of to the Head of the Circle. When submitting a report to the Superintendent of Post Offices or a First Class Postmaster for orders about the disposal of a leaky article received in Post Office, a notice should be issued simultaneously to the sender asking for his instructions to the furnish within a period of a fortnight of the receipt of the notice by him regarding the disposal of the article. If the Post Office happens to be the office of destination of the article, a notice should also be sent to the addressee and the article made over to him if he is willing to accept delivery without the department being held responsible in any way. If the Superintendent of Post Offices or the First Class Postmaster is unable to dispose of the leaky article or where its destruction is necessary, the matter should be reported to the Head of the Circle for orders regarding the final disposal of the article.

- (ii) If the article is suspected to contain any other prohibited goods, it should be forwarded in a protecting cover or bag, as the case may require, marked "Doubtful" addressed to the Postmaster of the office of destination, with a note over the initials of the Postmaster, Head Sorting Assistant, Mail Guard or Mail Agent, as the case may be, explaining the reasons for suspecting the article.

(2) If an article received for delivery is (a) suspected to contain anything the transmission of which by the inland post is prohibited, or (b) enclosed in a cover or bag marked "Doubtful", the Postmaster should send a notice in writing to the addressee inviting him to attend either in person or by Agent within 48 hours at the Post Office. He should under the authority given in Section 24 of the Post Office Act, open and examine the article in the presence of the addressee or his agent, or in his absence, if he fails to attend within the time specified, reporting the matter to the Head of the Circle or Region, as the case may (See Exception below paragraph (2) of Rule 123).

(3) If an article, in course of transmission by post is actually found in a Mail Office or section to contain any goods the transmission of which through the inland post is prohibited, either generally or to and from any particular localities, the procedure prescribed in Paragraph (1) should be followed except that in the cases referred to in Clause (b) of that paragraph, the article should not be marked "Doubtful" but a remark explaining the nature of the contents should be written upon it. If an inland registered article is found in a Mail Office after having been accepted for despatch to contain gold coin or gold bullion or both exceeding the prescribed limit of Rs. 1,00,000, it should be endorsed "contains gold exceeding prescribed limit" under the initial of the Head Sorting Assistant or Mail Agent and sent for disposal to the Circle R.L.O. enclosed in a protecting cover. The value for the purposes of this sub-rule shall be the market value on the date and at the place of posting.

(4) In Post Offices, the following action should be taken in respect of articles, which on being opened or otherwise, are actually found to contain prohibited goods of the kinds mentioned in the preceding paragraph:-

- (a) In the case of an article containing gold coin or gold bullion or both of a value exceeding the prescribed limit of Rs. 1,00,000, it should be endorsed "contains gold exceeding prescribed limit" and sent (i) to the R.L.O. for return to the sender if it is an uninsured article. Or (ii) direct to the office of posting for return to the sender if it is an insured article, enclosed in a protecting cover or bag, as the case may require. If the article is not a registered one, the protecting cover or bag should be registered on service before despatch. The value for the purposes of this sub-paragraph shall be the market value on the date and at the place of posting.
- (b) In the case of an article containing ticket, proposal, or advertisement relating to a lottery not authorized by the Government or any other mater descriptive or otherwise relating to such a lottery which is calculated to act as an inducement to persons to participate in that lottery, it should be endorsed with a remark to this effect and forwarded to the Returned Letter Office enclosed in a protecting cover or bag, as the case may require. Articles containing lottery by Government, etc., which are authorized or organized by Government, but do not contain the prescribed superscriptions on the cover, should be endorsed with a remark to that effect and forwarded to the R.L.O. for return to the sender, enclosed in a protecting cover or bag, as the case may require.

No article should be intercepted, unless it is certain that the matter contained therein is a prohibited one. In all cases of doubt, a report should first be made to the Head of the Circle and his orders obtained. IN the report, a full description of the matter should be given and, if possible an exact copy of the ticket, proposal or other matter concerning lottery, considered to be prohibited for transmission by post, should be sent.

- (c) In the case of an article containing anything indecent or obscene or bearing on the outside whether on the article itself, as in the case of a newspaper or on the cover – words, marks or designs of an indecent or obscene character or of a character falling under the other heads of the category given in the Sections 19 and 20 of the IPO Act., 1898 and Rules 44 & 45 of IPO Rules, 1933 as corrected from time to

time, it should be forwarded to the R.L.O. with a remark drawing attention to the irregularity. This power should not be exercised in respect of advertisements without the express order of the Head of the Circle, and no advertisement should be intercepted on the ground that it is indecent or obscene without first making a report to him and obtaining his orders. IN the report, a full description of the advertisement should be given, an exact copy of the passage supposed to be indecent or obscene being sent with it.

- (d) In the case of an article containing (i) opium, (ii) morphia, (iii) cocaine or its allied drugs, (iv) preparation of opium, morphia or cocaine or (v) any other intoxicating drug, the transmission of which is prohibited, the article should be made over with all its contents to the nearest Excise Officer for the adoption of such further proceedings as may be deemed proper.
- (e) In all other cases, the articles should be detained and the case reported for the orders of the Head of the Circle/Region.

NOTE 1. - In an article infringes any of the prescribed conditions as to the manner of posting, packing, size, contents, etc., for which the penalty is the payment of a higher rate of postage, it should be charged with the enhanced rate of postage in accordance with the rules laid down in the Post Office Guide, Part-I.

NOTE 2. -For the purpose of this rule, any newspaper, or any book, pattern, or sample packet suspected to contain any thing in contravention of the provisions of the Post Office Guide, Part-I, may be opened or unfastened by the Postmaster in order to verify the suspicion.

NOTE 3. - In sub-offices, the articles referred to in Clauses (a) to (c) of Paragraph (4) should be forwarded to the Head Office with a remark drawing attention to the irregularity.

NOTE 4. - The transmission by post of gold coin or bullion or both of a value exceeding Rs. 1,00,000 is prohibited. The sender of an article containing gold coin or bullion or both has to declare on the article the value of the contents at the time of despatch. If the sender has made false declaration about the value, he is liable to be punished under Section 64 of the Indian Post Office Act. When articles containing gold or bullion or both exceeding the prescribed value are detected, the articles should not be delivered without the orders of the Superintendent or First Class Postmaster.

123. Articles prohibited from import or liable to customs duty. - (1) When there is good reasons to supposed that an article passing through the post contains any goods (a) the import of which into Indian by post is prohibited, or (b) when are liable to duty, it should be forwarded in a cover for in the case of a parcel, in a bag) marked "Doubtful" addressed to the Postmaster of the office of destination, with a note explaining the reasons for suspecting the article. Special case should be exercised in the examination of bulky articles of the inward foreign letter mail.

EXCEPTION 1.- Any article of the class referred to in (b) detected at the offices of exchange of Mumbai, Kolkata, Chennai, Delhi and at the sub-exchange offices at Ahmedabad, Bangalore, Cochin and Jaipur should be made over to the nearest Collector of Customs and assessed before it is delivered or transmitted onwards by post, as the case may be. Articles containing fictitious stamps as defined in sub-section (4) of Section 263-A of the Indian Penal Code, if detected at those offices, should similarly be made over to the nearest Collector of Customs for disposal.

EXCEPTION 2.- Inward articles of the foreign mail prepaid at the latter rate which contain dutiable goods and are furnished on the address side with either a green label marked "Douane" (Customs) showing the nature, weight and value of the contents or a green label marked "Douane" accompanied by a separate customs declaring should be detained for customs examination.

(2) If an article received for delivery (a) is suspected to contain anything the importation of which is prohibited or which is liable to duty or (b) is enclosed in a cover or bag marked "Doubtful", the Postmaster should send a notice in writing to the addressee inviting him to attend either in person or by agent within 48 hours at the Post Office. He should, under the authority given in Section 24 of the Post Office Act, open and examine the article in the presence of the addressee or his agent, or in his absence if he fails to attend within the time specified, reporting the matter to the Head of the Circle. In sub-offices, the opening and examination of the article should, if the addressee fails to attend, be done in the presence of two respectable witnesses.

(3) When an article has been opened in the office of delivery, action should be taken as follows:-

- (a) If found to contain anything on which customs duty is payable it should be sent to the nearest Collector of Customs for disposal.
- (b) If found to contain any intoxicating drugs the importation of which is prohibited, it should be made over with all its contents, to the nearest Customs Collector for disposal in accordance with the provisions of the Sea Customs Act, 1878 (VII of 1878), applicable to prohibitions and restrictions imposed under Section 19 of the said Act. If found to contain circulars relating to lotteries, it should be forwarded to the R.L.O. concerned for return to the sender. If found to contain unset diamonds, fire-arms, military stores or articles, other than explosives, included in the term "ammunition" as defined in the Indian Post Office Rules relating to prohibited category articles, or fictitious as defined in sub-section (4) of Section 263-A of the Indian Penal Code, the article should not be delivered to the addressee, but the Postmaster should at once take steps, in accordance with the procedure laid down in the Postal Manual, Volume -VI, to forward the article to the chief post of the state nearest to the office of

delivery to be made over to the Customs authorities for any action that may be considered necessary. In cases where an article is found to contain explosives, the Postmaster should act on the instructions contained in Rule 122 (1) (a). If the article is found to contain anything else, the importation of which is prohibited, it should be detained and the case reported for the orders of the Head of the Circle/Region.

(4) When once an article has been opened for the purposes mentioned above, the Post Office is bound to exercise scrupulous care in checking and repacking the contents at every stage so as to prevent loss or damage in transit. The outer covering used for repacking should be of sufficiently substantial material to afford adequate protection to the contents.

(5) In the event of repacking of the insured foreign inward articles as prescribed above, a demand from the addressee or the sender to have an open delivery of such articles should be acceded to.

NOTE.- In sub-offices, articles found to contain anything the importation of which is prohibited should be sent to the Head Office, except when found to contain intoxicating drugs in which case they should be made over with all the contents to the nearest Collector of Customs for the adoption of such further proceedings as may be deemed proper.

124. Articles containing goods prohibited from export. - If an article posted at any place in India and addressed to a foreign country is actually found, while in course of transmission by post, to contain anything the export of which either generally or to that particular destination is prohibited by the clause bearing the heading "Local prohibitions" in the Inland Post section or by the clauses bearing the heading "Articles Prohibited from export" in the Foreign Post, it should be endorsed "Contains prohibited (name of the prohibited article)" and sent for disposal to the R.L.O. either direct or, in the case of sub-offices, through the Head Office, except in cases in which orders are in existence for the disposal of such articles in a different manner.

NOTE.- See also Rule 221 of the Indian Post Office Rules.- 1933.

124-A. Deleted.

125. Responsibility for examination of frank. - (1) The Post Office, Mail Office or Section, at which an article, superscribed "On India Government Service" is posted, is the office responsible for the examination of the frank; and a frank which has been passed by the office of posting must not be challenged by any other office.

(2) abbreviations of official designations should be accepted, provided they are intelligible or recognized by ordinary usage. Official articles should not be changed with postage merely on the ground of some irregularity in the frank; such as the omission on the part of the sender to add his official designation to his signature,

unless there is reason to suspect fraud, or because the frank extends beyond the center of a postcard, but any office which observes any irregularity in regard to the manner in which an article is franked should bring it to the notice of the office of posting, so that the attention of the official concerned may be drawn to it with a view to its discontinuance. There are certain established forms of abbreviated signature and designation which must be recognized. Such recognized abbreviated franks on official correspondence should not be challenged.

(3) If an article is franked by a person who is not entitled to the privilege, the frank should be ignored and the article should be taxed with postage under the signature of the official in charge of the office or section in which it was posted.

(4) If any article, believed to be a service article, is found to bear service stamps without the prescribed superscription and frank, it should be treated as unpaid and the service stamps should not be defaced but a remark drawing attention to the fact that they are not supported by the prescribed superscription and frank should be written on the face of the article.

NOTE 1. - A postcard which contains an obviously bona fide official communication should not be treated as unpaid on the ground that the service stamp which it bears is unsupported by the prescribed superscription or frank, but should be dispatched to destination as a paid article. The irregularity should, however, be brought to the notice of the office of posting, so that the attention of the Government official concerned may be drawn to the matter

NOTE 2. - All official letters other than parcels posted at Army Post Offices to any address within the country are entitled to free transmission, provided they are franked by an officer or APO and bears the superscription "Free on active service of FOAS".

126. Transmission of packets.- ordinarily, unregistered packets will be forwarded in mail bags and registered packets in registered bags. In all cases, however, in which registered packet bags are prescribed to be made up, they should be used for the transmission of heavy registered packets. When, owing to their number and size, all the heavy unregistered packets cannot be included in the due mail bag, they should be enclosed in extra 'L' bags closed.

(ii) If, however, owing to the number and size of the registered packets, all the articles cannot be enclosed in the due registered bag for an office for which a registered packet bag is not prescribed, they should be forwarded in the registered in the registered packet bag closed for that office a remark "RP bag closed" being made in the registered list of the due registered bag.

NOTE.- When ever there are on any day, five or more surface station registered packets for any Post Office for which a direct mail bag or a direct

registered packet bag is not closed, the Registration Assistant or the Registration Sorting Assistant, as the case may be, should prepare a direct registered packet bag for that Post Office: Mkumkmbai GPO, Kolkata RMS and Chennai Sorting will close direct registered packets bags only if there are ten or more surface station registered packets for the same Post Office and no registered packets bag is prescribed to be closed.

127. Manner of forwarding parcels.- (1) The parcel sorting list will show whether parcels for despatch to an office are to be enclosed in a parcel bag or in a mail bag. As a general rule, the use of parcel bags will be prescribed only when an office ordinarily dispatches many parcels or where a separate establishment of parcel runners is entertained. A parcel bag must never be included in a despatch which is not accompanied by a mail list.

(2) In cases where the despatch of parcel mail articles in mail bags is prescribed, such articles should be made over, with the parcel list, by the Parcel Assistant or Parcel Sorting Assistant, as the case may be, to the Sorting Assistant or Head Sorting Assistant, respectively, to be forwarded to destination inside the mail bags for the offices or sections concerned and a receipt for the articles and the lists should be granted by the latter official in the parcel abstract after comparing the articles with the entries in the lists. If, however, owing to their number, all the articles cannot be enclosed in the mail bag, they should be forwarded in a parcel bag, the parcel list being placed in the parcels bag and not in the mail bag, and a note that this has been done being entered on the registered list.

(3) Whenever there are, on any day, five or more surface station registered parcels for any Post Office for which a direct mail bag containing parcels, or a direct parcel bag is not closed, the Parcel Assistant or the Parcel Sorting Assistant, as the case may be, should prepare a direct parcel bag for that Post Office. Mumbai G.P.O., Kolkata RMS and Sorting will close direct parcel bags only if there are ten or more surface station registered parcels for the same Post Office and no parcel bag is prescribed to be closed.

(4) If, on any day, there are no parcel mail articles for despatch in a mail bag, a blank parcel list, enclosed in an envelope, should be made over to the Sorting Assistant or Head Station Assistant for despatch to destination inside the mail bag. That official should, after examining the list see that it bears the word 'Nil' in the space for the totals and that it has been stamped and signed by the Parcel Assistant or Parcel Sorting Assistant, grant a receipt for it in the parcel abstract. Similarly, if there are no such articles for despatch to an office or section for which a parcel bag is prescribed, no parcel bag need be made up, but a blank parcel list should be made over to the official concerned in the manner described above for transmission in a

cover, superscribed "Blank Parcel List" duly entered in the mail-list in which the prescribed parcel bag is ordinarily entered.

(5) Uninsured parcels which from their size, shape or mode of packing (e.g., large wooden cases, maps packed in tin tubes, and the like) cannot conveniently be placed in parcel or mail bags, may be sent outside and should be made over to the Mail Assistant or Head Sorting Assistant, as the case may be, under receipt to be taken in the parcel abstract. In such cases, the remark "Sent outside: entered in mail list" should be written by the Parcel Assistant or Parcel Sorting Assistant opposite the entry of the parcel in the parcel list. The following particulars, viz., the office of posting of the parcel and the name of the office to which the parcel list containing the entry of the parcel is addressed and, in the case of registered parcel, the number must also be entered in the mail-list by the Mail Assistant or Head Sorting Assistant.

(6) When there are insured parcels for despatch, they should be enclosed in an insured bag which should be placed inside the parcel bag or where a parcel bag is not prescribed, inside the mail bag. IN the latter case, the insured bag should be made over to the Sorting Assistant or Head Sorting Assistant under receipt to be taken in the parcel abstract.

(7) The parcel mail articles, insured bags, and parcel lists for transmission inside mail bags should be placed by the Sorting Assistant or Head Sorting Assistant himself in the proper mail bags.

127-A. Manner of forwarding Air Parcels.

- (a) The office of booking an Air Parcel should invariably indicate on the parcel itself, at a conspicuous place, its weight in grams in ink and should dispose it of exactly in the same manner in which first class mail comprising letters and post cards are prescribed to be disposed of in the sorting list.
- (b) The last mail office connecting the air service should include the Air Parcel or Parcels in its mail bag and clearly note the total weight of individual Air Parcel included in the mail bag) on its label to enable the air sorting office to indicate the weight of the Air Parcels in the way bill in the column for air parcels at the time of despatch of mails to air carriers. The air sorting office will weigh the bag and deduct from this weight the weight of air parcels noted on the label. The balance will represent the weight of LC mails or LC and AO mails, as the case may be and both should be indicated separately on the label and in the way bill.

- (c) Even the Mail Offices which do not perform parcel work should handle air parcels as a special case and observe the procedure laid down above.
- (d) Air parcels should be entered as usual in the parcel in the parcel list and in all such cases when air parcels, are being included inside the mails enclosed in the mail bag should be made. The label of the bag should bear the superscription C.A.P. to indicate that it contains Air parcels.
- (e) The air parcels should be disposed of at all stages in the same manner in which first class mails are dealt with by all RMS offices.

128. Correction of documents.- In the event of an error in a mail-list, registered list, parcel list, daily account S.P. slip, or any other document to be placed on record, the documents should not be returned to the issuing office for correction, except under the orders of the Head of the Circle or Superintendent. If necessary, a copy of the documents may be prepared and sent to the office concerned, or a revised document may be called for, or the correction may be carried out in the authority of a letter, provided that there is no special prohibition against doing so. In the last case, the letter of authority should be filed with the corrected document.

NOTE 1.- When a revised or corrected document is received under this rule in substitution for the original, both should be retained on record, attached to each other, a note being added on the original above the signature of the Postmaster or the Record Assistant, as the case may be.

NOTE 2.- In all cases, whenever copies of original documents are issued or revised lists are supplied, they should be properly attested or signed by Record Assistants or Postmasters or on their behalf by their assistants, as the case may be.

129. Use of proper bags.- (1) It is the duty of the Postmaster or Head Sorting Assistant to see that bags of suitable sizes are used for each despatch of mails. When required, extra bags should be used and if the use of "plural" bags would facilitate the conveyance of the mails, the matter should be brought to the notice of the officer by whom the due mail-lists are supplied.

(2) Great care must be taken to avoid the misuse of bags. Canvas bags should not be used when dosuti bags are prescribed and vice versa.

(3) All the bags received every day should be examined by the Assistants or Sorting Assistants concerned, and if any misuse of bags is detected, a report should

be made to the Superintendent. In the RMS, the irregularity should also be noted by the Head Sorting Assistant in the space provided for the purpose in the mail abstract.

(4) If from any cause, a bag not of the prescribed description has to be used by a section or Mail Office for due mails made up, or in despatched as a surplus due bag, an explanation of the irregularity should be written by the Head Sorting Assistant in the space provided for the purpose in the mail abstract.

129-A. Proper use of bags.- Bags should be lifted and not dragged on the floor. Before bringing a bag into use, the label and cord meant for it should be kept loosely tied to one of the rings after turning the bag to have the proper side-out. Similarly bags received after cutting of the card, the seal, card and label should be kept tied to one of its rings, the contents taken out and the bags turned inside out. The seal, cord and label should be removed and thrown only after all the contents of the bag are checked and found correct.

130. Manner of labeling, closing and sealing bags.- (1) In cases where sealing-wax is used, the cord should first be passed through the hole in the tag label to be attached to the bag, the two ends should then be brought together and the double cord tied in a loop-knot close up against the label. After this has been done, the bag should be tied with "clove hitch" as explained in the following sketches:-

THE "CLOVE-HITCH"

Fig. 1 B A Fig. A B

The cord should be passed twice round the neck of the bag as shown in the Sketches 1 and 2.

Fig. 3 B A Fig. 4 A B

The ends should then be crossed as in Sketch 3 and the end marked "B" passed between the cord and the bag as in Sketch 4. One end should then be taken in each hand and the cord pulled as tight as possible, a small piece of paper being previously placed under the "clove-hitch". This paper should invariably be of circular size 4 cm. in diameter and should be impressed either with the combined date-stamp or the ordinary date-stamp on the side other than that on which the seal is to be affixed. A single knot should then be tied and the seal impressed on sealing-wax applied over the knot. Care should be taken that the knot over the "clove-hitch" and the loop-knot of the label do not come too close together, as the sealing wax is to be applied only over the former. The impression of the seal should be pressed hard down on the wax and kept there till the wax gets cold. Only enough sealing wax should be used to obtain a distinct impression, as the use of too great a quantity facilitates tampering.

Both ends of the cord to the bag should be cut close to the single knot over the "clove-hitch" before the sealing wax is applied.

NOTE 1.- If the bag is provided with the side lops, both rounds of the cord should be passed through one of them.

NOTE 2.- In cases where small tin seal-holders are used under the orders of the Head of the Circle, both rounds of the cord should be passed through the holes of the seal-holder and the inside the seal-holder by means of the "clove-hitch" and single knot. In such cases, it will of course, not be necessary to place a piece of paper under the knot.

(2) Where lead seals are used, they are supplied with the cord duly passed through them in such a manner that on one side there are two loops while on the other there are two ends of the cord knotted together a loop. This loop should first be passed through the hole in the tag label or wooden block to be attached to the bag and the tag or wooden block should then be passed through the loop coming out of its hole and the cord of this loop pulled tight. The neck of this bag should then be passed through the double loop on the other side of the lead seal and tightened by pulling the two knotted ends of the cord as tight as possible. The ends should then be tied in a knot close below the seal to prevent the cord from getting slack during the process of sealing. The seal should next be made fast by means of the sealer and the ends of the cord should be cut close to the knot below the seal.

(3) Only bags which are in every respect sound and strong should be used.

131. Supply of stamped tag labels.- Every Post Office and Record Office will be supplied periodically by the Post Offices and by the record offices of sections which receive mails from it with a sufficient number of tag labels impressed with the label name stamps of the Post Offices and sections in black stamping ink. Similarly, they should supply periodically to the Post Offices and to the record offices of sections which make up bags for them, a sufficient number of tag labels impressed in black stamping ink by means of the label name-stamp.

132. Tin seal-holder.- (1) Tin seal-holders are used on all insured bags despatched, and the head of the Circle will prescribe in what other cases such seal-holder should be used by offices and sections to afford protection to wax seals on bags. Ordinarily, the seal-holders will be required only for large and heavy bags containing letter or parcels mails.

(2) When a tin seal-holder is received with a bag, it should be kept with the empty bag and re-used with the bag, if the bag is used for the despatch of mails, or returned with the bag, if the bag is used for the despatch of mails, or returned with the bag, if the bag is returned as surplus.

133. Due despatch of registered bags.- (1) registered bag should be placed in every mail bag despatched, except "plural" and "extra" mail bags.

(2) Registered bags for despatch should be handed by the Registration Assistant of Post Offices, and the Registration Sorting Assistant in Sorting Mail Offices, to the Sorting Assistant or Head Sorting Assistant as the case may be, who should examine the bags, grant receipt for them in the registered abstract and place each of them himself in the proper mail bag. If there are no registered articles or money orders, for

despatch to the office for which a mail bag is made up, an unsealed empty registered bag would be made over to the Sorting Assistant or Head Sorting Assistant for inclusion in the mail bag. In such cases, the empty bag should be folded and a blank registered list with the word 'Nil' written on it in the place for the total and duly stamped and signed should be tied with it in such a manner that the word 'NIL' can be readily seen. The Sorting Assistant or Head Sorting Assistant should examine the list to see that it bears the word 'NIL' in the place mentioned above and the signature of the Registration Assistant or Sorting Assistant. When there are two or more despatches prescribed daily between a office and a set of a Mail Office, or between Post Offices, or between sets of different mail offices the despatches should be numbered in a consecutive order on the level of the registered bag.

134. Preparation and disposal of special bags and camp bags.- (1) If any orders received regarding special bag and camp bags in a Post Office of Mail Office the Postmaster or Head Sorting Assistant, as the case may be, should communicate them to the officials concerned and see that they are correctly understood and promptly carried out. If a special bag or camp bag (accompanied by a mail list (M-1 or M-1 (a) as the case may be) is received, it must be shown at once, by day or night, to the Postmaster or in the RMS, taken charge of by the Head Sorting Assistant. If a special bag is made up for despatch, it should be handed over to the carrier who should be required to sign therefore the duplicate copy of the mail list (M-1 or M-1 (a) as the case may be). Forward special bags should be similarly dealt with. The Postmaster or Head Sorting Assistant is personally responsible for the safe custody and prompt and correct delivery or despatch of special bags and is required to sign the mail list. Special bags will be delivered on all days including Sundays and Holidays.

(2) When special bags and camp bags for which mail lists are prepared in accordance with (1) above, are forwarded along with the ordinary mails, the said mail list should be invoiced in the regular mail-list by a remark across the body thereof "mail list with bags accompanies".

(3) When delivery of a special bag is made either by or through a Post Office or Mail Office, it is the duty of the Postmaster or the Head Sorting Assistant, as the case may be, to see that a receipt for the bag is taken on the mail-list, that the empty bag is recovered, that the registered list "along with signed registered A.D. (acknowledgement of delivery) if any" contained in the bag is obtained, and that the list is signed by or on behalf of the officer concerned in token of receipt of the

registered articles detailed in it. The mail-list and registered list should be filed in Post Offices with the ordinary daily bundle, and in the RMS with the work-papers of the set which delivered the special bag. The empty bag should be returned to the Post Office, or to the record office of the mail office, which closed the bag.

NOTE.- The instructions in Paragraph (3) apply also to supervising officers in respect of special bags delivered by them.

(4) When delivery of a camp bag is made either by or through a Post Office or direct by a RMS Mail Office, it is the duty of the Postmaster or the Head Sorting Assistant, as the case may be, to see that a receipt for the camp bag is taken on the accompanying mail list. The mail list should be filed in Post Offices with the ordinary daily bundle, and in the RMS with the work papers of the set which delivered the camp bag.

NOTE.- The instructions in Para. (4) apply also to Supervising Officers in respect of camp bags delivered by them.

135. Limit of weight of mails.- (1) The weight to be carried by each letter mail runner on a main line should not ordinarily exceed 14 kg: but in special localities where the country to be traversed is of a hilly or otherwise difficult nature, or where the speed of the mail is of importance, a lower limit may be fixed by the Head of Circle.

(2) In the case of parcel mails conveyed by special parcel runner, the weight of each parcel bag should not exceed 14 kg. And the weight to be carried by each man should not exceed 28 kg. When it is carried by trolley, the weight of a parcel bag should not exceed 37 kg. This is the maximum weight but a lower limit may be prescribed by the Head Of Circle on lines which traverse hilly or difficult country, or where other circumstances render it impracticable for runners to travel with heavy loads.

(3) The maximum limit of weight for a parcel bag conveyed by the Railway Mail Service is 37 kg. But a lower limit may be fixed in special cases by the Head of Circle.

(4) The weight of postal articles including parcels and cash) to be carried by a Postman or a Village Postman should not exceed 10 kg.

136. Supply of Due Mail and Sorting List.- The due mail and sorting list consists of (i) the due mail-list of receipts and despatch (ii) the letter mail sorting list and (iii) the registered and parcel mail sorting list, in three separate parts each of which can ordinarily be printed or prepared in manuscript as the case may require, on a single page of the prescribed form-the list for the Out and In trips of sections being kept separate. These lists are prepared and supplied as follows:-

- (a) For Post Offices and Mail Offices in communication with offices in more than one RMS Division – By the Head of the Circle. The lists for Post Offices being prepared in manuscript and supplied direct to each office and those for sections and Mail Offices being printed and supplied to the Superintendents concerned or their own use and for distribution to Inspectors, Record Assistants, officials in charge of sets and individual Sorting Assistants. One copy of the list for a Post Office is also supplied to the Superintendent of Post Offices concerned and one copy of the list for a section or mail office – to each of the other Heads of Circles have under him Post Offices, Mail Offices and section to communication with that section or office.
- (b) for Post Offices in direct communication with a Mail Office in one RMS Division only and all Mail Offices in a RMS Division in communication with the Mail Offices of the particular RMS Division itself - By the Superintendent RMS of the Division.
- (c) All sub-offices and branch offices as are either transit offices except those in direct communication with RMS and for Transit Sections under the control of Superintendent of Post Offices – By the Superintendent of Post Offices in manuscript.

(2) Village sorting lists are prepared and supplied to Head, Sub and Branch Offices by the Sub-Divisional Inspectors.

NOTE 1. - The due mail and sorting list should invariably be prepared on the standard form (M-9). The instructions contained in the conventions printed on the 1st page of the form (M-9) are intended to serve the dual purpose of guiding the officer who prepares the list and of assisting the Post Office officials to whom it is issued to understand it.

NTOE 2. - The instructions must, therefore, be carefully studied and mastered by the Supervising Officers and the official concerned.

137. Changes in due Mail and Sorting lists.- (1) The Head Postmaster or Record Assistant, as the case may be, should bring to the notice of the officer by whom the list was supplied, any alterations; (whether affecting his own office or an office or section) in sorting or transit arrangements that may appear to be necessary or desirable,

owing to alternations in Railway time tables or similar causes. When the transmission of articles can be expedited by adopting a new route or by forwarding them through an office or section other than the one through which they were being forwarded or by exchanging mails with offices or sections not already shown in the due mail-list, the change should be proposed for consideration. If the change is approved, a sorting order prescribing the alteration, to be made in the due mail and sorting list will be issued, or, if the alternations are extensive the offices or sections concerned will be furnished with revised lists. In Head Offices, when a proposal requiring the orders of the Head of the Circle concern any Post Office or mail line under the control of the Superintendent, it must be submitted through the letter officer; and if it affects the village sorting list of a branch office, it should be brought to the notice of the inspector by whom the list was supplied. In the sub-offices, all suggestions should be made to the Superintendent, those affecting the village sorting list of a branch office being also brought to the notice of the Inspector concerned.

(2) When a sorting order prescribing alterations in a due mail and sorting list; is received from the Head of the Circle or the Superintendent, each postal or RMS official to whom or for whose office the list was supplied should make the required corrections in it neatly, and wherever possible, in ink and note the number and date of the order in support of the corrections. The list belonging to a set should be corrected by the Record Assistant concerned who should explain the changes to the Sorting Assistants of the set and require them, to initial the order in evidence of their having thoroughly understood it, and should also, if necessary, see that the work-papers are prepared in accordance with the changes prescribed. Sorting orders should be filed in separate bundles. In record offices, the weekly sorting orders and A orders for each year should be filed separately in a Guard Book in the consecutive order of their numbers.

(3) Except in urgent cases, effect will be given to alterations in the mail and sorting lists from the beginning of a quarter.

138. Examination and opening of bags.- (1) Every bag received in a Post Office, Mail Office or section from another office or section, or received in one department of an office from another, must be carefully examined to see that it is in good condition, that the cord with which it is tied is secure, that the seal or seals are of the office of despatch and that the lock, if any, is intact and there is no sign of any of these having been damaged or tampered with.

(2) bags addressed to the office or section, which are found to be in good condition, should be opened one at a time. In cutting the cord to open a bag, care must be taken not to damage the seal or seals. The label seal and cord should then be tied to the ring of the bag for identification of the bag if the necessity arises. The seal, label, cord and lock, if any, should be preserved with the bag until it has been ascertained that the contents of the bag are correct. The official who is responsible for the opening of a bag is also responsible for its examination.

139. Bags to be turned inside out.- So long as bags are not in actual use, they should be kept reversed, i.e., turned inside out. In every case, after a bag has been opened and emptied of its contents, it should be turned inside out and carefully examined to see that none of the contents remain in it.

139. (A) Trial cards.- The contents of a bag may include a trial card as described in Rule 57 (a) which should be easy to locate because of its distinct red colour. The Trial Card should be picked out at the same time noting the bag from which it was received and handed over to the Head Sorting Assistant/Supervisor/Postmaster/Dy. Or Asst. Postmaster, in charge of the mail branch giving particulars of the bag through which it was received. The Head Sorting Assistant/Postmaster, etc., should thereafter personally deal with the Trial Card. He should indicate the source of receipt of the trial card as intimated by the mail opener in Column 1 and its manner of disposal in Column 2. In case, the bag containing the Trial Card is received in the set of the office with delay or is opened by a set other than the set of the mail office in which it was due on account of misconnection, etc., suitable remarks explaining the cause of delay should be given in Column 3. The Trial Card should then be date-stamped in Column 4 and after putting signatures in Column 5, it should be made over to the Sorting Assistant or Assistant concerned for further disposal towards destination in accordance with the manner of disposal indicated in Column 2. It is necessary that the source of receipt and the manner of disposal are correctly indicated on the Trial Card or otherwise its very purpose would be defeated. On reaching the office of delivery, the Postmaster should complete the entries of the time and date of receipt and delivery of mails under 'B' and return it in a service cover addressed to the officer who posted it as indicated on the trial card.

140. Treatment of mis-sent and mis-directed articles of the unregistered letter mail and labeled bundles.- (1) When a mis-sent or mis-direct article is received in sorting, the Sorting Assistant or Assistant should preserve the check-slip of the bundle in which it was received and should make a note of the irregularity on the check-slip, in the Error Book or notebook, as the case may be and obtain the Postmaster's or Head Sorting Assistant's initials to the entry. He should also, in the case of mis-directed article, substitute neatly in English in red ink (or in blue pencil, in the case of RMS office), the correct name of the office of destination for the incorrect name. If the wrong vernacular entry was underlined by the office of posting, he should strike out the line and underline the correct entry, i.e., the entry of the office of destination in vernacular. The mis-sent or mis-direct article should be dispatched to its proper destination by first mail.

(2) When a mis-sent or mis-directed labelled bundle is received in sorting, the irregularity should be noted by the official concerned in the manner prescribed above. The articles contained in the labeled bundle should be impressed with the date-stamp and should be forwarded with a fresh check-slip. The original check-slip should be disposed of in accordance with the instructions contained in Rule 141 (b) below.

(3) When a mis-sent or mis-directed article or labeled bundle is found among the station articles, the delivery assistant should put it aside until the

distribution is over. The article or bundle should then be transferred to the sorting department, where it will be dealt with in the manner prescribed in the preceding paragraphs in respect of those received in sorting.

141. Disposal of check-slips.- Check-slip tied to the top of labeled bundles should be disposed of as follows by the office or section which opens the bundles:-

- (a) When a labeled bundle contains on mis-sent articles the check-slip received with it should forthwith be destroyed.
- (b) When a labeled bundle is found to contain any mis-sent articles particulars of such articles – e.g., the number of mis-sent articles for each post-town of destination with the name of that post town – should be clearly entered on the reverse of the check-slip which should also be impressed with the date -stamp In Post Offices, the entries should then be signed by the official in charge of the delivery department or the sorting department, as the case may be, and the check-slip forwarded by first mail in a service envelope addressed to the Supervision Officer of the dispatching office. In the RMS, the entries should be signed by the Head Sorting Assistant and the check-slip attached to his daily report.

142. Mail received damaged or tampered with.- If any portion of the mail received in a Post Office, Mail Office or Section is in any way damaged or if the condition of any bag, fastening or seal creates suspicion that it has been tampered with, or if any bag is missing, the Mail Assistant or other official concerned must bring the matter at once (by day or night) to the notice of the Postmaster or Mail Guard Head Sorting Assistant, as the case may be, who should take immediate action in accordance with the rules relating to investigations. The responsibility of the Postmaster or Head Sorting Assistant commences as soon as the matter comes to his notice.

Loss of mails due to air crash

142.-A. (Measures to be taken in case of accident to the air-craft in the course of conveyance). - (i) When, as a result of an accident in the course of conveyance, an aircraft is unable to continue its flight and deliver the mail at the scheduled stopping places, the crew of the aircraft shall hand over the Mail to the Post Office nearest to the place of accident or to the RMS Office best able to reforward the mail. If the crew are prevented from doing so, the Post Office/RMS Office, on being informed of the accident or hearing about the accident, must take over the mails without delay.

(ii) When the accident is fatal and the air craft is rendered a wreckage and/or the crew are the victims of the mishap, the officer incharge of Post Office /RMS Office nearest to the place of accident on being informed of the accident or on hearing about accident should lose no time to reach there. The officer in charge should simultaneously inform the Divisional Superintendent and the nearest Inspector of Post Offices or RMS Office by telephone or telegraph. The officer-in-charge must then proceed personally⁸ to the place of accident immediately with as much help as he can gather and take charge of the mail or the contents of the postal articles as can be salvaged pending arrival of the Inspector, Superintendent or other Supervising officers.

(iii) The Inspector, Superintendent or other Supervisory Officers on receipt of the information will constitute a salvage party, composed of a few Group 'C' and Group 'D' officials and proceeding to the place of accident. He would carry with him sufficient number of empty bags and paper covers to safely protect the salvaged mail or the contents.

(iv) On arrival on the scene, he should contact the Civil Aviation authorities air carriers and the Police authorities for necessary permission to start salvage operation in respect of postal mail, jointly with them.

(v) The salvage party should minutely comb the area and recover every part of the mail, closed, loose, burnt, charred or scattered and collect in the empty bags.

(vi) The permission of the SDM, ADM or any other duty Magistrate of the area may be obtained for the release of the salvaged mail before the same is taken away to the Police station in order to dispose of further without causing any further detention to the salvaged mail.

(vii) the salvaged mail should be immediately brought to the post/RMS Office and separated into five categories and then weighed:

- (i) Intact and in good condition, mail bas and TBs.
- (ii) Partially burnt or charred mail bearing the address of the sender or addressee
- (iii) Damaged or, with partial contents or without contents
- (iv) Fully burnt or charred and undisposible or unprotectable articles
- (v) Loose contents of he articles.
 - (a) All the articles registered or unregistered mentioned in sub-item (i) above should be disposed of without any loss of time through the first available despatch.

- (b) Those mentioned in sub-para. (ii) above should be properly repaired or protected and be properly impressed with a stamp bearing the inscription :Damaged in air accident to flight No.aton
- (c) Such articles mentioned in sub-para. (iii) should be protected and efforts made to connect and restore the loose contents to respective articles as far as possible and be forwarded to the sender/addressee, as the case may be and if the address is available, or else the same should be sent to RLO for final disposal.
- (d) The mail mentioned in sub-para. (iv) should again be examined very minutely and then dispatched to RLO.
- (e) An inventory of all the loose contents of the articles should be prepared in duplicate and two copies of the same forwarded to nearest RLP.

(vii) The detail of the savaged mail should be circulated to all Heads of Circles, Sr. SRMs/SSPOs concerned for wide publicity to the public and subordinate units.

(ix) If any foreign air mails are involved, the Indian Office of Exchange should also be informed accordingly. The latter must inform by telegram all the Administrations of the preceding air stops about the fact of the mail. These Administrations, in their turn, must advise by telegram all the other administrations concerned.

(x) The Indian Exchange Office concerned should then notify the preliminary details of the circumstances of the accident and all the preliminary findings through verification notes to the offices of destination of the despatches involved in the accident. One copy of each note should be addressed to the offices of origin of the relative despatches and another copy should be addressed to the administration of the country should be dispatched by the most rapid means, air or surface.

Administrations which loaded the mail on the ill fated aircraft must send copies of the delivery bills AV-7 to the Administration of the country where the accident occurred.

(xi) When an aircraft interrupts its flight for a period likely to cause delay to the mail, or when it cannot land for reasons beyond control in the country of the destination, the despatches, whatever be their origin, should be re-forwarded to their destination by the nearest Post Office and by the most rapid means. The Administration whose service took part in the re-forwarding should notify this fact to the Administrations of origin of the mails.

(xii) The expenditure incurred by the Postal Department in affording any relief in bringing the mails from the landed plane or accident site to the Head or Sub-Post Office should be reported to the Head of the Circle, who in turn will communicate it to the DG Posts.

(xiii) A day-to-day liaison should be maintained with the Airlines authorities and Police authorities to recover and collect all possible mails from the wreckage of the aircraft. The liaison and the salvage operations should be continued until the final clearance of the wreckage.

143. Preservation of seats and bags.- (1) When a loss occurs or is suspected, or a bag is received damaged, all seals and fastenings, envelopes and covers with seal, etc., should be carefully preserved in a tin case, and the facts noted in the Error Book. The tin box can be obtained or made locally, and the articles damaged would always be forwarded in the case when sent through the post, so as to prevent their being damaged in transit. The bags too should always be preserved, after being initialled and dated by the Postmaster, Head Sorting Assistant or Mail Agent, as the case may be for further identification.

(2) In the case of parcels received in a wicker basket, the basket should be preserved only if it is obvious that it was forced open, or if it is damaged to such an extent as to admit of any of its contents being abstracted. In such cases, the basket should be marked for future identifications.

144. Important irregularities to be reported by telegraph/fax.- (1) An immediate report should be made by telegraph (if possible in accordance with the telegraphic message code) or fax by the Postmaster or official in charge of RMS set concerned to the dispatching office, or if dispatching office is a Transit Section to its record office in the following cases:-

(a) A due bag not received, or left behind.

EXCEPTION.- This does not apply to cases in which the short despatch of any bag or bags is duly explained by the dispatching RMS Office or section, on the relevant mail list, and an inland air mail delivery bill, as required by Rule 45 (1) of Postal Manual, Volume-VII, and on the relevant inland air mail delivery bill as required vide Rule 76/2 of Postal Manual, Volume-V.

(b) One or more bags lost, stolen or destroyed by fire, etc.

(c) A bag entered in the mail list and an inland air mail delivery bill (i) but not received or (ii) one or more bags received in excess of the number entered.

(d) A due mail, registered or parcel list not received or received mis-sent.

- (e) A mail registered, parcel or Speed Post articles list (i) bearing corrections in the entries without attestation or corrections in totals even if attested (ii) with wrong totals or (iii) without entry of totals.
- (f) A registered article of letter mail or parcel mail (whether ordinary, insured or V.P.) or a registered bundle or an insured bundle, entered in the registered or parcel list or a Speed Post article entered in Speed Post list but (i) not received (iii) or received different from the one entered or (ii) received in excess of those entered in the list.
- (g) An insured article of the letter or parcel mail or an insured bag or insured bundle received (i) damaged or bearing signs of being tampered with or (ii) without its weight recorded by the office of posting or of despatch or (iii) with weight recorded different from that ascertained on actual weightment (in case of Post Offices, Mail Offices and Sorting Offices).
- (h) A money order received in a Post Office (i) with a discrepancy of Rs. 10 or more between the amounts entered by the remitter and by the office of issue or (ii) without having been signed by the issuing Postmaster or Money Order Assistant or (iii) not bearing the prescribed post marks (oblong MO stamp, month and audit stamps) or (iv) affording any other reason to suspect its genuineness.
- (i) A money order lost by a Post Office after receipt before payment.
- (j) A TMO advice received in a Post Office but not concerned to that PO, a copy of the telegram being sent by post to the Superintendent of Post Offices of the Division.
- (k) A postal confirmation received of a TMO for which no TMO advice has been received previously.
- (l) A daily account, or S.O. slip not received by a Post Office in the account bag.
- (m) A remittance of cash or stamps advised but not receive or amount received short or excess of that advised.
- (n) Absence of a carrier (Mail Peon, Postman, Mail Agent, etc.,) appointed to exchange mails with a RMS Section.

(2) If the despatching office happens to be a Branch Office, an immediate report by telegraph should be made to the account office and to the Inspector of Post Offices concerned, a copy of the telegram being sent by post to the Superintendent of Post Offices of the Division.

(3) In the case of irregularities coming under Items (b) and (m) above, a copy of the telegraphic report should also be made to the Superintendent of Post Offices or RMS concerned.

(4) In every case, a note of the irregularity should be made by the Post Office in the Error Book or by a RMS sent in its notebook for subsequent mention in the daily report.

(5) When the total number of unregistered parcels invoiced in a parcel list are not received or an unregistered parcel or parcels are received excess, a similar report should be made by an immediate letter instead of telegraph.

NOTE 1. - When a Post Office or Mail Office happens to be in the same station as the officer to whom an irregularity has to be reported, the telegraph should not be used if it is practicable to employ other means of communication such as telephone, fax, etc., if available without extra expenses or loss of time.

NOTE 2. - In case where non-receipt of an article or document has been communicated by telegraph, its subsequent receipt or discovery should also be communicated to the officers concerned, by telegraph, telephone or fax whichever mode is easily available as soon as it is received or traced.

NOTE 3. - Should an overseer, runner or Village Postman report to a Postal Office any damage to a telegraph line, an immediate report of the nature and position of accident should be made to the nearest telegraph office by service postcard or otherwise. Combined office should be guided in such cases by the rules for such offices in the POSTAL MANUAL, VOLUME-VI.

NOTE 4. - When an irregularity is committed by a branch office, the same should be communicated to the branch office by telegraph in plain language instead of in code language. Care should be taken to see that the telegram is worded as briefly as possible.

(6) On the occurrence of any of the irregularities mentioned in this rule, a careful enquiry should be immediately made and the responsibility for the irregularities which necessitated the issue of the telegram, should be fixed. The official or officials through whose default or negligence the irregularities occurred, should be appropriately dealt with by the punishing authority on the merits of each case.

145. Record of irregularities.- (1) Each Post Office and, in the large Post Offices, each department of the office should keep an Error Book in the prescribed form, while each Sorting Assistant in the RMS should keep a similar book called the rough notebook. Every irregularity, serious or petty committed by any member of the establishment of an office or section or noticed to have been committed by any other office or section in connection with the preparation, receipt or despatch of mails or any other postal duties or any articles or documents relating thereto, should be recorded at the time, as briefly as possible, in one or other of these books by the official noticing the irregularity, special care being taken to bring to notice by this means, cases of mis-sending and mis-direction of articles.

NOTRE.- In the RMS, the rough notebook should also be used for the purpose of recording unusual incidents noticed and the entries in the books should subsequently be used by the Head Sorting Assistant in writing up the daily report of the set concerned.

(2) Entries in these books should be initialed by the officials by whom they are made. An entry made by an Assistant or Sorting Assistant must also be initialed by the Postmaster or Head Sorting Assistant, as the case may be. In case a note of any irregularity is made against an official of the same office or section, the entry should be initialed by the official concerned.

(3) In cases in which a report is required to be made to the Head of the Circle, Superintendent or Inspector, the number and date of the report should be noted in the Error Book. In other cases, no report need be made; the entry in the book will be sufficient evidence that the irregularity was noticed by the Postmaster.

NOTE.- Reports against the RMS should contain, in addition to the name of the Mail Office or section the number of the set concerned which can be ascertained from the name-stamp of the Mail Office or section impressed on the registered list or any other document received.

(4) Extract from Error Books and important reports of a similar nature, concerning irregularities committed by Sorting Assistants of the RMS and by Head, Sub and Branch Post Offices may be sent by Postmasters direct to the Superintendents of Post Offices or RMS concerned, whether in the same Division or Circle or not. This does not

apply to cases where a special report to a specified officer is prescribed. Reports of irregularities which are not of an urgent or serious character should be kept together in a bundle and at the end of a week the Superintendent should sort them out and send them on to the office for which they are intended, all the reports for same office being enclosed in the same cover. If the number of reports received by a Superintendent is very large, the action stated above should be taken twice a week.

NOTE.- In a sub-office, all those items which, in Head Offices, are entered in the Postmaster's Order Book, must be recorded in the Error Book. The Sub-Postmaster must keep a record in the Error Book of all complaints made by the public and the original complaints should, after acknowledgement, be sent to the Superintendent with any remarks that may be necessary.

146. Facsimile impressions of signature.- In all cases where, under the rules of the Department, a person is required to sign a receipt or an acknowledgement for a postal article delivered, or to affix his signature to any other document in connection with the posting or delivery of a postal article, or to a postal article itself, the

facsimile impression of his signature on the document or article, made by means of a stamp, should be accepted as a sufficient compliance with the rule; provided, of course that there is no reason to suspect that the stamp has been misused.

EXCEPTION 1.- this rule does not apply to the signing of documents by postal officials in their official capacity. Facsimile stamps for such a purpose are not allowed.

EXCEPTION 2.- this rule does not apply to the signing of money orders vouchers and receipts and acknowledgements for insured articles. Facsimile stamps should not be accepted on such receipts and acknowledgements.

147. Applications for interception of letters.- Applications are sometimes made by the public for the interception of articles passing in sorting. The applications should, in such cases, be informed that, without the orders of the Head of the Circle, their requests cannot be complied with. Compliance with such requests militates against the proper working of the Department, and should, therefore, be refused except in every special cases. Applicants should also be informed that as a general rule, an application to intercept letters will not be granted unless it furnishes the names of the offices of posting of the articles, or if it refers to letters excepted by more than one mail and unless very strong reasons are given to justify it. But nothing in this rule shall be held to affect correspondence addressed to the "Camp" (or other prescribed address with no post-town) of high officers on tour, the disposal of which is governed by the special rules on the subject.

148. Redelivery to the sender or alteration/correction of address of postal articles in the course of transmission by post.- (1) The condition under which an article posted may be recalled for redelivery to the sender, or the address thereon may be altered or corrected by the sender, are contained in Clause 33 of the Post Office Guide, Part-I in respect of inland postal articles and in the Post Office Guide, Part-II in respect of foreign postal articles.

(2) When an application for the recall of an article, or an alteration/correction of address of an article, is received by a Post Office from the sender or an agent authorized by the sender in this behalf, the procedure described below should be followed:-

- (a) Fee at the rate prescribed from time to time for both the inland postal article and foreign postal article, as the case may be should be taken from the applicant and converted into postage stamps which should then be affixed to the application and obliterated with the date-stamp of the office.

NOTE.- In the case of official letters and articles, the prescribed fee will be realized by means of service postage stamps which should be affixed to the application for the re-delivery of the postal article or alteration or correction thereon.

- (b) The Postmaster/Head Sorting Assistant has to search for the letter in his office. If it is traced, a remark “recalled article for re-delivery to the sender” is to be made and is to be dispatched to the delivery P.O. (with reference to the senders address on the article) by service registered post. The delivery PO, on receipt of such article with application will satisfy that the applicant is the sender of the article and then deliver it.
- (c) If the article is not traced in the office, the P.M./HAS will take a declaration form the applicant that he would pay the telegraph/telephone charges for contacting the Post office of delivery (as per the addressee’s address on the article) to stop delivery to the addressee and return it to the PO serving the sender. If the applicant is willing for this, the PM/HAS will issue telegram/contact over phone the delivery Post Office with a request to stop delivery of he letter to the addressee and return it to the sender. The application given for the recall will be forwarded to the normal delivery PO of the sender with advice to wait for the article to be return from the destination and with information that the destination Post Office has been contacted by telegram/over phone.
- (d) At the destination PO, soon on receipt of information about recall, the SPM/PM will keep a watch on the mail received, locate the article, take out, write on its face :recalled article for re-delivery to the sender”, enclosed it in a service cover and sender it by Regd. Post to the PO serving the sender.
- (e) In the case of an article addressed to a foreign country, the office of exchange in India concerned to which it has been forwarded should be asked not to send it on to destination. In making such requests, care should be taken to communicate full particulars of the article, to enable it to be correctly identified in the office of delivery or in the office of exchange, as the case may be. In the case of articles addressed to a foreign country and subjected to the P.O. Form procedure, the prior permission of the RBI should be produced by the sender or his authorized agent before any alteration in the address is made.
- (3) (a) If a request for return of the article for delivery to the sender is received by the office of delivery from the office of posting, the office of delivery should send back the article with a forwarding letter, enclosed in a service registered cover, which should be addressed t the Postmaster of the office of posting. If

the article is a registered one, the cover in which it is placed should not be separately registered, but the number and date of the registered article should be noted on the cover, which should be treated merely as a protecting over and should be addressed as above.

- (b) If the office of delivery receives an intimation from the office of posting that a request for alteration/correction of address has been received, the office of delivery should detain the article in question in the manner indicated in 2 (b) and on receipt of the sanction from the Competent Authority, alter/correct the address and deliver it if the revised address is served by it or forward it to the revised destination, as the case may be.

(4) In the case of an inward foreign article if the request is received by the office of exchange before the article in question has left that office, the officer-in-charge of that office should take necessary action for issue of sanction, and the article should either be returned to the country of origin or the address thereon corrected by the office of exchange itself, as the case may be. If the article has been dispatched by the office of

exchange to the office of delivery, the request received by the office of exchange from the foreign country should be forwarded to the first class Postmaster or the Senior Superintendent/Superintendent of the Post Offices controlling the office of delivery for issue of necessary sanction. On receipt of the sanction, the Postmaster of the office of delivery should return the article to the office of exchange through which the article was received for delivery or correct the address, as the case may be. The office of exchange should obtain the concurrence of the Customs Department for recall or alteration of address in the case of articles which are under Customs examination or which have been assessed to duty.

- (5) (a) The applications for the recall of articles or alteration/correction of the address thereon, with the fee converted into postage stamps and affixed to them, should be kept on record for one year (eighteen months in the case of foreign articles) and then destroyed.

NOTE.- In the case of official letters and articles, the prescribed fee will be realized by means of service postage stamps which should be affixed to the application for the re-delivery of the postal article.

- (b) If the article is in the office, the Postmaster should immediately take possession of it and place it in a cover superscribed :recalled article addressed to (name and address). Sanction

applied for on (date)". If the article has already been dispatched, the Postmaster should at once ask the office of destination or, in the case of a foreign article, the office of foreign exchange not to deliver the article to the addressee or send it on the destination. In making such requests, care should be taken to communicate full particulars of the article, to enable it to be correctly identified in the office of destination or office of foreign exchange.

- (c) On receipt of sanction from the first class Postmaster should or Senior Superintendent/Superintendent to return the article to the sender, the Postmaster should, if the article is in his office, have it delivered under receipt to the sender or to some person authorized in this behalf by the sender in writing. In the case of a registered article, the sender's receipt should be taken on a copy of the form of receipt ordinarily signed by the addressee of such an article. The original receipt granted to the sender for the article when it was posted should be taken back and filed with the other receipt.

- (d) If the article is not in the office when the sanction is received, the Postmaster should immediately ask the office of destination or office of foreign exchange, as the case may be, to return the article citing the previous correspondence on the subject. In the case of an inward foreign article, as soon as the sanction is received, the Postmaster should immediately take steps to return the article to the office of exchange through which the article was received for delivery.

- (e) The office of destination or of foreign exchange should immediately on receipt of such a request send back the article with a forwarding letter, enclosed in a serviced registered cover, which should be addressed to the Postmaster of the office of posting. If the article is a registered one, the cover in which it is placed should not be separately registered but the number and date of the registered article should be noted on the cover, which should be treated merely as a protecting cover and should be addressed as above.

- (f) When the article is received back in the office of posting, it should be delivered to the sender or his authorized agent in the manner described in the Clause (c) above.

- (g) The application for the recall of articles with the fee converted into postage stamps and affixed to them should be kept on record for one year and then destroyed.

(6) In the RMS Offices, applications for the recall of the articles or for the alteration/correction of address of articles should be dealt with in accordance with the following procedure:-

- (a) In the case of Mail Office, the Head Sorting Assistant or Mail Agent should forward the application from the sender with the prescribed fee to the local Postmaster for disposal in accordance with the above instructions and at the same time, report that he is satisfied that the application is the sender of the article or an agent authorized by the sender in this behalf. If the article is in the office, it should be sent in a cover superscribed "recalled article addressed to (name and address)" or "Article for

alteration/correction of address addressed to (name and address)" along with the documents mentioned above. If the article has already been dispatched, the Head Sorting Assistant or Mail Agents should at once address the office of delivery or the office of exchange in India concerned in the case of an article addressed to a foreign country, in the manner prescribed above for Postmasters. He should at the same time intimate that this has been done to the Postmaster to whom the application is sent. The applicant should be informed of the action taken and advised to address further communication on the subject to the Postmaster concerned.

- (b) In every case, the matter should be mentioned in the daily report.

(7) All or any of the references required to be made under this rule may be made by telegraph, telephone or fax, provided the sender meets the cost of the same.

149. Director-General's Circulars.- (1) Circulars are ordinarily issued by the Director-General once of month, but if in any month there is no material for a circular, none is issued that month.

(2) Every circular issued from the Director-General's office will bear a number from a consecutive annual series of number. Each item of the circular will bear in heavy type, at the upper; right hand corner, the name of the department which

it concerns. Items which relate to miscellaneous matters, or which concern more than one department, will be headed "General File".

(3) In the case of postal officials, circulars will be sent direct to Head Postmasters for their own offices and for distribution to Supervising Officers, Sub-Postmasters and Branch Postmasters. Head Offices will be supplied by the Head of the Circle with a distribution list showing the number of copies to be supplied to the different classes of officers mentioned above and the number to be retained for office use. In Post Offices, the circulars should be distributed among the different officials and filed in accordance with the following instructions:-

- (a) Presidency officers and other large head offices selected by a Head of the Circle will be supplied with a copy of every circular for the Postmaster, each of the Deputy and Assistant Postmasters and for the Assistant in charge of each department. For other Head Offices, a copy will be supplied only to the Postmaster and to each of the Deputy and Assistant Postmaster or to the Supervisor if there is no Deputy or Assistant Postmaster in the office.
- (b) Each set of circulars should be kept in a Guard Book that for the Postmaster being inscribed "General File".
- (c) Immediately on receipt of supplies, a copy of every circular should be made over to each Deputy and Assistant Postmaster or the Supervisor who will have it filed in the Guard Book kept by him. The copy for the "General File" should, after it has been signed at the foot by his subordinates, be made over by the Head Postmaster to the Deputy Postmaster or Supervisor, as the case may be, who will file it in the Guard Book for the "General File" and will be responsible for keeping the book complete and in good order.
- (d) Guard books containing circulars should be kept on the tables of officers concerned, so that they may always be accessible to themselves or to other officials of the office who may desire to refer to them.
- (e) The Head Postmaster should satisfy himself, by periodical examination of the general guard-book and of the departmental guard-books, if any, maintained by supervisors, that each is complete and up-to-date.
- (f) Whenever the official responsible for the maintenance of a circular guard-book is for any reason relieved of his duties, he must make it over to his successor in the presence of the Head Postmaster, who should make a note of the transaction in the Postmaster's order book.

- (g) For sub-offices, ordinarily only one copy of each circular will be supplied and all the circulars received by each office should be kept together in a single guard-book after being signed by the sub-postmaster and the other officials of the office.
- (h) Special circulars containing instructions regarding issue and discharge of Government loans and circulars containing instructions bearing the title "Standing orders" should be taken out from the file, at the end of the year and kept in a separate guard-book to be preserved until specific instructions about their destruction are received.

(4) In the case of RMS officials, copies of circulars will be sent direct to Senior Superintendent/Superintendent for their own office and for distribution to Inspectors, record offices and sub-record offices in the Division.

(5) Postal notices will be issued apart from, and not as annexures to the Director-General's circulars; and, except in the case of certain large head Offices selected by the Head of the Circle only two copies of each such notice will be supplied to a Post Office, one for exhibition on the office notice-board and the other for record. To each Mail Office, only one copy of the notice will be supplied for exhibition on the office notice board.

150. Postal notices and advertisements.- (1) It is the duty of the Postmaster or the official in charge of a mail office to see that every postal notice received is affixed without delay to the notice board, and that, in the case of Post Offices, the spare copies (if any) received for circulation are circulated by the Postmen for the information of the public. It is also his duty to see that all notices and advertisements are removed directly when they become obsolete, and that any revised notices or advertisements received are at once substituted. The notice board, headed with the words "Postal Notices" should be hung in a conspicuous place in the verandah or outside the office, but in such a position that the notices will not be exposed to wind or rain.

(2) Revised editions of the Post Office Guide, Pt. I for sale to the public, will be received by Head Offices and selected sub-offices and Mail Offices from the Stock Depot accompanied with printed advertisements which should be affixed to the notice board.

151. Explanation of rules and circulars.- The Postmaster or Record Officer, as the case may be, must satisfy himself that the rules are understood by the officials of or attached to his office, and he is expected to take pains to instruct them regarding any points on which they are not clear, particularly when changes are ordered. On receipt of a circular, the Postmaster or Record Officer must explain its meaning to the officials mentioned above and then require each one of them to place

his signature below the following certificate which should be written on the circular of it is not already printed thereon:

“This circular has been thoroughly explained to me by the Postmaster/Record Officer and I perfectly understand its meaning”.

The circular should then be initialed by the Postmaster or Record Officer and filed.

NOTE.- If any Sorting Assistant, mail Guard, Van Peon or Porter is precluded by his duties from attending the record office during its hours of work, the Head Sorting Assistant or the Inspector must explain the meaning of the circular to him and obtain his signature thereon, the certificate referred to above being modified accordingly. The Head Sorting Assistant or the Inspector should also initial the circular in token of having explained it to the official concerned.

152. Production of records before Police or Excise Officer.- (1) Records of Post Office or Mail Office should be produced, and information available in them should be given on the written order of any Police Officer who is making an investigation in a cognizable case under the Criminal Procedure Code, or of any Excise officer empowered by a local Government or Administration to investigate offences punishable under any Excise Act, but only those entries in the records should be disclosed which relate to the person or persons charged with the offence under investigation or which are relevant to that offence. In any other case, the official in charge of the office should, without delay, refer for orders to the Head of the Circle, who will decide whether or not, under Section 124 of the Indian Evidence Act, I of 1872, the information asked for should be withheld.

EXCEPTIONS- The Post Office under the authority of the Heads of the circle are authorized to hand over the records under receipt to Police without obtaining an order under Section 92 of the Code of Criminal Procedure in respect of cases in which the Postal Department is a complainant. The Heads of Circles should however, exercise this power only in important cases when considered necessary. In other cases, the requirement of obtaining an order under Section 92 of Criminal Procedure Code should be followed.

NOTE 1.- This rule does not authorize the Post Office to hand over the record to Police Officer unless an order under Section 95 of Cr.P.C. is obtained by the Police Officer from the District Magistrate, Chief Presidency Magistrate, High Court or Court of Sessions.

NOTE 2.- The Inspector-General, CBI and his staff are authorized by law to inspect all official and secret records during a preliminary enquiry and also at subsequent stages. All records required by them for the purpose of investigation for production in Court, except those in the Custody of Audit Officers, should be made available to them.

(2) When the information asked for by a Police or an Excise Officer is not available in the records of the office concerned, the Police or Excise Officer should be

informed accordingly, irrespective of the question whether the information, if available, might or might not be given.

153. Prohibited matters relating to lotteries.- (1) The following explanations and instructions are laid down for determining whether an article constitutes lottery ticket, proposals, etc., within the meaning of Section 19-A of the IPO Act.

(2) The law on the subject of lotteries is thus laid down in Section 294-A of the Indian Penal Code:-

“294-A. Whoever keeps any office or place for the purpose of drawing any lottery not being a State lottery, or a lottery authorized by the State Government shall be punished with imprisonment of either description for a term which may extend to six months, or with fine or with both; and whoever publishes any proposal to pay any sum or to deliver any goods, or to do or forbear doing any thing or the benefits of any person, on any event or contingency relative or applicable to the drawing of any ticket, lot number or figure in any such lottery, shall be punished with fine which may extend to one thousand rupees.

Section 19-A of the I.P.O. Act prohibits the transmission by post of -

- (i) ticket, proposal, or advertisement relating to a lottery, or
- (ii) any other matter descriptive of, or otherwise relating to a lottery, which is calculated to act as an inducement to persons to participate in that lottery.

Under Section 23 (3) (a) of that Act, any postal article found to contain such matter can be opened and destroyed under the authority of the head of the Circle.

(3) A lottery is a distribution of prizes by lot or chance, and any scheme or transaction in which the winner gets the prize, without any option or action of his own will, but as the result of mere chance or accident, i.e., the result of which depends entirely on chance, is prima facie a lottery, irrespective of whether the transaction is genuine or where or by whom it is carried on. This definition includes lotteries and raffles of all kinds, schemes for investments in what are known as “Premium Board”, and the like.

EXCEPTION.- A ballot in which competition has, for example to enumerate flowers, etc., in the order of popularity which is determined by a majority of votes cast for any particular flower, is not a lottery, as in winning the prize the winner must exercise some skill or knowledge in placing the flowers, etc., in the most

popular order in the list and the result does not, as in the case of a lottery, depend entirely on chance.

(4) As to what constitutes a ticket, proposal, advertisement relating to a lottery or any other matter descriptive of or otherwise relating to a lottery calculated to act as an inducement to persons to participate in that lottery, any paper, pamphlet, circular or any communication of the nature of a circular which contains a notice, announcement or advertisement mentioning the terms, conditions or other particulars concerning a lottery and is used with the intention of advertising a lottery or inducing

persons to participate in that lottery should be regarded as prohibited matter relating to lottery. As an exception to this general rule, a newspaper or other periodical, with the offending advertisement appearing in the body of the paper, should not be so regarded, provided that the paper is distributed in its ordinary form and the ordinary course of business.

NOTE.- A letter intimating a person about the prize won by him in a lottery of premium bond, whether or not accompanied by a cheque in payment of the prize, is not covered by Section 19-A of the IPO Act and is transmissible by post.

(5) The following examples illustrate the application of the rule mentioned in the preceding paragraph:-

- (a) A pamphlet containing an advertisement regarding a lottery is prohibited matter.
- (b) A supplement to a newspaper not ordinarily attached to or used in conjunction with the paper, which contains any such advertisement, in prima facie prohibited matter, whether distributed as an enclosure to the newspaper or as a separate article. In the former case, the newspaper itself is liable to be intercepted and destroyed.
- (c) When an advertisement of the kind referred to appears in the body of a newspaper, and the newspaper is distributed by the printers, publishers or news-vendors in the ordinary form and in the ordinary course of business, it is not a prohibited matter. If, however, a newspaper containing such an advertisement is distributed with the primary object of announcing such advertisement, it is a prohibited matter, irrespective of whether the advertisement appears in the body of the paper or on a supplement accompanying it.

- (d) A lottery ticket or a raffle ticket, or a book of such tickets, is a prohibited matter whether or not it is accompanied by a communication or advertisement of any kind relating to the transaction.

NOTE.- The above prohibition shall not apply to a lottery organized or authorized by the Government, provided there appear on the outside of the postal article (1) a declaration by the sender of the postal article that the lottery tickets or circulars, etc., contained therein relate to a lottery authorized by Government, mentioning the particulars (number, date, etc.) of the notification by the Government notifying the lottery or authorizing the lottery and (2) the name and the address of the sender.

154. Ordinary postage stamps, coins and other articles of value found in letter-boxes or on a counter.- (1) The following procedure should be observed when an article of value is found in a letter-box or on a public counter:-

- (a) When ordinary postage stamps are found loose in a letter-box, endeavour should be made to identify the article from which they might have been detached and failing identification they should be shown to the Postmaster or Head Sorting Assistant who will have them defaced after getting them affixed agent a suitable entry in the Error Book or Daily Report, as the case may require.
- (b) If any empty unused envelope or an unused postcard of private manufacture with postage stamp or stamps affixed to it is found in a letter-box or on a public counter, the portion of the envelope or such postcard bearing the stamp or stamps should be cut-off and dealt with in the manner prescribed above.
- (c) If an unused postcard other than a private manufacture, empty unused embossed envelope, stamp booklet or stamp sheet, currency note or current coin in found in a letter-box or on a public counter, it should be shown to the Postmaster and its value credited to "unclassified receipts". The unused postcard or embossed envelope should be transferred to the Treasurer under receipt in the Error Book. Other coins and articles of value so found should be made over to the Postmaster in accordance with the procedure prescribed above and if they cannot be brought to account at once they should be kept in the Postmaster's personal custody and orders regarding their disposal obtained from the Head of the Circle.
- (d) In the RMS, such articles should be shown to the Head Sorting Assistant of the set who will forward them to the Record Officer duly advised in his daily' report. The Record Officer should transfer such articles under receipt to the local Postmaster for disposal in the manner indicated in Para. (c) above. If they

cannot be disposed of on the same day, they should remain in the personal custody of the Head Sorting Assistant or Record Officer as the case may require until they can be transferred to the Postmaster.

(2) Applications from the public for the return of articles mentioned in Paras. (c) and (d) above or for a refund of their value should be submitted for orders to the Head of the Division, or first class Postmaster with a report of the facts of the case.

155. Half-yearly enumeration returns. - (1) During the second week of the months of February and August of each year, i.e., from the 8th to the 21st, both days inclusive, an enumeration must be made daily by each Postmaster of the number of ordinary unregistered articles of the letter mail and unregistered parcel given out for delivery to the postmen and village postmen and from the window. A similar enumeration should be made by each Head Sorting Assistant RMS of the number of such articles delivered by him on each of these days without the intervention of a Post Office. The different classes of postal and telegraph service articles of the unregistered letter mail should also be counted separately, and the total number of articles of each class should be shown in the enumeration return against the appropriate head. Full instructions for the preparation of the return are given in the form prescribed for the purpose.

Instruction for the preparation of the return are as follows:-

- (1) The enumeration should comprise only articles received in the station and combined mail bags are issued from previous deposits which are delivered from the window or given out for delivery through postman, or village postman and a separate enumeration should be made of each description of articles as shown in column* of the Return. Articles which have been once given out for delivery during the enumeration work and which have been returned to deposit, should not in case they are again issued from deposit during the enumeration period be counted again. Articles received in sorting mail bags, mis-sent articles received in station and combined mail bags, station articles received which are redirected without being issued for delivery and all articles received which are not issued for delivery during the enumeration week either by postman, village postman or the assistants concerned should not be included in the enumeration. Articles in deposit awaiting return of the village postman who may be out on duty should not be shown in the Enumeration Return until the village postman returns to office and the articles have been handed over to him.

- (2) Single and reply postcards should be counted together and the daily total should be entered under the head "Postcard". For this purpose, a whole reply postcard should be counted as one article.

Registered newspapers and ordinary unregistered packets, and parcels, even though they travel by the letter mail should be counted and shown in the return under the separate printed heads for these classes of articles.

All foreign newspapers and those inland newspapers which are not "Registered" in the offices of any Head of the Division in India should be counted as packets.

Service articles should be included under the head "Paid letters".

The different classes of Postal and Telegraphs service unregistered articles of the letter mail given out for delivery and registered articles posted for despatch should be counted separately under different sub-heads "Postal" and "Telephone" and the daily totals should be shown against in the appropriate heads. For this purpose, the acknowledgement for registered articles, money orders and S.B. deposits should be classed as letters. But money orders themselves (Ordinary) or (V.P.) and V.P. forms should not be included in the enumeration.

Public complaints against the department should be counted as articles other than those on Postal and Telecom Service.

NOTE.- Articles enclosed in District Officers' postbags should be taken into account and included in the return of the office making up such bags.

- (3) At the close of the fortnight, each Enumeration Return should be totaled and total figures for the corresponding fortnight in the last columns for "Inland", "Foreign" respectively. In the case of offices which have a daily delivery of 200 or more articles, the total number of articles of each category (e.g., letters, postcards, etc.) Inland and Foreign, should be compared with the figures for that category, the corresponding fortnight in the previous year; any increase or decrease, small should be intelligently explained as far as possible in the remarks column of the Return. If there is no reason apparent for the increase or decrease, the fact should be stated.

The Return should be submitted the day after the last date for which the enumeration is taken.

The name stamp of the office should be impressed on each Return which should be docketed.

Two copies of the Enumeration Return should be filled in and one copy should be retained in the office. Branch Offices should submit these return to their Accounts Offices and Accounts (sub) Offices and other sub-offices should submit them to the Head Office, which will be held responsible for collecting returns from their subordinate offices and submitting them to the Postmaster-General.

- (4) The enumeration of articles delivered direct, i.e., without the intervention of any Post Office, by Mail Offices will be separately made by the Sorting Officials concerned and will be included in combined statement which will be submitted by the Heads of Circles to the Director-General.

NOTE 1. - In case of foreign mail articles, enumeration of only one sea-borne inward mail from Europe should be taken for inclusion in the return and in the Post Offices where no such mail is received during the enumeration fortnight, a special enumeration of such article should be taken separately. All other foreign mail (including Air Mails) should be included in the count as often as they are received during the enumeration fortnight.

NOTE 2. articles enclosed in District Officer's postbags should be taken into account and included in the return of the office making up such bags.

(2) In Post offices, a copy of the Return should be forwarded by the mail of the 15th (a) to the Head of the Circle by each Head Office and (b) to its Head Office by each sub-office. The returns of Subordinate Offices should be forwarded, as they are received, to the Head of the Circle or to the Head Office, as the case may require.

(3) In the RMS, two copies of the return should be filled in by Sorting Mail Offices. One copy should be filed with work-papers of the office and the other sent to the Head of the Circle.

(4) The statistics of the department are compiled from these returns, and the value of the enumeration depends upon the intelligence and accuracy with which it is made. Postmasters and Head Sorting Assistants are therefore, required to give personal attention to this work.

156. Arrangement and inspection of records.- (1) The records of an office must be arranged systematically in almirahs or on shelves, the records of each class of business being kept separate. Books accounts, journals, bundles of lists, etc., should be labeled with the name of the month and year, and the almirahs or shelves containing them, with names of the books and documents which they hold.

NOTE.- Particular care should be taken of registered and parcel lists as well as of the addressees' receipts for the articles delivered and the official in charge of these records should be held responsible for their safe custody.

(2) circulars should be filed in convenient sized guard books, care being taken to correct or cancel previous circulars, when necessary, on receipt of subsequent ones.

(3) The Postmaster or Record Officer should, at the beginning of each month, inspect the records of the office and see that they are kept and arranged in accordance with the rules. All records which are to be destroyed should be torn up in the presence of the Postmaster or Record Officer who should sell them as waste paper to the best advantage as speedily as possible, the previous sanction of the Superintendent being obtained by Record Officer. The sale proceeds should, in the case of m Record Offices, be paid into the local Post Office like other miscellaneous receipts.

157. Office order-book.- (1) Every Post Office or Record Office must keep an order book in the prescribed form in which inspecting officers will record their remarks and orders. The Postmaster or Record Officer is personally responsible that any action required on the part of his office establishment by the remarks or order of inspecting officers is promptly taken and he should without delay take any action that may be required his own part.

(2) The Order Book must be kept in the personal custody of the Postmaster or Record Officer who should see that it does not get damaged. Each Order Book has 50, 100 or 200 serially numbered pages. The wilful removal of a page from an Order Book will be regarded as a serious offence and render the offender liable to removal.

NOTE 1.- In the case of combined office, when remarks are written by a telegraph officer in the visiting book, a copy of the remarks should be sent at once by the Postmaster to the Superintendent of Post Offices for information. This does not apply to first class Head Offices.

NOTE 2.- Every sub-record office and each set of Mail Offices or AMPC or a Transit Section should each maintain a separate Order Book but in a Mail Office the Head Sorting Assistant of which is also the sub-record Assistant, only one Order Book will be maintained. Orders and remarks passed in this Order Book will be recorded under the different headings "Mail Office", "Sub-Record Office".

158. Deleted.

159. Transmission by Post Office files for and from certain High Officers of Government while on tour.- (1)

and
while on
showing
files
be
parcel
office.
namely,

(i) The President and his
Council of Ministers.

(ii) Vice-President.
(iii) Governor of States

Transmission by post of camp bags for
From High Officers of Government
Tour (1) when any of the Offices
In the margin (vide Clause 199 of Post
Office Guide, Part-I) is on tour, office
for and from him will be transmitted
through the post in camp bags which will
posted as official registered parcel, air
or letter mail by his office at his
Headquarters station or by his camp
The camp bags will bear two labels,
(i) address label showing addressee's
name
and full address, and (ii) tag label is the
following:-

To be forwarded loose
As registered parcel/air
Parcel/letter mail

Service Postage Stamps

To*

(Post town of Destination)

Date-Stamp of PO of
posting

* (to be filled in by the Post Office)

The booking as parcel or air parcel or letter mail may be shown by striking out the items not required on this tag label by the sender. The service postage stamps should be affixed on the right hand upper corner of this tag label. This camp bag will, in all cases be sent without being enclosed in any other outer bag.

(2) The camp bag booked as parcel will be sent by surface route and will be charged with the postage payable on a parcel weighing 10 kgs plus registration fee and incidental charges as prescribed irrespective of the weight of the bag, subject to maximum of 10 kgs. The camp bag booked as air parcel will be charged with postage at air parcel, rate depending upon the weight of air parcel, with registration fee, and in addition with the prescribed incidental charges for special arrangements made by this Department. The camp bag booked as letter mail will not be charged with any additional postage other than Registration fee. All charges including incidental charges on camp bag booked as parcel or air parcel should be prepared in service postage stamps.

(3) The camp bag is due to be collected on any day, including Sunday and Holiday, by an official deputed for the purpose. The official should keep with him a Village postman's book of receipt in form Ms-87 or Ms-87 (a). The camp bag will be booked as official registered parcel, air parcel or letter mail as desired by the sender, and receipt granted in the same may as laid down in Rule 721 of Postal Manual, Volume-VI, Part-III. The camp bag should then be disposed of as ordered by the Superintendent or Postmaster. If the camp bag is brought to the PO during its working hours, it should be booked as registered article as laid down in Rule 722 of Postal Manual, Volume-VI, Part-III. In other cases, receipt for the camp bag should be obtained on the next working day from the Registration or Parcel Assistant by the official deputed to receive the camp bag, and posted on the counterfoil in his book of receipt.

(4) The camp bag booked as parcel will be sent by surface without being enclosed in any bag, but along with letter mail bags. The camp bag booked as air parcel or letter mail will also be sent without being enclosed in any other bag will be sent by the most expeditious surface or air routes. On arrival at destination, camp bags will be delivered at once through special messenger even on Sunday and Holiday, to the addresses whose receipt for the same should be taken on the mail list.

(5) the office of delivery should always weigh the camp bag and see that the postage affixed is correct. Any deficiency in postage should be reported to the office of booking which should take suitable steps to recover the deficiency in postage from the sender.

160. Deleted.

160-A. Realization of Indian Post Office bag used for closing bulk bags booked in India.- The offices of booking of bulk bags while dispatching those bags towards the office of exchange should issue unusual bag invoices (Form No. Ms.76) to the offices of Exchange to which the bags are sent for onward transmission to the Foreign country of destination. Such unusual bag invoices should not be enclosed in these bags but should be sent separately to the Offices of Exchange in such a way that they reach the Offices of Exchange at the same time at which these bags reach there. The Offices of Exchange on receipt of such unusual bag invoices should verify them with reference to the bags and return an equal number of empty bags to the offices of posting from their stock.

The Office of Exchange concerned while forwarding such bags to the offices of destination abroad, will make suitable entries in respect of these bags in Form C-18 and maintain a watch k for return of these bags from the foreign countries concerned. On receipt of the bags from the foreign countries, they will be taken into the bag stock and necessary entries made in the bag account of the Office of Exchange.

161. to 166. Deleted.

LIST OF ACCOUNT RULES

(Issued under the authority of the Director-General of Audit P&T)

RULES

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- 154. Ordinary postage stamps, coins and other articles of value found in a letter-box or on counter.
- 160. Travelling allowance of non-Gazetted officers

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CHAPTER 3

INVESTIGATIONS

GENERAL RULES

These rules apply to both Postal and RMS Divisions.

167. Nature of Investigations—(1) The instructions in this chapter deal with investigations into cases of:-

- (a) highway robber of the mail;
- (b) thefts or loss of, or tampering with, any postal article or bag;
- (c) theft or mis-appropriation of Government money or frauds in connection with money orders, savings bank accounts, saving certificates and postal transactions, other financial services rendered by the department;
- (d) minor irregularities, e.g., mis-sending, mis-delivery and delay in the transmission of articles;
- (e) Loss or damage to Government property.
- (f) Security of Post Offices/Mail Offices in the country.

(2) These instructions are meant rather to suggest than to prescribe the procedure to be followed in conducting inquiries. It is not intended that they should be adopted as an invariable rule of conduct under all circumstances. Wide discretion must, of necessity be given to officers conducting enquiries, who should modify these instructions where they are inapplicable, and supplement them where they are insufficient.

(3) Timely investigation is absolutely essential. Delay should be avoided on all accounts. Quick action will always help us to complete the investigations very fast and in a successful manner.

168. Co-operation of Supervising Officers—(1) When suspicion rests on the establishment of several offices, transit sections or mail lines which are not under the control of the same Superintendent, it is very important that direct communication should be kept up between the different officials charged with the conduct of the enquiry. If necessary, the Superintendents (or the Inspectors deputed by them) should meet together for consultation. Superintendents and other officers should avoid the tendency to defend and free their own offices and subordinates from any blame.

(2) When a case concerns the establishments of both the Post Office and the RMS, the Superintendent who receives the first intimation should immediately inform the other Superintendent concerned of the occurrence; and an enquiry should be made in close co-operation between the officers of the Post Offices and the RMS. The matter should also be immediately reported to the Regional Head/Circle Head in cases involving more than one division.

169. Employment of the telegraph, telephone and fax—Discretion is given to all officers to make use of the telegraph, telephone or fax, if they consider that its use, in giving or obtaining the earliest possible information, will be of advantage in the prosecution of an inquiry; but as far as possible all telegrams should be worded in accordance with the Telegraphic Message Code. Where it is stated in this chapter that telegrams should in certain cases, be sent to certain officials, it is not intended to limit the use of the telegraph to communications with the officials specified. A Superintendent or other officer may telegraph to any person, whether belonging to the Post Office or not, who may be in a position to afford help or supply valuable information. At the same time officers who send service telegrams will be held responsible that

they do so only when the circumstances of the case render such action advisable, and that an express telegram is not dispatched when an ordinary message would answer the purpose. The telegrams should be as brief as possible.

170. Only important cases to be reported—(1) The following cases should always be reported to the Head of the Region:-

- (a) Highway robberies and attempted highway robberies of the mail or cash.
- (b) Losses of mails due to accident, Railway accident and air crash.
- (c) Cases of house breaking and theft in which loss to Government is involved.
- (d) Cases of fraud and loss or misappropriation of Government money.
- (e) Improper or fraudulent use, etc., of postage stamps.
- (f) The death of, or serious injury to a postal official by violence or accident.
- (g) All occurrences of grave character, such as the destruction of offices by fire, (the loss of mail boats) and attack on offices by dacoits, riots, etc.
- (h) All cases under Section 52 of the Post Office Act.
- (i) Loss of the records of a Post Office.
- (j) Loss or theft of Indian Postal Orders, and Post Office Certificates from the stock of a Post Office/CSDs.
- (k) Destruction of offices by Earthquake, floods or any other natural calamities.

NOTE 1.—The Superintendent should immediately inform the Head of the Circle by telephone or fax in the cases of (i) theft, loss, tampering, robbery and shocking reports of frauds and losses involving Rs. 10,000 and above, report on which appears in the local newspapers, (ii) a Mailbag being lost, stolen, destroyed by fire, etc., and (iii) death of an official on duty, and if important mails are concerned, the Head of the Circle will notify the loss to the public through the press. In all other cases, the local Postmaster will exhibit on the notice board the particulars as to the number and date, as also the name of the offices of posting, of the registered and insured letter or parcel mail articles lost.

NOTE 2.—When the amount of loss or fraud exceed Rs. 300 or when there are, in any case important features which merit detailed investigation and consideration, a copy of the report furnished to the Head of the Circle should invariably be sent to the Audit Office concerned and the fact intimated to the Head of Circle. (See Rule 53 of P&T Financial Handbook, Volume-I) and the Note below Rule 176(5) of the *Postal Manual, V.*

(2) Discretion is given to Superintendent in disposing of complaints made to him and irregularities observed by him, but all cases of gross negligence or breach of rules attended with serious results, should be reported to the Head of the Region. Minor irregularities and complaints from the public of mis-sending or misdelivery or delay in the delivery of letters, etc., may be disposed of by the Superintendent without report to the Head of the Region. If such complaints are made in the first instance direct to the Head of the Circle/Region he will transfer them to the Superintendent or Postmaster for disposal, or if necessary, for report.

171. Disposal of cases by Postmasters.—(1) All serious cases coming to a Postmaster's knowledge should be reported without delay to the Head of Region or Superintendent through the proper channel; but minor irregularities, whether committed by any member of the office establishment or noticed to have been committed by any other office, should merely be recorded in Error Book.

(2) Complaints from the public received direct by first-class Postmasters against their own office may be disposed of in the same way as by the Superintendent. Complaints received direct from the public by the second class Postmaster will be forwarded to the Superintendent with remarks that may be necessary after acknowledging the same unless he is authorized to deal with complaints direct in which case he may dispose of the complaints in the same way as by the Superintendent.

(3) Complaints from the public received by Sub-Postmasters and by branch Postmasters, must be acknowledged by these officials and forwarded to the officers to whom they are directly subordinate with remarks that may be necessary. The officers to whom complaints from the public are communicated under this rule will issue the necessary orders for the investigation of the complaints.

171. Criminal proceedings.—Rules regarding cognizable and non-cognizable offences, institution of criminal proceedings, conduct of prosecutions, employment of Government pleaders, application for fines imposed by Courts and punishments imposed departmentally will be found in Chapter IV of the Postal Manual, Volume-II. Following procedure should be followed in institution of Proceedings, conduct of prosecutions, employment of Government pleaders, application for fine imposed by Courts and punishments imposed departmentally as mentioned in Chapter IV of Postal Manual, Vol. II Rules 129 to 147, which are as follows:

Criminal proceedings

172-A.I.— In all criminal cases, the distinction between cognizable and non-cognizable offences(*see* Section 4(f) and (n) of the Criminal Procedure Code) should be carefully observed. All cases of highway robbery, theft, criminal breach of trust, cheating by personation and offences under Section 521 of the Post Office Act are cognizable by the Police: but cheating(otherwise then by personation), forgery and all offences under the Post Office Act (except those under Section 52) and the Telegraphic Act (except such as are punishable with imprisonment for three years or more) are non-cognizable.

NOTE.—Offences under Section 20 of the Indian Telegraph Act are non-cognizable.

172-A. II.—In cognizable cases, it should be remembered that, when information has once been given to the Police under Section 154 of the Criminal Procedure Code, the action to be taken in the matter will be controlled by the Police. The local officer of the Department should however, keep in a close personal touch with the progress of the enquiry and should render the Police every possible assistance. There are, however, cognizable cases, in which a prosecution may not be

desirable and the orders of the Superintendent of Post Offices or Railway Mail Service, Chief Postmasters, first class Postmasters, as the case may be, should be obtained before information is laid against the offender, except in cases of urgency where there is reason to believe that the offender will abscond or in which immediate action is necessary in order to secure evidence. In cognizable cases where action in the matter is controlled by the Police, departmental action should be initiated against identified departmental officials unless otherwise stated in writing by Police or CBI or Hon'ble Court of Law.

NOTE 1.—The officers mentioned in the rule above exercise full powers to order prosecutions in cognizable cases, but cases in which prosecution is not considered desirable by them, should be referred to the Head of Circle with a recommendation to waive prosecution. If the Head of the Circle agrees, departmental action only may be taken; if not, the case should be made over to the Police according to the instructions of the Head of Circle.

NOTE 2.—Before informing the Police, the officer concerned should satisfy himself that documentary or other evidence actually available offends reasonable grounds for believing that a cognizable offence has been committed and that the suspected official acted with dishonest intent.

In cases under Section 52 of the Post Office Act and Sections 24 to 30 of the Telegraph Act, immediate action is generally necessary to secure evidence. When, therefore, there is good reason to suspect that an official has committed an offence under any of these sections, the Police should be communicated with at once and moved to search his premises, if necessary. It should be remembered that an offence under Section 52 cannot be tried except by a Court of Sessions(*see* Item I of Schedule II – “Offences against other law” of the Criminal Procedure Code), and can be enquired into only by the Magistrate specified in Section 206(i) of the Criminal Procedure Code.

172-A. III—In non-cognizable cases, an officer deputed by the Head of the Circle, or the Superintendent of Post Offices or Railway Mail Service, as the case may be, must take up the investigation with the least possible delay; but if it is necessary or advisable to obtain the aid of the Police, the facts should be placed in writing before the nearest Magistrate having jurisdiction, and he should be requested, under Section 155 of the Criminal Procedure Code to direct the Police also to hold an investigation. When the offences committed are falsification of accounts or of other telegraph or postal documents, the sanction of the Head of the Circle should be obtained before the Magistrate is approached, unless there is reason to fear that the offender will abscond or immediate action is necessary in order to secure evidence. It should be remembered that any undue delay in invoking the aid of the Police, makes it difficult for them to make a successful enquiry. When, therefore, Police aid is necessary, no time should be lost in obtaining it.

172-A IV – When the offender in a cognizable or non-cognizable case is an officer appointed by Director-General or higher authority, under no circumstances should information be laid against him either before a Magistrate or with the Police without the previous sanction of the Director-General. All such cases should be

reported to the Head of the Circle with a view to the orders of the Director-General being obtained.

Institution of criminal proceedings

172-A. V.—A criminal prosecution in a non-cognizable case must be instituted without the previous sanction of the Head of the Circle, even though the evidence appears sufficient to secure conviction in a court of law. However, in special circumstances, for instance, if delay is likely to result in the escape of the accused, the sanction of the Head of the Circle may be anticipated; but in such cases, the action taken should be reported by telegraph to the Head of the Circle. If the case has been placed in the hands of the Police for investigation, the institution of criminal proceedings must be determined mainly by the Police report, but before proceedings are actually commenced in the Magistrate's Court, the officer concerned should submit a report to the Head of the Circle embodying the view of the case taken by the Police.

172-A. VI.—When the offender is an officer appointed by the Director-General or higher authority, criminal proceedings against him should in no circumstances be instituted without the sanction of the Director-General.

Conduct of criminal prosecutions

172-B.1.—An officer, on receiving the orders of the Head of the Circle to prosecute in a non-cognizable case, should at once prefer a written complaint to the nearest Magistrate empowered to take cognizance of the case. The complaint should show in detail, the charges against the official to be prosecuted and should be accompanied by such documentary evidence as may be available. In this complaint the officer should ask the Magistrate to issue a process against the offender, and should attach a preliminary list of the witnesses whom it is desired to produce on behalf of the prosecution. He should also request permissions, under Section 495 of the Criminal Procedure Code, to prosecute the case himself.

172-B.2.—The officer should take the complaint to the nearest Magistrate empowered to take cognizance of the case, and explain any points on which the Magistrate may desire information. Usually, the Magistrate will before taking cognizance of the offence, require the person laying the information to swear to the correctness of the statement, made in the complaint.

172-B. 3.—If the documentary or other evidence is not complete before the case is first laid before the Magistrate, he should be asked to fix as late a date as possible for the hearing of the case. The prosecuting officer should collect the necessary evidence with the least possible delay and send to the Magistrate, under registered cover, a list of the names and addresses of the witnesses whom he desires summoned. The documentary evidence collected may be produced when the case comes on for trial. Ordinarily, the latest date which the Magistrate is likely to fix for enquiring into the offences will be 14 days from the institution of the case.

172-B. 4.—The officer conducting the prosecution should remember that though there may be several cases against the same accused person, he can at one trial

be charged with three charges only of the same kind, and the three charges can be tried together only if the three offences were committed within a period of 12 months from the first to the last. Offences are of the same kind when they are punishable with the same amount of punishment under the same section of the *Indian Penal Code* or any special law. It is not necessary that the offences should have been committed against the same person. The limitation to three offences only applies to the number which may legally form part of a single trial. Any number of offences wherever and however, committed, may be charged against the same offender, and tried consecutively, provided the trials are separately conducted. The officer should, therefore, before making out a list of witnesses carefully select three clear cases of the same kind and have witnesses summoned in connection with these three cases only; unless it is intended to proceed against the accused person on other charges besides the three of the same kind.

172-B. 5.—The prosecuting officer should be guided as far as possible in his selection of three cases by the following principles:-

- (a) The cases should be easily provable from documentary or other evidences.
- (b) The cases should not involve the attendance of witnesses from a great distance.
- (c) Preference should be given to the most serious of important cases.

172-B.7.—The Magistrate himself may put questions to the witnesses for the prosecution, but the officer conducting the prosecution should put such questions as will elicit from the witnesses the facts which they may have to state in support of the prosecution. After a witness has given his evidence for the prosecution, he will probably be cross-examined by the defence, and the cross-examination need not be confined to the points touched upon in the examination-in-chief. If anything unfavourable to the prosecution is elicited, it will be the duty of the prosecuting officer to re-examine the witness, if necessary, with a view to explaining away such evidence.

172-B.8.—After each witness for the defence has been examined, it will be the duty of the prosecuting officer to cross-examine him so as to bring out any weak points in his statements.

172-B.9.—On the case for the defence being closed, if the defendant or his pleader addresses the Court, the prosecuting officer should also on the conclusion of the speech address the Court, if he considers it necessary to do so.

172-B.10.—The Government prosecutor conducts all cases committed to the Sessions Court, but it will be the duty of the officer in charge of the case to ascertain the date on which the case is to be tried and to be present at the trial, in order to render any assistance on technical or other matters which may be required by the Court or the Government prosecutor.

172-B.11.—When information is given to the Police in a cognizable offence in accordance with the orders of a Competent Authority, it will be the duty of the official giving the information and such assistance as will lead to a successful prosecution. When the case comes on for hearing an Inspector of Post Offices or Railway Mail Service, or a Superintendent, or any other officer should ordinarily be instructed to be

present in Court to represent the Department and to give information on any matters of departmental procedure, but in important cases the Superintendent of Post Offices or Railway Mail Service, an officer deputed by Head of the Circle, as the case may be, should undertake this duty himself. It should also be remembered that although such prosecutions are generally conducted by the Police, it is the duty of the departmental officer concerned to watch and take an interest in the conduct of each case and see that no material evidence is omitted.

NOTE—The order in which witnesses for the prosecution are called, rests with the Court, but taking, for example, a case in which a postman is charged with criminal breach of trust in respect of the value of a money order, the witnesses are usually called in the following order with a view to proving the case point by point; first, the postal officer who conducted the investigation; next, the Postmaster(Head or Sub) who signed the money order for payment, in order to prove from his books that the money order was received in his office; next, the Sub-Postmaster or Money Order Clerk to prove from his books that the money order, with cash for its payment, was given to the postman and brought back to the office as paid; next, the person if any, who signed the money order as the payee; next, the witnesses, if any, before whom the money order is alleged to have been paid, and lastly, the payee.

Employment of Government Pleader

172-C.1.— The rules regarding employment of the Government pleader vary in different States. Generally, he is required to represent Government in criminal appeals and in Sessions cases, but not in ordinary cases before Magistrates. In cases in which the Government pleader is not obliged to appear without a special fee, his services may not be applied for without the sanction of the Head of the Circle. Ordinarily, no legal assistance should be required in conducting a case before a Magistrate.

Application for fines imposed by Court

172-C.2.— In any case in which a fine may be imposed by the Court on a person convicted of an offence through which the Department has incurred pecuniary loss, it shall be the duty of the Gazetted Officer ordering the prosecution to issue written instructions in advance to the departmental officer who attends the Court in connection with the case, or the Government pleader, or any other legal practitioner, who may be employed to represent the Department or the prosecuting Police officer, as the case may be, to put in a written application asking the Court, in accordance with the provisions of Section 545 of the *Criminal Procedure Code* that, if any fine is imposed, so much of the fine as is required to make good the loss sustained by the Department and expenses incurred in the prosecution may be made over to the Department, the application should invariably be made before judgment is passed and should be preferred by the person conducting the prosecution on behalf of the Government. In no case should the trying Judge or Magistrate be addressed direct by the Department. It is in the discretion of the Court to grant or refuse the claim.

NOTE—The expenses of the prosecution include traveling allowance paid to official witnesses attending the Court but do not include Travelling Allowance paid

either to the official deputed to relieve them or to the investigating officers, who watch the proceedings in Court.

172. Action to be taken regarding absconders—(1) When a warrant issued against a person accused in Post Office case cannot be executed, the Court should be moved to take action under Sections 87 and 88 of the Criminal Procedure Code and when an Attachment Order under Section 88 is issued the Superintendent should, as far as possible, assist the Court in tracing all the property, movable and immovable, of the proclaimed person. If there appears to be no immediate prospect of arresting the absconder, the Court should be asked to take action under Section 512 of the Code of Criminal Procedure. The witnesses on behalf of the prosecution and all the documents and Post Office records necessary to establish the case should be produced before the proper Court, and the Court should be asked to examine the witnesses and file the documents and Post Office records in the record of the case.

In the case of the absconder the State Police should be addressed to know the whereabouts of the absconder. Once a person has been proclaimed as an absconder by the State Police, action should be taken as per rule 19, Clause (ii) of CCS(CCA) Rules, 1965, mentioning “special procedure in certain cases”. Following procedure be followed:-

- (a) A registered notice to report on duty should be sent to the last known address of the absconding person.
- (b) A copy of the notice should be published in local newspapers and should also be pasted on the Notice Board of the concerned Supdt. Office and the office where the person was last posted.
- (c) Copy of the Charge-Sheet for the proclaimed offence of the absconding person should be served under Regd Post at the last known address.
- (d) Action under Rule 19, Clause (ii) of the CCS(CCA) Rules, 1965, may be invoked recording full reasons for the same.

(2) In the event of the Court declining to receive and retain the documents and Post Office records necessary to establish the case they should be forwarded to the Head of the Region/Circle for safe custody.

(3) The Superintendent or First Class Head Postmaster (including Presidency Postmaster) should enquire in January each year from the Superintendent of Police of the district in which the absconder (a) committed the offence and (b) has his permanent place of residence, whether search was made for the offender during the past year and with what result. He should also have confidential enquiries made regarding each absconder, at places where he is likely to be found, with the object of securing his arrest. The result of these enquiries should be reported to the Head of the Region/Circle.

NOTE—The Superintendent or First Class Postmaster (including Presidency Postmaster) should also ascertain from the Superintendent of Police at the time of the annual enquiry whether the records relating to any of the absconders have been

destroyed by the Police. If so, the names of such absconders should be expunged from their records.

174. Limits of Superintendent's jurisdiction – As a General Rule, a Superintendent, when investigating a case of robbery, theft or fraud, should confine his own enquiries to the offices, or lines within his Division. Except under special circumstances, or with the permission of the Head of the Region/Circle, a Superintendent may not in the prosecution of an investigation, proceed outside the limits of his jurisdiction, or enter an office not under his control; but in emergent cases this may be done in anticipation of the permission of the Head of the Region/Circle.

175. Submission of reports to the Head of the Region/Circle—

(1) The submission of reports, both preliminary and final, by a Superintendent to the Head of the Region/Circle is governed by the following rules : -

- (a) As soon as the Superintendent receives information of any of the occurrences mentioned in Rule 170, he should submit a preliminary report to the Head of the Region/Circle. This report should be made by telephone/fax in the cases mentioned in Clauses (a) and (h) of that rule. If currency notes are said to have been lost, stolen or abstracted, their completer numbers (*see* definition of the numbers of a note in the Post Office Guide, Pt-I) and circles of issue, if available, should be ascertained and communicated to the Head of the Region/Circle as soon as possible. If the case is one for Police enquiry, it should be mentioned in the preliminary report whether the case has been reported to the Police. Where the case has not been reported to the Police, full reason for not doing so must be stated, before taking any departmental action against the official concerned.

NOTE 1. – It may happen that in certain cases in which the officer concerned has not thought it fit to order prosecution in a cognizable case, the Head of the Region/Circle on receiving the report may consider it necessary to order such prosecution, in which case he will instruct the officer concerned to take steps to this end. On receipt of these orders, it will be the duty of that officer to inform the Police and take further action prescribed in Rule 145 of Postal Manual, Volum-II.

NOTE 2. – *See* Rule 671 of Volume – II.

- (b) If the enquiry concerns more than one division or circle, an investigating officer will generally be deputed to conduct it, and will submit his report direct to the Head of the Region/Circle. Officers who are deputed to Co-operate with him may sign this report, submitting a copy to their immediate superiors, or may submit a separate report direct to their immediate superiors. If an Investigating Officer is not deputed to conduct the enquiry, the Superintendents of all the divisions to which the enquiry extends should, from time to time, communicate to the Heads of the Regions/Circles to whom they are subordinate particulars of the progress made by them.

- (c) The Superintendent in whose division the enquiry is completed and closed should submit a final report to the Head of the Region/Circle.

(2) When reporting cases of loss of, or tampering with registered and parcel mail articles (including insured articles) information should be furnished under the following heads :-

- (a) Number of the article
- (b) Office of posting
- (c) Date of posting
- (d) Name of sender
- (e) Name of addressee
- (f) Office of destination
- (g) Contents
- (h) Office or offices of transit, including transit sections of the Railway Mail Service, with numbers of sets.

(3) The final report should be accompanied by any documentary evidence connected with the case that may be available and necessary to make the case clear, and by a copy of the final Police report if this can be obtained otherwise of the Police report showing the result of Police enquiries, if the case was put into the hands of the Police, but not taken to Court, or case a copy of the remarks of the Magistrate, in the final Police report should be submitted if procurable. If the case was taken into Court, a copy of the judgment should be submitted as soon as the trial is completed. The names and official designations of all the officials implicated, whether (in cases of robbery, theft or fraud) they are convicted or suspected, or (in cases of alleged loss) they are merely the persons who would, in the ordinary course, have dealt with the article, should be mentioned in the final report.

NOTE—Should any difficulty be experienced in obtaining from the Court a copy of the judgment free of charge, the matter should be referred to the Head of the Region/Circle concerned who may obtain it on payment.

(4) In cases in which the improper or fraudulent use of postage stamps is detected, or in which a service stamp from which the letter denoting service appear to have been removed is found on a private article passing through the post, the preliminary report to be submitted by the Superintendent to the Head of the Region/Circle should furnish the following particulars :-

- (a) The date on which the offence was committed.
- (b) The officer or Transit Section at which the offence was detected.
- (c) The value of the stamps used.

Should it not be possible to give these particulars in the preliminary report, they should be furnished as soon as possible thereafter. In the final report, the following particulars should be given :-

- (i) The full name and address and position in life of the accused.
- (ii) Law and section of the law under which the trial, if any, was instituted and the accused was convicted.

(5) When reporting convictions in criminal cases, the Superintendent should specify the designation of the officer who tried the case, and information under the following heads should accompany the report:-

- (a) Name and residence of the person convicted and the name of his father.
- (b) Length of service in the Department.
- (c) Post held by the person convicted.
- (d) Nature of the offence and section of the law under which the conviction was obtained.
- (e) Punishment imposed.

176. Submission of reports to the Director-General.- (1) Individual reports in the pro forma prescribed by the Director-General should be submitted by the Head of the Region/Circle to the Director-General in the following cases:-

- (a) Cases of highway robbery of mail involving loss of cash or valuables exceeding Rs. 50,000.
- (b) The attacks on offices by dacoits causing injury to the staff or losses over Rs. 50,000.
- (c) Cases of house-breaking in office where the loss of public money or Government property exceeds Rs. 50,000 irrespective of possible subsequent recoveries.
- (d) Cases of loss of damage to, or tampering with insured articles of which the amount of compensation payable exceeds Rs. 10000.
- (e) Cases of fraud and loss or misappropriation of public money where the amount involved exceeds Rs. 50,000 irrespective of possible subsequent recoveries.

NOTE—The words “ Loss of public money” may be interpreted to include the loss sustained by Government on account of payment made in respect of loss of, or damage to insured articles.

- (f) Loss of mail in air crash or road accident.
- (g) Destruction of offices by fire, floods, etc. when the loss to Government exceeds Rs. 50,000.
- (h) The death of, or serious injury to postal official by violence or accident.
- (i) Cases which, show any defect in the rules.
- (j) Cases which for special reasons, the Head of a Circle is of opinion, should be reported.

(2) A statement in the prescribed pro forma should be submitted to the Directorate by the 20th of the month following the month to which it relates in respect of all cases of loss of, damage to, or tampering with inland registered articles including insured articles and fraud, loss or misappropriation in respect of public money exceeding Rs. 50,000. This statement will correspond to the seven parts in which the Register of Frauds and Losses is being maintained and the entries in the statement will be made in serial order which will correspond to the serial order of the Circle Office register.

A copy of this statement should be endorsed to the Postal Account Office to whom a detailed report will continue to be sent in respect of cases involving loss of over Rs. 300 as prescribed in Note 2 below Rule 170. In respect of cases mentioned in Para (1), a suitable remarks should be given in the last column of the statement showing that an individual report has been sent.

(3) In respect to cases reported under Para 1, the further progress reports should be submitted as soon as sufficient material is available but in no case later than two months.

(4) Preliminary reports with brief particulars in respect to the following types of cases should be submitted to the Directorate by telegram or fax.

Cases mentioned at Para 1(b), (g) and (h).

NOTE—*See* Rule 671 of Volume II.

(5) There may be cases mentioned in the monthly statement, involving loss not exceeding Rs. 10,000 requiring sanction of the Directorate or Government for write off irrevocable portion of the loss. In all such cases, proposals for writing off should be submitted furnishing complete information on all the items mentioned in the prescribed pro forma referred to in Para 1 above and, in addition, information on the following points :-

(a) Particulars of disciplinary proceedings giving the names designations of the officials at fault with the particulars of the punishment inflicted.

(b) Whether the punishment was reviewed and found adequate.

(c) Detailed report showing why the amount of loss could not be made good by recovery from the delinquent officials.

(6) When a case affects more than one circle, the Head of the Circle in which the irregularity is first detected, should make the preliminary report in the case to the Directorate General and should inform the other Heads of the Circles concerned, sending them a copy of his report. It will then be left to the latter to decide whether to report the case or not. In cases where there is a difference of opinion between Heads of Circles as to the responsibility of the offices concerned, endeavours should be made to arrive at an agreement and if this cannot be secured, the orders of the Director-General should be obtained before any compensation is paid. In cases of loss or abstraction involving the staff of more than one Circle where a joint enquiry is

held and no unanimous or definite finding is arrived at, the Heads of the Circles concerned should meet personally as soon as possible after receipt of the joint report, consider jointly the conclusions arrived at and submit to the Director-General a joint decision containing the result of their scrutiny of the joint report and a definite finding as to responsibility.

NOTE—Copies of reports should be furnished by the Heads of Circles to the Director/Deputy Director of Accounts, (Postal) concerned in the following cases:-

- (a) Where there is any reflection on the Accounts Office.
- (b) Where any breach of, or defect in the account rules of any branch of the Post Office is brought to notice.
- (c) Where any novel feature appears.
- (d) Where the amount of the loss or fraud exceeds Rs. 300 and in such other cases and at such times as may be prescribed in Rule 53 of Postal Financial Handbook, Volume-I, in this behalf.

(7) The following are the monetary limits for handling of loss and fraud cases for conducting the investigations :

Designation	Revised Limit
IPO/ASPOs/IRM/ASRM	Up to Rs. 10,000
Divl. Superintendents/Sr. Superintendent/Chief Postmaster/Dy. Presidency Postmaster (Kolkata and Mumbai GPO)	Above Rs. 10,000 and below Rs. 25,000
Asst. Director/APMG (Inv.) in Circle	Above Rs. 25,000 and below Rs. 50,000
Director of Postal Services/Directors, Kolkata, Mumbai GPO/Postmasters General	Above Rs. 50,000

NOTE – Investigations of losses between Rs. 25,000 to Rs. 50,000 in GPOs Kolkata and Mumbai will be got done by the Chief Postmasters General through ADPS/APMG(Inv) of the Circle Office.

176-A—All cases of loss & fraud causing loss of Government property to the tune of Rs. 5,000 or above are to be reported to Police and FIRs lodged immediately by the Divisional Superintendents concerned. Proper reasons be given in writing cases where FIRs are not to be lodged.

Cases of Highway Robbery

177. Highway robbery to be reported—(1) When a robbery of the mail is committed on the high road, the postal official of whatever grade who first receives

information of the robbery should communicate it at once to the local Police and to his immediate superior.

(2) The Superintendent, or Inspector, or Postmaster should as soon as he receives information of Highway robbery of the mail, communicate, by/telephone/fax, if available, such particulars as are known, to the Magistrate of the District, the Police and his immediate superior. A copy of the telegram or fax message to the officer last referred to, accompanied by a preliminary report containing such further particulars as may have been obtained, should be sent by post.

178. Contents of mail be ascertained—Immediate steps should be taken by the Superintendent to obtain the place from which the mail was last dispatched, a list of the bags comprising the mail together with copies of the registered list, and in the case of parcel mails, the parcel lists, enclosed in the bags prepared in that office, and such further information regarding the contents, value and ownership of the registered articles of the letter and parcel mails, money orders, and cash remittances sent by that office as may be available. Similar information regarding the other registered articles of the letter and parcel mails, cash, etc. included in the plundered mail should be obtained from the offices of posting or dispatch. The Superintendent should communicate this information, as it is received, to the Magistrate, the Police and the Head of the Region/Circle.

179. Undue detention in any office—If in any office there was undue detention of any bag forming part of the plunder, especially if the contents of the bag are ascertained to have been of considerable value, suspicion of complicity in the robbery will fall on that office, and should be followed up by prompt enquiry.

180. Superintendent to proceed to the spot—It is of the first importance that the Superintendent should proceed with all possible speed to the spot where the robbery was committed. On arrival he should, in cooperation with the Police, the local Post Office officials and any others who may be able to assist him, use every endeavour to trace the robbers and recover the stolen articles.

181. Preliminary investigation by Inspector—If the scene of the robbery is distant from the place where the Superintendent happens to be, and he cannot reach the spot without some delay, the Inspector in whose sub-division the robbery occurred should commence the investigation. In such cases, the Inspector will be guided by the instructions laid down in these rules, and will report his action without delay to the Superintendent.

182. Postmaster and Inspector/Asstt. Supdt. Of Pos to assist the enquiry—Pending the Superintendent's or Inspector's arrival, the local Postmaster and should do all in their power to help the enquiry and trace the stolen property. A report should be made daily of the progress of the investigation to the Superintendent, and, if necessary, also to the Inspector.

183. Deposition of witnesses to be recorded—The deposition of the persons who were conveying the mail when it was plundered, should be carefully taken down in writing. The evidence of other postal officials, whether belonging to their own

establishment or to the neighbouring Post Offices, who may be able to furnish any information, should also be recorded by the officer conducting the investigation.

184. Inventory of recovered articles—If the entire mail was not carried off by the robbers, or if any portion of it is recovered, application should at once be made to the Police to deliver the recovered articles to the officer-in-charge of the nearest Post Office. An inventory of the cash, currency notes, postage stamps, money orders, registered articles of the letter mail and all parcel mail articles forming the contents of the recovered mail, together with a full description of the condition in which each article was found should be prepared in duplicate and signed by the Superintendent, or, in his absence, by the Inspector or other postal official who may have charge of the preliminary enquiry. The number of paid and unpaid unregistered articles of the letter mail recovered should also be noted in the inventory. One copy of the inventory should be retained by the Superintendent, and the other should be made over to the Police authorities as a receipt for the articles received from them. If any of the articles are retained by the Police for the purpose of investigation, a remark to that effect should be made in the inventory.

185. Articles subsequently recovered—Articles subsequently recovered will be made over by the Police under receipt to the Post Office, and should be dealt with in the manner explained in the preceding rule.

186. Disposal of recovered articles—The recovered articles when made over to the Post Office, should be disposed of in the usual course without delay. Damaged or torn articles should be repaired or placed in protecting envelopes or bags before they are dispatched, a note stating the cause of damage being written on each article.

187. District authorities to be informed—During the progress of the enquiry, the Superintendent should inform the Magistrate and the Police of any important circumstances which may come to light in connection with the robbery. He should, if possible, also place himself in communication with the senders of the articles of value which were stolen, informing them of the loss, and requesting them to supply him with any particulars necessary to complete the investigation.

188. Head of the Region/Circle to be referred to for orders—The Superintendent should, when in doubt or difficulty, consult the Head of the Region/Circle, and ask him by telegraph, telephone, or by post, if necessary, for advice and orders. As soon as possible, he should acquaint the Head of the Region/Circle with the extent of the robbery, that is, the number and value of the articles stolen. He should also enumerate the articles that have been recovered and state how they have been disposed of.

189. Final report to the Head of the Region/Circle—(1) At the close of the investigation, the Superintendent should submit a final report to the Head of the Region/Circle commencing with the following information, viz:-

- (a) the date of robbery;
- (b) the name of the mail line on which the robbery was committed;
- (c) a description of the locality, i.e., the distances from the nearest stages and Post Offices on either side, and also from the terminal offices of the line;

- (d) the name of the district and State in which the robbery was committed;
- (e) the nature of injuries (if any) received by the mail carriers;
- (f) a statement in the form below giving particulars of the bags and their contents actually carried off by the robber.

Description of Bag	Office of despatch	Office of destination	Contents of each bag to be entered against item in Column I				REMARKS (Here should be mentioned the value of any uninsured articles so far as can be ascertained)
			Number of registered articles of the letter mail(excluding service registered	Number of articles of the parcel mail	Value of each insured letter or	Cash and Postage Stamps	

(2) Then should follow a recapitulation of the principal facts of the case and of the steps taken by the postal and Police authorities, and the result of the enquiry. Lastly, the Superintendent should state the conclusion at which he has arrived regarding the manner in which the robbery was effected, the persons by whom was committed, and the behaviour of the mail carriers and escort, (if any).

(3) If the Superintendent suspects any postal official, he should enter fully into the ground for such suspicions, and describe the measures taken by him to investigate the conduct of the suspected parties.

190. Documentary evidence to accompany report—The final report of the Superintendent should be accompanied by all the documentary evidence which may be useful and available, e.g., deposition of witnesses, departmental documents(such as mail lists, registered and parcel lists, etc..) bags with their labels, cord and seals, etc. If the case cannot for any reason be brought before a Court, the Superintendent should apply for a copy of the final report of the Police and attach it to his own report. If the case is taken to a Court, a copy of the Judgment should be submitted as soon as the trial is completed.

CASES OF THEFT OR LOSS

N.B—In the rules under this section, the duties assigned to the Postmaster or Head Sorting Assistant, as the case may be, must be performed by him personally. The term “Postmaster” includes Sub-Postmasters and the term “Head Sorting Assistants” includes Mail Agents and Mail Guards.

191. Negligence resulting in loss to be punished—The investigation of cases of theft or loss, or of tampering with Registered/Speed Post articles of the letter mail and parcel mail articles, etc. in transit through the post, will be facilitated or hindered according as the work assigned to each official is carefully and accurately performed or not. For instance, unless due care is invariably taken when dispatching mails, to fasten the bags securely and to obtain distinct impressions of the seals, and when receiving mails, to examine seal, cord, label and the condition of each bag so as to detect from the appearance of the seal and fastenings any signs of its having been tampered with, it may be difficult, should any loss be subsequently discovered, to trace the missing article, even though there be no suspicion against them of actual theft or complicity in the offence.

192. Transfer of damaged bags and articles to the Postmaster or Head Sorting Assistant—The seals, cords labels, and condition of the bags and articles should be scrutinized by the receiving official to see whether there are any signs of damage or tampering. The following cases should be treated as such:

Bags, insured envelopes, insured bundles and registered bundles :

- (i) Where seals are super-imposed or illegible.
- (ii) If seals and the date stamp on the label are not those of the office of despatch or closing or the seals are of different kinds of wax.
- (iii) If the weight is not noted where required to be noted; or if the weight is found different on actual weighing from that noted.
- (iv) Marks of removal and resticking of any flap or seal
- (v) Any tear especially at the edges or beneath the fastenings.
- (vi) If any due document, either contained in a bag or Registered Bundle, Speed Post bundle or Insured bundle received with a bag, is found, bearing corrections in total or if such document is not received.

In all cases, the bags or articles should be made over to the Postmaster or Head Sorting Assistant, as the case may be, an entry being made in the Error Book or Daily Report. The Postmaster or Head Sorting Assistant should investigate into the matter and take action as indicated in the following rules.

193. Postmaster or Head Sorting Assistant to open bags or bundles with signs of damage or tampering:--

- (i) Cash bags not meant for the office itself are not to be opened but reclosed in protecting bags;
- (ii) Except cash bags, other than those for the office itself, any bag insured envelope, insured bundle or registered bundle bearing any sign of damage or tampering should be scrutinized by the Postmaster or Head Sorting

Assistant and opened by him taking the following precautions :

- (a) In the case of B.O bags, insured envelopes, insured bundles, insured bags and cash bags for the office itself, opening should be done in the presence of witnesses.
- (b) In all cases noted in (a) above, except of B.O bags and also in case of all registered articles, Speed Post articles, the damaged ones should be weighed personally, and the ascertained weight in grams recorded.
- (c) In the case of bags opened, the labels without detaching the cord and seal and bags and, in the case of insured envelopes, registered bundles and insured bundles, the envelopes, should be marked clearly with initials and date stamp for future reference. These should be preserved in the event of any damage to their contents. The labels without detaching the cord and seal, and bags in which the damaged article, envelope, bundle or bag was received, should be similarly marked, and preserved in the event of any loss.
- (d) The contents should be carefully checked with those invoiced in the mail list, registered list S.O or B.O Daily Account or S.O or B.O Slip, as the case may be.

194. Procedure to be adopted if there is no suspicion on opening and checking and examining of the contents—If on check of the contents with the mail, registered, Speed Post or Parcel List, S.O or B.O, daily account, or S.O or B.O slip, as the case may be, and on examination of these contents no damage, tampering or other suspicious circumstances are noticed, if the contents are for transmission they should be reclosed and sealed.

For B.O Bags
Regd. Bundles
Speed Post Bundles
Insured envelopes
Insured bundles
Insured Bags
Account Bags

The resealing should be done with the Insured seal or, if this is not supplied, with the date seal

If the contents are meant for Office itself, they should be disposed of in the usual course.

In every case, a note should be made—

- (a) In the Error Book or Daily Report
- (b) On the Mail List, Registered List, Speed Post List, Parcel List, S.O or B.O, Daily Account, S.O or B.O slip, as the case may be.
- (c) On the label of the bag or I.B or R.B cover or SPB or Insured Envelope.

The name of the office of issue and the number and date should be quoted on the cover of I.Bs, R.Bs, SPB and Insured Envelopes used for reclosing.

The bags, seals, cords, labels and covers found damaged need not be preserved in such cases.

NOTE—In all cases in which a bag for onward transmission is found torn, a fresh bag should be used to forward the contents to destination a remark explaining why it has been substituted for the original bag being written on the label and mail list(if any). This applies to all kinds of bags.

195. Procedure to be adopted in the event of discrepancies.—If any discrepancy is noticed while checking the contents, the seal cord labels and bags or covers should be kept in safe custody of the Postmaster.

NOTE—Non-receipt of any due document or receipt of incorrect or incomplete document should be treated as a discrepancy.

A detailed report should at once be sent to the Superintendent. Fax report should be sent where necessary as per Rule 144. Cash bags in transit and articles damaged should be enclosed in protecting covers or bags after noting their weights, in grams, as also the extent of damage, on them. The weights of the protecting covers or bags should also be noted on the labels or covers. Both these weights should be noted in the Error Book or Daily Report and on the List, Daily Account or Slip in which the article or bag was invoiced as also in the report made to the Superintendent.

Fresh bags, R.B or I.B, covers, as the case may be, should be used for closing the contents wherever a discrepancy is noted. The seals, cords, labels or covers should be preserved in personal custody and produced before the investigating officer.

For B.O Bags	}	The resealing should be done with the Insured seal or, if this is not supplied, with the date seal
Regd. Bags		
Speed Post Bags		
Protecting covers		
Reg. articles		
Speed Post articles		
Insured envelopes		
Insured bundles		
Insured Bags		
Account Bags		
Registered bundles		
Speed Post bundles		

All Registered Articles/Speed Post articles found damaged should be protected in covers or bags, the weight, in gms, being noted on the articles, and these, as also of the protecting cover or bag, noted on the latter.

NOTE—In the case of the Presidency Post Office or a First Class Head Office, the Postmaster of the office itself should be regarded as the immediate superior for the purpose of the preliminary investigation and should take the same action on reports received from Departments concerned of his office, which a Superintendent is required to take in respect of offices under him. No report to Regional/Circle Office

need be sent by a Presidency or First Class Post Office unless enquiry shows or it is alleged that the contents of the articles have been damaged or tampered with.

196. Delivery of damaged articles—When an article is received bearing signs of damage or tampering, in a Post Office, for delivery whether in a protecting bag or cover, or without protection, the Postmaster should carefully scrutinize and weigh the same and preserve the same in his personal custody. An intimation about the damage in Form R.P 63 should be served to the addressee. The article should be opened only after the addressee has signed the receipt. The Postmaster may open it if the addressee so desires in the addressee's presence. If the contents are found by the addressee to be correct, the acknowledgement if any, should be got signed by him or her. If the addressee alleges any shortage or damage to the contents, a detailed inventory of contents should be prepared in duplicate and got signed by the addressee and should also be signed by the Postmaster. The weights of all the items of contents should be ascertained and noted in the inventory in case of any abstraction alleged. One copy of the inventory should be attached to the unsigned acknowledgement if any, and forwarded to the Postmaster of the office of posting with full particulars of the occurrence for communication to the sender. The other copy of the inventory should be sent by first mail with full report by the Postmaster to his immediate superior.

The cover and packing material should be obtained from the addressee and preserved in personal custody and handed over to the investigating officer. The addressee should be requested to preserve the contents without further damage as far as possible for being similarly shown to the investigating officer.

NOTE 1.—The attendance of the addressee at the Post Office in order that a suspicious article may be opened in his/her presence, cannot be compelled. If the attendance of the addressee cannot be procured within seven days of the date of notice (R.P 63), the article should be treated as unclaimed and returned to the sender duly protected.

NOTE 2.—In the case of missing contents, the procedure laid down in Rules 205 and 206 should be followed.

197 to 203. *Deleted*

204. Enquiries to be made by Superintendent in cases of abstraction of the contents of articles—If an article, which has been tampered with, is on delivery, found to have had any portion of its contents abstracted, the Superintendent, on receiving intimation, should at once obtain from the addressee and the sender, direct or, where necessary, through the postal officer concerned, full particulars, regarding the contents and value of the article. A careful examination of should be made of the article as well as of the bags in which it was received and their cord and seals; and strict enquiries should be instituted in the offices and sections through which the article passed. It should be examined whether the bags preserved are the correct ones by comparing the length of the string below the seal and label with the girth of the neck of the bag. The assistance of the Magistrate and Police should be obtained where required. If it is thought necessary to search the house of a suspected official, care should be taken that the procedure required by law is strictly adhered to.

205. Steps to be taken if any of the contents of a transit mail bag is missing—
(1) If on opening a transit, parcel or mail bag received, whether addressed to the officer or section or not, any bag or any document which should be contained in it or in any bag contained inside is found missing, damaged or incomplete, an immediate report should be made as required by Rule 144. The non-receipt of a due document or the receipt of an incomplete document should be viewed with suspicion and treated as a case of tampering or damage. If any registered(including Speed Post insured) parcel is found short in mail bag, the procedure laid down in the next Rule should be followed.

(2) The bag with its cord label and seal, should be preserved in the custody of the Postmaster or Head Sorting Assistant, and if it is not addressed to the office, another bag should be used to forward the contents to destination, a remark explaining why it has been substituted for the original bag being written on the label and mail list(if any).

NOTE—Contents of bags addressed to Army Post Offices such as ‘APO Mumbai’ or ‘APO Mumbai(SDS)’ if inadvertently opened by civil Post Offices or RMS Sections be consigned in a bag to the nearest Army Post Office for further disposal. In case of doubt, the bag be addressed to 56 or 99 APO. In no case will the contents of such bags be disposed of locally.

(3) A note should be made in the Error Book or Daily Report.

206. Short receipt of registered/Speed Post articles of all kinds—(1) If a registered/Speed Post article of any kind, invoiced in a registered list or Speed Post list or parcel list, is not received, the Postmaster or Head Sorting Assistant should at once take possession of the bag or cove in which the article should have been enclosed with its label, seal or seals and cord, the list and the other articles (if any) entered in the list, all of which he should carefully examine, noting the discrepancies and making such remarks as may be necessary on the list. If the missing article is an insured parcel, the Postmaster or Head Sorting Assistant should compare the aggregate weight of the insured parcels actually received and the weight of the insured bag and its seals, cord and label with the weight marked on the label. If the weight agrees, it will tend to show that the insured parcel supposed to be missing was not placed in the bag, but entered by a clerical error in the list, or that it was mis-sent to some other office or left behind by mistake in the office which made up the bag. If registered article which should have been received enclosed in a Registered bundle/Speed Post bundle is missing, the matter should be reported at once to the Postmaster, who will immediately take possession of the Registered bundle/Speed Post Bundle and the bag in which it was enclosed with its labels, seal or seals and cord, and carefully examine the condition of the registered bundle/Speed Post bundle to see whether there is any reason to suspect that it has been tampered with.

NOTE—The instruction about weighing parcels applies to mail offices also.

(2)The bag or the registered bundle/Speed Post bundle in which the missing article should have been received, with its label cord and seal or seals, and all the other bags(if any) in which that bag or bundle was enclosed, with their cord, label and seals, should be preserved. If the bags or bundles which are to be preserved were not

addressed to the office, their contents should be forwarded to destination enclosed in other bags or bundles, which should be enclosed and sealed with the insurance seal or, where this seal is not available, with the date seal, a note being made on the label of each bag or on the bundle and mail list(if any), explaining why the bag or bundle has been substituted for the original bag or bundle.

(3) The Postmaster or Head Sorting Assistant should immediately report the loss as required by Rule 144. He should make a thorough search for the missing article in the office or mail van; and if cannot be found, take down the names of all present (including postmen, packers, peons, porters etc.) noting the share which each had in the work of receiving, opening and handling the mail which the missing article should have been received. If necessary, he should prevent any one from leaving the office or the platform at the terminal station, as the case may be pending the arrival of the Police, who should invariably be called for in all cases in which an insured article is received short. In other cases they may, if it is considered advisable, be summoned. The statements of all the officials present should be recorded in writing, and they should be required to sign the depositions, their signatures being witnessed by the Postmaster or Head Sorting Assistant. If any of them object to be searched, the arrival of the Police should be awaited. When the Police arrives, none of the office establishment, or set should be permitted to leave till such preliminary investigation, as may be considered necessary, has been completed. A full report of all the circumstances should then be made by the Postmaster to his immediate superior or by the Head Sorting Assistant to the Superintendent.

NOTE—In the case of short receipt of an insured article, the officer concerned, before calling for the Police, should satisfy himself that a prima facie case regarding its loss has been established after making telegraphic/fax enquiries from the dispatching office.

207. Enquiries to be made by Superintendent in case of loss—(1) The Superintendent should lose no time in enquiring into the alleged loss. He should carefully examine the bags, cord and seals that have been preserved and, if necessary, request other Superintendents and officials to assist him by making enquiries within their respective jurisdictions. He should, as soon as possible, obtain from the addressee and sender of the lost article, either direct or through the Superintendent of Post Offices concerned, full particulars regarding its contents and value, the circumstances under which it was posted and any other information when received, to the Police, if the investigation has been placed in their hands, and also furnish them with such other evidence as may from time to time come to his knowledge, to enable them to pursue the investigation.

(2) In important or difficult cases, and in all cases where the loss is Rs. 10,000 or more, the Superintendent should himself proceed to the office or to the headquarters of the set, as the case may be, to which suspicion of the theft or loss attaches, and if necessary, visit the offices or transit sections through which the article passed, in order to follow up the enquiry from office to office and section to section. In other cases, if the Superintendent is unable to be present, an Inspector may be deputed to carry on the enquiry. The latter should keep the Superintendent informed of its progress.

208. Complaints by addressees—(1) If the addressee of a Registered Article/Speed Post article of the letter mail or of registered parcel which he knows or has reason to believe was posted, complaints of not having received it, the complainant should be asked to state the sender's name and address and the probable date of posting. The complaint with the relevant particulars should be forwarded to the Superintendent for necessary action unless the article is posted in that office and the office has been authorized to deal with the complaints direct in which case immediate enquiries should be made to trace the missing article.

(2) Necessary entries should be made in the Error Book or the register of complaints, as the case may be.

209. *Deleted*

209-A. *Deleted*

210. Search Bills—(1) The object of a search bill is to trace a bag or a value payable or insured article of mail during its course from the office of dispatch to the office of final destination. It may be issued by the Postmaster of the office of posting or delivery or by an intermediate Post Office or record or by a supervising officer; and may go forward to the office of delivery or backwards to the office of posting. The timely issue of a search bill will, in most instances, prevent delay and reduce correspondence by tracing an article through several offices more quickly than direct enquiries addressed to each office one after the other. It is very important, therefore, that the issue of a search bill or its disposal at any stage should not be delayed. It should be sent forward by first mail to the Post Office or Record Office in advance, and the last office dealing with it should return it as soon as it is completed to the officer by whom it was issued. Search bills should be forwarded registered on service. Search bills exchanged between a Head Office and its sub-offices or branch offices in direct account with it should, however, be entered in sub-office slip, sub-office daily account, branch office slip or branch office daily account, as the case may be. The detention, loss or suppression of a search bill will be treated as a grave offence.

(2) The officer who issues the search bill should invariably indicate in its last column the special points which information is desired, and this information must be furnished, as far as possible, by the officers through whose hands the search bill passes with the least possible delay and without entering into irrelevant details. Each office should furnish the date of dispatch of the article, the serial number at which it was invoiced for despatch in the list, to facilitate tracing it in the next office. A copy of the remarks written on the search bill should be prepared in duplicate, and one copy should be sent to the issuing officer, except by the officer of final destination which should be watched by the issuing officer and any delay in receipt of information from any office should be brought by him to the notice of the proper authority.

(3) When the search bill is returned completed to the issuing officer, it should be filed with the copies of the remarks made by the officers through whose hands it passed.

210-A *Deleted*.

211-A Deleted.

212. Loss of Government promissory notes— In the event of loss of Government promissory notes or any other form of Government security while passing through the post, the case should be investigated and in case the loss is established, the Reserve Bank of India, the Public Debt Office, Mumbai/Kolkata/Delhi/Chennai, as the case may be, will be addressed to ascertain whether the complainant is entitled to the note. The claim being established the holder shall assign his right, title and interest in the script to the

President of India (in the case of Central Government Securities

Government of.....(State concerned) (in the case of State Government Securities)

Before the loss is advertised in three successive issues of the Gazette of India or the State Government Gazette(as the case may be) and of Local Official Government promissory notes or any other form of Government Security Gazette, if any, of the place where the loss has occurred. After these formalities have been completed, the Reserve Bank of India, Public Debt Office concerned shall be requested to issue a duplicate security which will be endorsed in favour of the holders.

As it also involves a certain amount of risk to the Department, the following procedure should be followed:-

(1) When a Government promissory note insured for its full market value is lost while passing through the post, steps should be taken to have duplicate issued.

(2) When, however, a Government promissory note of high value but insured for nominal amount is lost in the post, compensation for the loss of the insured article will ordinarily be paid, as prescribed in the rules and no steps need be taken for the issue of a duplicate note.

(3) In case of a loss of a Government promissory note insured for less than its market value, if the Head of the Circle considers it advisable to have a duplicate note issued instead of paying compensation under (2), a bond of indemnity for the amount equal to the market value of the lost note, less the amount for which it was insured should be taken from the holder. In all such cases, the holder should first be asked whether he is willing to execute the bond, before steps are taken for the issue of a duplicate note.

213. Deleted.

213-A. Loss/theft/robbery of cash and Postage stamps from the Post Office— Cases of theft of cash and stamps should be reported immediately to the Divisional Superintendent concerned. An FIR should be lodged with the Police immediately. Inspectors/Asstt. Supdts. Divisional Head concerned should verify the cash and stamps balance. A report from Police should also be sought in the matter. Details of lost stamps, seals, saving certificates, IPOs should be circulated to all circles by the Circle Heads.

213-B. Loss/Theft of Savings Certificates—Loss or theft of savings certificates in transit between two Post Offices from a Post Office should be reported to Divisional Superintendent. An inventory of the loss should be made by proceeding to Post Office of theft. In case of the losses in transit from ISP Nashik to circle stamp Depots, confirmation of consignment transported, the total number of certificates lost should be sought from ISP, Nasik by Circle Heads. The confirmed losses should be circulated across the country by Circle Heads. FIRs should also be lodged with the Post Office in such cases of frauds.

Cases of Fraud and Misappropriation

214. Fraud facilitated by lax supervision—Cases of fraud and misappropriation of Government money by postal officials will seldom occur if the rules which define the responsibility of each officials are strictly enforced and if the balances of Post Offices are verified and the correctness of the accounts tested by the Postmaster in accordance with the detailed instructions on the subject. When a system of fraud is carried on in a Post Office, it will generally be found that several members of the establishment have been acting in collusion, and that the Postmaster has been lax in his supervision.

215. Check on credit of unpaid postage—(1) When a supervising officer has reason to suspect that a Post Office under his control fails to afford credit for the full amount of postage due on article received for delivery, he should apply tests to the honesty of Postmaster by taking note, whenever he has an opportunity of the postage on the articles dispatched, to the office, in the presence of witnesses and securing, if necessary, the cooperation of other officials. Such cooperation will be specially necessary in cases where the office to be tested receives unpaid station articles of the letter mail from more than one office or from an office outside the Superintendent's jurisdiction because, for the test to be complete, notes of the postage due on all the dispatches received on the same day by the office to be tested must be kept at all dispatching offices, so that the aggregate postage due on all the dispatches may be compared with the entry in the letter postage account or in the memo of unpaid postage taxed and received direct, as the case may be.

(2) Similarly, when there is reason to suspect that a Post Office takes excess credit for forward postage, the Supervising Officer should apply tests in the manner described in the preceding paragraph by taking note of the postage due on forward bundles made up by the office, and having the notes kept by the receiving offices in respect of all the forward bundles made up by the Post Office on the same day, so as to secure a comparison between the aggregate postage thus ascertained and the entry in the deposit account.

(3) Supervising officer of the Railway Mail Service should, when requested to do so, fully cooperate with those of the Post Office in carrying out these tests.

(4) If a system of fraud in respect of postage is discovered to have existed for any length of time in an office, it will often be a proof that the supervising officer to whom that office is subordinate has neglected his duty.

216. Temporary misappropriation of money—Fraud is sometimes committed by officials in respect of money received in the execution of their duties which is misappropriated for a time, the amount being afterwards made good and credited in the accounts. This is very serious offence, punishable as a criminal breach of trust, even though there may not have been any actual loss. If a Postmaster or a supervising officer has any reason to suspect fraud of this nature, an immediate investigation should be made.

217. Deficiency in the cash or stamp balance—If a supervising officer finds a deficiency in the cash or stamp balance of a Post Office or Record Office, the Postmaster or Treasurer or both in the case of Post Office or the Record Officer in the case of record offices should be called upon to produce the money or stamps. If the official or officials cannot do so and are unable to give a satisfactory explanation, an inventory of the cash and stamps actually found should be drawn up and got signed by two independent witnesses and action should be taken as prescribed in the rules on the subject or criminal offences in Chapter IV, Postal Manual, Volume-II.

NOTE 1.—All extra-departmental sub and branch Postmasters, whether their offices are provided with iron safe or not, are required to make their own arrangements for the safe custody of cash and valuables on their own responsibility.

NOTE 2.—In the case of a sub or branch office in charge of an Extra-Departmental agent when a deficiency in the cash or stamp balance is noticed by a supervising officer, time should be given to the Extra-Departmental Agent to send for the cash, stamps, etc and no charge of fraud should be made against him, unless he is unable to produce the full balance shown by the accounts within “the time required for going to and coming back from the place where the cash is kept for safe custody”. If any unreasonable delay occurs, the supervising officer should make local enquiries and if he has good reason to suspect dishonesty, he should proceed in accordance with the instructions given in the above rule.

218. Complaints which indicate fraud—Every complaint which points to fraud must be enquired into without a moment’s unnecessary delay. The enquiry should be made with the same promptitude as an enquiry by the Police into a complaint of a cognizable offence. A Superintendent or Inspector is expected to be able to move at a moment’s notice towards any point in his jurisdiction; and if he delays to make an enquiry into a complaint which indicates fraud or a likelihood of fraud, he will be held responsible for all the consequences of the delay, whether the complaint was received direct or from a superior officer.

218-A. Preservation of records, etc.—Offices dealing with irregularities or complaints involving pecuniary claims should ensure that all relevant records, including those kept in the audit office, are requisitioned and preserved till the investigation is finally completed.

219. Report to Head of the Region/Circle in fraud cases—In cases in which a system of fraud has been carried on in a Post Office, in connection with the savings bank, money order, or any other department, or when any branch of Post Office business has been utilized by the public for the commission of fraud, the report of the Superintendent, besides stating the result of the enquiry, the action taken, and the

conclusions drawn by him, should set forth in detail the manner in which the fraud was committed, and point out any defects in, or breaches of the rules by which it was facilitated. The Superintendent should also in such cases submit, either in his report or separately, suggestions that may seem to him necessary for the amendment of rules.

220. Requisition for money orders and Indian Postal Orders on receipt of complaints and their preservation—(1) When a complaint is made regarding the non-payment or wrong payment of a money order or Indian postal order, it should be decided as early as possible whether the money order or Indian postal order is necessary for purposes of the enquiry. If the money order or Indian Postal order is needed, it should be obtained without delay from the Postal Accounts Office it has reached that office and has not already been destroyed. The period of preservation of money orders and Indian postal orders in the Postal Accounts Offices is generally one year from the end of the period of currency in the case of paid inland money orders and Indian postal orders and three years in the case of inward foreign money orders.

NOTE—As an exception to the general rule, any money order or Indian postal order which has formed the subject of enquiry is not destroyed, but on its return to the Postal Accounts Office, is recorded with the correspondence to which it relates and is preserved as long as the correspondence exists. When, therefore, such a money order or Indian postal Order is required, for further reference, the letters with which it was returned should always be quoted, as otherwise it would not be possible to trace it, and unless a reference is made to previous correspondence the stereo-typed reply that the money order or Indian postal order records of the month have been destroyed in due course must be given to a requisition for a money order or Indian postal order, pertaining to a period for which the records have been destroyed

(2) Inspectors and Postmasters who are subordinate of Post Offices or First Class Postmaster(including Presidency Postmaster) should not send applications for the return of void money orders direct to the Postal Account Office. When a void money order is required from a Postal Accounts Office for purposes of enquiry or reference by such a Postmaster or Inspector, the Superintendent or First-Class Postmaster should be addressed, and if that officer is satisfied that the document is really wanted, he will request the Postal Accounts Office concerned to send it to himself, or to the Postmaster or Inspector direct, as may appear to be expedient in the circumstances of the case. In making requisitions for void money orders, the circumstances in which they are required should be stated.

(3) Inspectors of Post Offices, all head Postmasters and sub-postmasters in the selection grade may call for PAID money orders or Indian Postal Orders from the Accounts Offices direct for purposes of enquiry or reference.

The paid money order vouchers or Indian Postal Orders should be returned to the Accounts Office when the case are finally settled and closed.

220-A Frauds in Money Orders/Speed Post Money Orders—In case fraudulently issued money orders are received, the name of the purposed Post Office whose ablong is being used should be circulated across the country by Circle Heads where the money orders are being received for payments by confirming the

genuineness from the Post Office whose name appears on the money orders. Efforts should be made to locate the Post Office/Mail Office from which these are being introduced in the system by making enquiries. FIRs should also be lodged with the Police in such case of frauds.

221(a). Requisition on the Accounts Office for discharged Postal Certificates—(1) Inspectors and Postmasters who are subordinate to a Superintendent or first-class Postmaster are not authorized to call for discharged postal certificates from the Accounts Officer direct. When a discharged postal certificate is required by such an official for purposes of enquiry or reference, the Superintendent or the First Class Postmaster should be addressed. Discharged postal certificates are preserved in the Accounts Office for a period equal to the period of maturity *plus* six years counting from the dates of their payment.

(2) A discharged cash certificate for purposes of enquiry or reference should not be returned unless its return is specially asked for by the Accounts Office. It should be preserved with the relative file in the office of the Superintendent or the Head of the Region/Circle or First Class Postmaster, as the case may be, and destroyed with it in accordance with the rules regarding disposal of records.

222. Applications to Check Office for telegraphic advices—Telegraphic advices appertaining to paid telegraphic money orders are retained by the Telegraphic Check Office for three months; but those relating to telegraphic money orders the payment of which cannot be traced are preserved for such further period as may be necessary for audit purposes. Head of the Region/Circle should apply to the Accounts Officer, Telegraphic Check-Office, Kolkata, for any particular advices that may be required for inspection. The advices should be returned to the Check Office when no longer required.

223. Claims of defrauded persons—(1) All cases except those referred to in Paragraph (3), where loss has been caused to any private person by money having been misappropriated by a postal official or fraudulently obtained from the Post Office by an outsider, the Head of the Region/Circle should issue orders for the amount to be refunded to the defrauded person as soon as he has admitted his claim. It is important that there should be no unnecessary delay in satisfying the claims of defrauded persons in such cases, and the supervising officer concerned should, therefore, apply for the orders of the Head of the Region/Circle on this point as soon as the facts are clear.

(2) In cases where money received for the issue of a money order has been misappropriated by a postal official – wherever misappropriation may have taken place – and the claim of the defrauded remitter has been admitted by the Head of the Region/Circle, the remitter should be asked whether he wishes the amount to be repaid to himself or remitted according to his original intention to the payee. In the former case, the Head of the Region/Circle should order the amount, including commission, to be refunded; in the latter case, the commission will be retained by the Post Office.

(3) Where a report or statement is required to be submitted to the Director-General under Rule 176(1), the Head of the Region/Circle should in cases of the kind referred to in Paragraphs (1) and (2) mention particulars of refunds that may have been ordered by him, while in cases of the kind referred to in Paragraph (3) he should mention particulars of refunds ordered when the amount involved does not exceed the limit up to which he can write off, and make his recommendations as to whether refund should be granted or report whether the claim has been rejected, when the amount involved exceeds his powers of sanction.

(4) Any sums refunded to private persons before the recovery or adjustment of the amount of the loss should be paid from the cash collections of the office which makes the payment, and the items should be shown in the accounts of the Head Office as advances recoverable until the final order of adjustment is received.

Minor Irregularities

224. Articles mis-sent, overcarried, mis-delivered or delayed –(1) Although cases in which articles, specially unregistered articles, are accidentally mis-sent, overcarried, mis-delivered, as delayed during transmission by post, are not serious in themselves, the frequent commission of such irregularities in any particular office or by any particular official should be viewed seriously. If the official in fault deserves punishment, he should be punished departmentally, unless it be proved that an article entrusted to the Post Office was willfully delayed, mis-sent, overcarried or mis-delivered, in which case the orders of the Head of the Region/Circle should be obtained.

(2) In dealing with the cases of articles that have been delayed, the Superintendent should first ascertain that the detention was not due to misconnection of trains or other unavoidable causes.

225. Cover of article to be obtained—When a complaint is received from the public regarding the mis-sending or mis-delivery or delay in the transmission of an unregistered article, the complainant should be asked for the cover of the article. If the cover is obtained, it will often be possible to ascertain from the impressions of the date-stamps where the delay took place or the mistake in mis-sending, overcarriage or mis-delivery occurred. If the cover cannot be produced, no enquiry can be made, and the complainant should be informed accordingly.

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CHAPTER 4

TRANSMISSION OF MAILS UNDER THE WEIGHMENT SYSTEM

N.B.—In these rules, the expression “Despatching Officer” means the officer by whom the mails are made over to the Railways; and the expression “receiving officer” means the officer by whom the mails are received from the Railways. The receiving and despatching officer may be, in the case of a Post Office, the Postmaster or an Assistant, or a Mail Peon of the office; and in the case of the RMS, a Sorting Assistant, Mail Agent or Mail Guard.

General

226. Definition of weighment system—The weighment system is the system in force on Indian Railways, under which closed bags (mail, packet or transit) without limit of weight, are conveyed in luggage vans in the custody of Railway Guards. Mails so carried are charged for, according to weight, at the rate prescribed from time to time. Payment for a regular daily service is made half-yearly, payment for occasional dispatches is made quarterly on presentation of bills supported by vouchers.

227. Cases in which the weighment system may be adopted—(1) The object of the weighment system is to provide a regular daily exchange of mails between offices served by unimportant Railway lines or where the mails are light, or between offices situated at stations at which the mail trains do not stop, or where it may be considered desirable to have an additional dispatch by a train other than the one conveying the regular mail. The weighment system may also be used for transmission of mail between R.M.S., Mail Offices, or between Post Offices or between Mail Offices, and Post Offices, whenever local circumstances may render this course desirable or necessary.

(2) Every proposition for the exchange of mails as a regular daily service by weighment system should be carefully considered by Head of the Circle with reference to the importance of the mails, the number of articles to be benefited, and the cost of the dispatch under Rule 226. If the proposition concerns a Mail Office or a Post Office in another Circle, the consent of the Head of the other Circle should first be obtained.

NOTE—When there is a double service (a) in charge of Mail Agent or of a Mail Guard and (b) under the weighment system, cash and insured articles of the letter and parcel mail should be dispatched exclusively through the former service. Accounts bags and branch office bags should also be similarly dispatched; but when it is known that these bags do not contain cash, postage stamps or postal orders, they may be sent under the weighment system enclosed in mail or transit bags, if this course is found advantageous.

228. Deleted.

229. Definition of occasional dispatches—The system known as occasional dispatches is the system in force on Indian Railways under which the Post Office is empowered to forward mails by any train, even though such trains may not ordinarily

be employed for the conveyance of mails. The provision of Rule 226 apply to these dispatches.

230. Cases in which the system of occasional dispatches may be adopted—

(1) The object of this system is to obviate the delay to which mail may sometimes be subjected, owing to misconnection of trains or to the unusual bulk of the bags on a particular occasion or other unforeseen causes. The Head of the Circle will communicate to the Superintendent, RMS the names of the Post Offices authorized by him to dispatch mails under this system. Only large offices situated at junction stations where there are no Mail Offices should ordinarily be so authorized. Officers of the RMS may make use of this system whenever necessary.

(2) Closed parcel mails (not including insured bags which under existing rules may not be sent by the weightment system) should be booked and forwarded through the Railway in the brake-van in all cases in which it may be found economical to do this.

Despatch under Weightment System as a Regular Service

231. Preparation of bags for dispatch—When mails are to be forwarded under the weightment system, the dispatching office should separate the bags into-

- (a) those to be forwarded in transit bags, and
- (b) those to be dispatched loose

All bags addressed to the same office or to be delivered at the same Railway Station will come under head (a), and all others under head (b). The former should be enclosed in a light transit bag of suitable size in which a mail list, prepared in the usual manner, should also be placed. The weightment system bags should also accompany with relevant MLs tied to the bag so as to make it easier for the receiving TMO/PO to understand and verify as to how many bags were received and whether along with ML. Each transit bag dispatched loose should be labeled with a weightment system label.

232. Entries to be made in mail list.—The dispatching office should prepare a mail list addressed to the stationmaster also detailing on the list all the bags (due and unusual) to be forwarded.

233. Transfer of bags to stationmaster—The mail list, with the bags to be forwarded, should be handed over to the stationmaster by the dispatching officer, and the latter should see the bags counted in his own presence. After all the bags have been examined and checked, he should obtain the stationmaster's signature on the duplicate of mail list.

234. Half-yearly weightment of bags—The mail handed over to the stationmaster on the 21st January, and the 21st July, of each year must be delivered by a responsible officer of the dispatching office after weightment in the presence of the stationmaster. The statement in Form No. M-105 should be prepared in quadruplicate by means of a carbon paper on the statement by the same process. If any part of the mail is to be sent by special messenger under Rule 235, it should also be weighed, and

included in the total weight on which the half-yearly charge is calculated. After all the bags have been weighed, the officer deputed by the Post Office and the stationmaster should sign all the copies of the statement by the carbon process, in attestation of the entries. The original and duplicate copies of the statement should then be handed over to the stationmaster and the triplicate at once forwarded to the Superintendent, RMS, a copy of it being placed on record. The stationmaster will keep one of his copies as the Railway record, and send the other to the Railway Accounts Officer to be attached as a voucher to the bill submitted to the Head of the Circle concerned. If the vouchers are in order, the latter officer should accept the charges supported by them as final.

NOTE—By “Responsible Officer” in this rule is meant, in the case of a Post Office, the Postmaster or an Assistant, and in case of RMS a Sorting Assistant, Mail Agent or Mail Guard. Where a Post Office is so far away from the Railway Station that the Postmaster or Assistant cannot be present at the Railway Station on the weighment days, the Superintendent of the Postal Division will depute an Inspector or some other competent officer to be present during the weighment of the bags.

235. Despatch of mails containing valuables to and from offices served solely by weighment system—(1) Whenever any mail or mails for a dispatch made by Railway from or to an office or section served only by the weighment system are known to include insured articles or cash or both of a higher aggregate value than Rs. 2000, the mail or mails should be sent in the custody of a special messenger (who may be a postman, overseer, or other official) to the station to which they would, in the ordinary course have been conveyed under the weighment system. On such occasions, the usual mail list, duly stamped and signed, should be made over by the dispatching officer to the stationmaster, the words “no mail” being entered on the list when there are no bags for dispatch except those sent by the special messenger, detailing all the bags (due and unusual) to be given to him, and this mail list, with the bags to be sent in his custody, should be made over to the messenger, who should grant a receipt for them on the duplicate of the list. On reaching the station where the mail list brought by him, to the receiving officer, and should require the latter to count the bags and receipt the mail list in his (the messenger’s) presence. The messenger should return to his headquarters by the next train.

(2) Heads of the Circles will determine as regards each office under their control affected by this rule, the official to be employed as messenger in the contingency mentioned above.

Receipt under Weighment System as a Regular Service

236. Receipt of mails from stationmaster—The receiving officer to whom mails are to be made over by the Railway, should be present on Railway platform on arrival of the train which he is required to meet. On arrival of the train, he should take over from the stationmaster the mails dispatched under the weighment system which have been brought by the train, and he should, after counting and examining the seals, cords, labels and condition of the bags in the stationmaster’s presence, grant a receipt for the bags on the railway way-bill. In the event of a bag having a damaged seal, or being in a torn or otherwise suspicious condition, it should be opened immediately by the receiving officer in the presence of the stationmaster. The contents should be

examined and noted in a list, a remark being made as to whether anything is missing, and the list should then be signed by both the receiving officer and the stationmaster.

Despatch under System of Occasional Despatches

237. Preparation of bags for dispatch—When mails are to be forwarded as occasional despatches, the dispatching office should separate bags into-

- (a) those to be enclosed in transit bags, and
- (b) those to be forwarded loose

All bags intended for the same office or to be delivered at the same Railway Station will come under Head (a), and all others under Head (b). The former should be enclosed in a light transit bag of suitable size, and a mail list detailing the bags should be placed in the transit bag. The latter should be entered in a mail list which should be fastened to the neck of each bag sent loose. In every case, the following note should be recorded on the reverse of both copies of mail list:—“(number) bags forwarded as occasional despatches owing to (*explanation of the cause which necessitated the bags being sent out of the regular course*)”. Each transit bag and each bag despatches loose should be labeled with a weight system label. These labels will be supplied by the Head of the Circle to all Post Offices and mail offices authorized to use the system of occasional despatches.

238. Entries to be made in requisition—The dispatching office should prepare a requisition on the stationmaster to forward the bag to be sent as occasional despatches, in which should be specified the train by which the mails are to be conveyed, details given on the reverse of the form (original and duplicate) of all the bags to be forwarded. The requisition should be signed by a responsible officer (*see* Note to Rule 234) of the dispatching office and impressed with the name stamp and date stamp.

239. Monthly list of requisitions—A monthly list of requisitions should be maintained by the dispatching office, and the entries in it should be filled up at a time the requisitions are prepared. All requisitions should be numbered in a consecutive series, the numbers being taken from the monthly list.

A fresh series of numbers should be commenced at the beginning of each month.

240. Delivery of bags to stationmaster—The original part of the requisition, with the bags to be forwarded, should be handed over to the stationmaster by a responsible officer (*see* Note to Rule 234) who should see the bags counted and weighed, he should note its weight on the duplicate of the requisition. After all the bags have been weighed, he should check those weights with those recorded by the stationmaster in the original requisition, and if the entries agree, obtain the stationmaster’s signature on the duplicate of the requisition.

241. Intimation to be given by telegraph/fax to receiving office—Whenever mails are forwarded as occasional, the dispatching office should intimate the fact by

telegraph/fax to each receiving office concerned so as to ensure a receiving officer being present on the Railway platform to take delivery of the mails. The telegram should be framed in accordance with the code message given in the Telegraphic Message Code, and should be classed either "P" or "XP", according as circumstances may require, in order to ensure the delivery of telegram at destination before the arrival of the mails.

242. Submission of monthly list and requisition to Superintendent—On the 1st of each month, the monthly list of requisitions (which is supplied in loose sheets) should be forwarded in original to the Superintendent, RMS, accompanied by the duplicates of all requisitions issued up to the last day of the previous month. If no requisitions have been issued, a blank list should be sent on the prescribed date with the words "Nil" written across it.

Receipt under System of Occasional Despatches

243. Receipt of mails from Stationmaster—The receiving officer should be present on the Railway platform on the arrival of the train which he is required to meet. On arrival of the train, he should take over from the stationmaster the mails received as occasional despatches, and after counting and examining the seals, cords, labels and the conditions of the bags in the stationmaster's presence, grant a receipt for the bags on the Railway way-bill.

APPENDIX-I

RULES RELATING TO TREATMENT OF NAVAL MAILS BY POST AND RMS OFFICES

1. Exchange of Naval Mails—Mails in closed dispatches are exchanged between the shore establishment of the Indian Navy and the commanding offices of Naval Divisions, Air Squadrons and Aircraft of the Indian Navy or Ships of War of the Indian Navy stationed abroad or between two Commanding Officers of two Naval Divisions, Air Squadrons and Aircraft of the Indian Navy. Such mail, like other foreign mails, usually pass through the Indian offices of exchange, but the Naval Mails are also sometimes handed over at ports where there is no office of exchange in which case they have to be handed by the post and RMS offices of the port of disembarkation. It is for the guidance of Post and RMS offices that instructions on the subject are included in this Appendix.

2. The contents of Naval Mails—Correspondence of every kind enclosed in these mails is confined to that addressed to or sent by the officers and crew of those units to and from which the mails are forwarded.

3. Rates and methods of repayment—The postage to be prepaid on these articles of correspondence is the inland rate for the appropriate category fixed from time to time and prepayment is by means of Indian postage stamps.

4. Routing, mode of transmission and charges for conveyance—Despatches addressed to or originating from the various units of the Indian Navy mentioned above must, in the absence of any special indication of the route in the address, (i.e the label) be conveyed by the most expeditious route, surface route in the case of surface mails and air route in the case of air mails in their journey through the inland sector. Though no charges are due to be recovered from the Naval authorities in respect of these mails conveyed by the surface means, expenditure incurred by the Department in giving aid conveyance, if any, are payable by the Naval Authorities. The Post and RMS offices handling these mails should carefully scrutinize these mails for necessary instructions as regards the mode of conveyance and for a correct entry of their weight at the time of dispatch and receipt.

5. Facilities for foreign Naval Divisions—Closed Naval Mails received from or addressed to foreign Naval Divisions or ships of war or war-planes or Air-Squadrons or naval authorities or Consuls are to be dealt with in the same manner as mails from the Indian Naval Divisions Ships of War, etc. Such mails addressed to ships of war, Naval Divisions, etc., are to be regarded as being in transit up to the time of their delivery to the Commanding Officer of the Naval Division, Ship etc., even if they were originally addressed to the care of a Post Office or to Consul charged to act as forwarding agent. They are not to be regarded as having reached their address until they have been delivered to the Ship of Naval Division concerned. If the Ship, Naval Division or a Squadron is not at the place of destination, the mails should be kept at the Post Office concerned until they are collected by the addressee or redirected to another point. Redirection may be requested either by the Postal Administration of origin, by the Commanding Officer of the Naval Division or Ship of address or the Air Squadron of address or finally by a Consul of the same nationality. Even those

mails which have been delivered at the Consulate indicated may be received back at the request of the Consul and redirected to the place of origin or another address.

6. Receipt for Naval Mails—A receipt should be granted to the Commander of a vessel or Naval Division or any other office bringing the mails, from or addressed to foreign Naval Divisions or Ships of War or War-planes for all Naval Mails received. Similarly, a receipt should be obtained from the Commander of a vessel or Naval Division, etc., for all mails delivered to him.

APPENDIX – II

ISSUE OF DUE MAIL AND SORTING LISTS AND CONVENTIONS

(1) The Due Mail and Sorting List consists of the following parts:-

- (1) List of Conventions
- (2) Due Mail List
- (3) Sorting List.
- (4) List of Express Bundle to be received and dispatched
- (5) List of Labelled bundle regularly prepared.
- (6) List of M.O. covers to be regularly closed.
- (7) List of Regd. Packet bags opened or closed
- (8) List of Press Packets to be delivered from the Van.
- (9) List of Railway stations where letters are accepted loose from mail pen/delivered loose from the mail Van.
- (10) List of forward parcel bags.
- (11) Standing orders regarding disposal of misconnection mails or when the train in which the section works runs late.
- (12) Index to corrections.

Each of these should ordinarily be printed once in three years, the list of "OUT" and "IN" trips in case of sections being kept separate. The Due Mails list portion, however, should be supplied to all sections and offices, regularly once a year. The same may be cyclostyled wherever convenient feasible.

(2) These lists are prepared and supplied as follows:-

- (a) Due Mail and Sorting Lists of Post Offices in communication with the Mails Offices and sections in one RMS Division only and those of all Mail Offices and Sections in a RMS Division in communication with the Mail Offices and Sections of the particular RMS Division itself, will be compiled and supplied by the Supdt. of RMS of that Division. The Due Mail and Sorting Lists of Post Offices, Mail offices and Sections in

communication with offices and Sections of more than one RMS Division are compiled and supplied by the Circle Office. (In case of a Minor Circle, all Due Mail and Sorting Lists may be supplied by Circle Office only).

(b) In case of Post Offices in communications with more than one RMS Division, the following practice should be followed:-

(i) The Due Mail and Sorting List of Post Offices should be supplied by the Head of the Circle in whose jurisdiction the Sections or Mail Offices with which the Post Office has direct communication is situated irrespective of the fact that bags for and from the office, are sent through an Office or Section under the administrative control of another Circle.

(ii) When a Post Office is in direct mail communication with Mail Offices or Section of two more Circles of which at least one belongs to the Circle in which the Post Office is situated, the Circle in which the Post Office is situated should supply Due Mail Sorting lists to the Post Office.

(iii) When a Post Office is in direct mail communication with offices or sections of two or more Circles none of which belongs to the Circle in which the PO is situated, the Due Mail and Sorting Lists should be supplied of which the Post Office in question lies.

(c) The Due Mail and Sorting Lists of offices and Sections to be compiled in the Circle office vide instructions above should be prepared and supplied direct to each office and those for sections and mail offices should be printed and supplied to the Superintendents, RMS for their own use and for distribution to Inspectors, Record Officers and officials in charge of sets. One copy of the Sorting Lists for a Post Office should also be supplied to Superintendent of Post offices and to the Superintendent, RMS concerned and one copy of the list for sections or mail offices to each of the other Heads of Circles having under him post offices in communication with that section or office.

NOTE- The personal copies of Due Mail and Sorting Lists for Sorting Assistants as well as the copies for the set will be made over to the Head Sorting Assistants of the set under receipt.

(d) For First Class Head Offices not in direct communication with the RMS, the Due Mail and sorting List should be prepared and supplied by the Circle Office.

(e) The Superintendent of Post Offices (including Senior Superintendents) should prepare and supply the Due Mail and sorting Lists to all Head, Sub and Branch offices except those in

direct communication with RMS and to all Transit under his control.

- (f) The Superintendents, RMS should supply Due Mail and Sorting Lists to Transit Sections and Transit Mail Offices.
- (g) Village Sorting Lists should be prepared and supplied to Head, Sub and Branch Offices by the Sub-divisional Inspectors.

NOTES (i) – Due Mail and Sorting List should invariably be prepared on the standard form (M-9). The instructions contained in the convention printed on the first page of the form (M-9) (Specimen enclosed in Annexure-‘A’) are intended to serve the dual purposes of guiding the office who prepare the list and of assisting the P.O. officials to whom it is issued to understand it.

(ii) The standard conventions to be used while issuing typed copies of Sorting List are contained in the Annexure-‘B’.

(3) In preparing Sorting List, the following general principles should be followed:-

(i) Offices in the Sorting List portion should be arranged in the alphabetical order and not according to the order of despatches made. Except for the offices in the Region through which the section passes, it may not be necessary to give details of all the offices and the Sorting List arranged Circlewise beginning with Andhra and ending with West Bengal in alphabetical order can be much more simple. The sorting List may, therefore, be compiled in two parts, Part ‘A’ dealing with offices except those in the region through which the Section passes. Part ‘B’ may contain full particulars of all HOs, Sub-offices and even Branch offices, the disposal of which needs to be indicated distinctly in details. In case there is more than disposal depending on the hours of dispatch in the case of sorting mail office or the stage of dispatch in the case of a section, the subsequent disposals may be shown one after the other against the name of the office or circle. As and when the Insured articles are not consigned in the Regd. Bag, the alternative disposal may be indicated in the bracket. Ordinarily, the following table can be used for compilation of the Sorting List:-

Name of the office or Circle	Disposal of Unregistered articles		Disposal of Regd. V.P. and M.Os.
	I class	II Class	

--	--	--	--

An additional column for parcels can be inserted in the case of Sections and mail offices doing parcel work.

The usual conventions used in the compilation of the Sorting lists will be followed. The name of the offices, articles for which require to be consigned in the Express Bundle for the Section or Sorting Mail offices will appear in the list of Express Bundles dispatch vide Rule 1 (4) above. The disposal of articles for Foreign Countries will be shown at the end in Part-'A' of the Sorting List. Specimen pages from such a Sorting List are appended in Annexure-'D'.

(ii) Exceptions should be minimized and should ordinarily be admitted only in regard to the bags closed for the offices in the same or neighbouring Circles and not for bags for offices in distant circles.

(iii) To obviate delays in compilation, master copies of all Sorting Lists should be maintained corrected up to date in all Circle/Divisional offices and this should form the issue of new editions of Sorting List.

(iv) In preparing Sorting Lists for offices (which forward mails through the RMS) and for sections, the following general principles should be followed:-

- (a) Post Offices and Mail Offices will be placed in direct mail communications only with the nearest section (or sections if more than one works past or from them) that is to say, they will not be allowed to exchange direct mail bags with any office or section in advance. In cases where they may have to dispatch mail to Sorting or other offices off the line of railway or steamer, they should be placed in direct mail communications with those offices.
- (b) Sections should be placed in direct mail communication with Post Offices and mail offices in their beat and with sections immediately in advance and connecting sections only. If there is sufficient time to allow of bags being made up by a mail office the mails for a connecting section should be sent to that office.

EXCEPTIONS- When the average number of unregistered articles despatched daily to a Post Office, Mail Office or sorting section in advance exceeds 200 (a labeled bundle counting as one article), a direct mail bag may be closed for it provided that this will –

(i) reduce the work of the intervening section and thus secure material advantages, such as, relief to an over-burdened section or curtailment of reserved accommodation, and

(ii) not complicate the Sorting Lists and Bag Account.

(v) With the concurrence of the Heads of Circles concerned, territorial bundles and territorial registered bundles may be made up by offices and sections for provinces, clearly defined tracts of country and for foreign countries, and the Sorting List should show in what cases such bundles should be prepared.

(vi) As a general rule, the use of parcel bags will be ordered only in cases where an office or section ordinarily despatches many parcels where a separate establishment of parcel runners is entertained; and the use of parcel bags must never be prescribed with a dispatch when a mail list does not accompany it. When the average number of parcel mail articles for dispatch daily from one office or section to another exceeds 5 registered or 10 unregistered parcels, a direct parcel bag should ordinarily be ordered.

EXCEPTIONS.- The Mumbai GPO and the following RMS offices will close direct parcel bags only for those offices and sections for which there are more than 10 registered or 20 unregistered parcels:-

- (i) Kolkata RMS
- (ii) Howrah RMS, and
- (iii) RMS offices in Chennai Town.

(vii) Every office or section, which makes up a mail bag for another office or section, will ordinarily receive from the latter a mail bag in return. Also whenever practicable, the number of due mails exchanged between two offices or sections will be the same and when this cannot be arranged the due mail list or, in the RMS, due bag list will show the manner in which the surplus empty bags should be returned.

(viii) Bags for a section in direct mail communication with a Post Office, which passes that office late in the night, can often with advantage be forwarded through the intermediary of another section passing at a more suitable hour, provided that the latter is also in direct mail communication with the same office. In such cases, the Post Office may be required to put up the contents of the bags for latter section in labeled and registered bundles for dispatch through the section which passes the office first.

(ix) Sorting Lists and orders intended for branch offices, the Postmasters of which do not know English, will be translated into the proper vernacular. When a Mail List is prescribed for use by a branch office, the branch Postmaster will also be supplied with a specimen form of mail list

having the printed entries of the standard English form translated in vernacular.

NOTE1.- Sorting List question are matters for fair discussions between Heads of Circles concerned. Reference may be made to the Director-General where for any special reason agreement cannot be arrived at.

NOTE 2.- When any alteration is to be made in a Due Mail and Sorting List, effect will, except in urgent cases, be given to the Change from the first of the next quarter. If the change involves extensive alterations in the Due Mail and Sorting List, a revised list will be supplied to the office or section concerned before the change comes into effect. If the change does not involve extensive alterations, a sorting order will be issued.

(4) The Head Postmaster or Record Officer, as the case may be, should bring to the notice of the officer by whom the list was supplied, any alterations (whether affecting his own office or an office or section under it or any other office or section) in sorting or transit arrangement that may appear to be necessary or desirable, owing to alterations in Railway timetables or similar causes. When the transmission of articles can be expedited by adopting a new route or by forwarding them through an office or section other than the one through which they were being forwarded or by exchanging mails with offices or sections not already shown in the due-mail-list, the change should be proposed for consideration. If the change is approved, a sorting order prescribing the alterations to be made in the Due Mail and Sorting List will be issued, or, if the alterations are extensive, the offices or sections concerned will be furnished with revised lists. In Head Offices, when a proposal requiring the orders of the Head of the Circle concern any Post Office or mail line under the control of the Superintendent, it must be submitted through the latter officer, and it affects the village Sorting List of Branch office, it should be brought to the notice of the Inspector by whom the list was supplied. In Sub-Offices, all suggestions should be made to the Superintendent, all those affecting the Village Sorting List of a branch office being also brought to the notice of the Inspector concerned.

(5) Extract Sorting List.- On the introduction of a new bag, the extract Sorting List will be compiled in the Pro forma prescribed for the Sorting List and issued to offices concerned immediately by the RMS or the Head of the Circle who has issued by the original Due Mail and Sorting List of the P.O., mail office or section concerned.

(6) When the sorting order prescribing alterations in a Due Mail and Sorting List is received from the Head of the Circle or Superintendent, each postal or RMS official to whom or for whose office the list was supplied should make the required corrections in it neatly and, wherever possible, in ink. The lists belonging to a set should be corrected by the Record Officer concerned who should explain the changes to the Sorting Assistants of the set and require them to initial the order in evidence of their having thoroughly understood it and should also, if necessary, see that the work-papers are prepared in accordance with the changes prescribed. Sorting Orders should

be filed in separate bundles. In Record Offices, the weekly sorting orders and A orders for each year should be filed separately in guard book in the consecutive order of their number.

(7) Except in urgent cases, effect will be given to alterations in Due Mail and sorting Lists from the beginning of a quarter.

(8) Ordinarily, the Sorting List should be printed in the Government Press but where this is likely to involve delay, local printing can be arranged by the Head of the Circle after calling for tenders, for printing of Due Mail and Sorting List giving the rates for:-

- (a) Comprising per page;
- (b) Printing of first 50 or 100 copies and separately for additional number of copies;
- (c) Cutting, stapling and binding, similarly for first slab of copies and Separately for additional copies;
- (d) Charges for cardboard binding, where it is found necessary.

(9) Weekly Sorting Orders.- All changes in the sorting arrangements of the Circle should be incorporated in a Sorting Order which should be issued weekly and numbered in a consecutive annual series commencing from 1st April each year. Copies of these Sorting Orders should be supplied direct to All Heads of Circles, Superintendents RMS concerned of other Circles, Superintendents of POs in whose jurisdiction there are offices in direct mail communication with the Sorting offices and sections in the Circle and to ALL Post Offices which are effected by the changes ordered therein. Copies should also be supplied direct to all Superintendents, Inspectors, Record Officers and Sub-Record Officers in the Circle.

NOTE 1.- Occasionally, owing to urgency it may be necessary to issue a Sorting Order without waiting for it to be included in the next Weekly Sorting Order. In such cases, a Sorting Memo should be issued. Its serial number will be mentioned in the weekly Sorting Order and against this number a brief reference should be made to the W.S.O. without repeating it in full details. All Sorting Memos should be numbered consecutively in a separate series.

NOTE 2.- "The names of branch offices opened with the names of their account offices should be notified through W.S.O. to facilitate correct sorting of articles for new offices."

(10) Air Mail Orders.- Air Mail Orders are issued by the Head of the Circle whenever there are changes in the Air Mail arrangements. These orders are numbered in a consecutive annual series commencing from 1st April each year.

(11) Orders regarding changes in the mail and sorting arrangements will be issued in the W.S.Os. A orders, Air Mail Orders and Sorting Memos, in one or more of the following pro formas:

- (i) Statt. A. Introduction of Bags Mail, etc.
From for Class Transit.
- (ii) Statt. B. Discontinuance of Bags Mail Lists, etc.
From for Class Contents to.
- (iii) Statt.C. Revised manner of transmission of bags
From For Class Manner of Transmission
Present Future
- iv) Staff.D. Diversion Orders
The offices and sections named in Column I
should
dispose of articles for places mentioned in Column
II as shown in Column III instead of as at present
I. II. III.

Annexure – A to Appendix – II

Standard conventions used in sorting list

DELHI CIRCLE		denotes Delhi Circle.
PATNA H.O.	..	denotes Patna Head Office only.
PATNA	..	denotes Patna Head Office with its Sub and Branch Offices.
(PATNA)	...	denotes Sub and Branch Offices of Patna Head Office, excluding Head Office itself.
(PATNA-D)	...	Followed by Sub and Branch Offices under Patna Head Office denotes only those Sub And Branch Offices of Patna.
(PATNA-D) Sub Fatwa the(2) Branch	...	Followed by “(Exception)” and underlined and Branch Offices under Patna, denotes Patna Head Office with all its Sub and
exceptions against		Offices, except those shown in big bracket. The No. of the bag to which these are to be consigned should be written these exceptions in a small bracket.
TEPPAKULUM S.O.		denotes Teppakulum Sub Office only.
Teppakulum	denotes Teppakulum Sub Office with all its Branch Offices.
(Teppakulum) Teppakulum	denotes the Branch offices of the Sub Office without the Sub Office.
(Teppakulum) denote	Followed by names of Branch Offices only those Branch Offices of Teppakulum Sub Office.
(Teppakulum) (Exception) Allur B.O.(2) of	Followed by “(Exception)” and underlined Branch Offices of Teppakulum S.O. denotes Teppakulum S.O. with all its Branch Offices except those shown in big bracket. The No. of

.....(2)

the bag to which these exceptions are to be consigned should be written against these exceptions in a small bracket.

Sanganner B..O.

denotes Sanganer B.O. only.

Annexure B to Appendix-II

Standard convention of sorting list (type copy)

<i>Convention for the</i>	<i>Description of the convention</i>	<i>An instance of convention</i>
Circle	All capital letters with Circle in Capital letters	DELHI CIRCLE
Head Office (including all its SOs and BOs.)	Name of the Head Office in Capital letters.	PATNA
Head Office only	Name of the Head Office in Capital letters with H.O. added to it.	PATNA H.O.
All Offices, except Head Office	Name of the Head Office in Capital letters, and within brackets.	(PATNA)
A few Sub Offices under a Head Office	Name of the Head Office in Capital letters with 'D' added to it; and the entire phrase in bracket. Below this item, the names of Sub Offices concerned are to be mentioned.	(PATNA-D) Bhita Bikram.
Head Office including almost all offices under it, except a few offices.	Name of the Head Office in capital letters with 'D' added to it; and the entire phrase in bracket. Below this item, 'Exception' should be typed in brackets. Below it should be typed the names of offices the articles for which are not to be consigned in that bag. These names should be underlined and followed by the Nos. assigned to the	(PATNA-D) (EXCEPTION) Fatwa}} (2)

<i>Convention for the</i>	<i>Description of the convention</i>	<i>An instance of convention</i>
	bags in which articles for the accepted places are be included; these Nos. should be in brackets.	
Sub offices with all its B.Os.	Name of the S.O. in small letter with first letter in capital.	Teppakulum
Sub Offices without its B.Os.	Name of the S.O. in small S.O. letter with first letter in capital, with 'S.O.' added to it.	Teppakulum
All B.Os. except S.O.	Name of the S.O. in small letter with first letter in capital and within bracket.	(Teppakulum)
Sub Office with some of its B.Os.	Name of the S.O. in small type with first letter in capital. Below it should be written names of B.Os. concerned.	(Teppakulum) Allur B.O.
Sub-Office with almost all B.Os except a few ones.	Names of the S.O. in type with first letter in capital. Below it should be written "Exception" in brackets. Below it should then be written names of B.Os concerned. These names should be underlined and followed by the Nos. assigned to the bags in which articles for the accepted places are to be included; these Nos. should be in brackets.	(Teppakulum) (EXCEPTION) Allur B.O. (2)
Branch Office	Name of the B.O. in small type with first letter in	Sanganer B.O.

*Convention for
the*

Description of the convention

*An instance of
convention*

capital, the word B.O. to be
added after it.

Annexure – C to Appendix– II

**The list of Conventions used in Compilation of
Due Mail List.**

A stands for	...	Account bag
B stands for	...	Branch Office bag
D stands for	...	Mail bag not containing parcel list.
L stands for	...	Letter Bag containing unregistered articles only (L bag for a Branch Office will contain only fully prepaid unregistered articles).
LB stands for	...	Labelled Bundle.
L (E.D.) stands for	...	Express Delivery L bag.
L (L.F.) stands for	...	L bag containing Late fee paid articles
M. stands for	...	Mail bag.
M.L. stands for	...	Mail List
P. stands for	...	Parcel/bag.
P.C. stands for	...	Paper cover.
Pkt. stands for	...	Packet bag.
R stands for	...	Registered bag.
RT. stands for		Return Train Bag.
RTB stands for	...	Registered Transit Bag.
S. stands for	...	Sorting Mail bag.
TB stands for	Transit bag.
Tr. Ml. stands for	Triplicate Mail List.
T.T.B. stands for	...	Territorial Bundle.
D.B. stands for	...	Delivery Bill.
W/S stands for	...	Weighment System
SD	Bag closed by an Army Post Office containing official mail of the Armed

Forces addressed to another APO.

Annexure- D to Appendix-II

Sorting list of F-13 in (Bhusawal-Nagpur) By 1 Down

Mumbai-Howrah Mail Central Rly.

PART-A

Name of the office or Circle (1)	Disposal of unregistered articles		Disposal of Regd. V.Ps. & MOs. (4)
	Ist Class (2)	IIInd Class (3)	
Assam Circle	Nagpur Air	F-19 Out	Same as unregistered
Andhra Circle except: Anantapur Chittoor }	Y-18 IN	Y-18 In	-do-
Cuddapah Nellore }	Nagpur Air	Y-18 In	-do-
Srikakulam }			
Vishakapatnam }	F-19 Out	F-19 In	-do-
Bihar Circle except: Chaibasa }	Nagpur Air	F-19 Out	-do-
Jamshedpur }			
Purulia }	F-19 Out	F-19 Out	-do-
Ranchi }			
Mumbai Circle Except: Ahmedabad }	R.T.W. Nagpur RMS/1	R.T & Nagpur RMS/1	-do-
Belgaum }			
Bhavnagar }			
Bhuj }	Nagpur Air	R.T. & Nagpur RMS/1	-do-
Mumbai }			
Junagarh }			
Kaira }			
Mehsana }			
Rajkot }			
Surendranagar }			
Central Circle: Balaghat	F-19 Out	F-19 Out	-do
Betul	Nagpur RMS/1	Nagpur RMS/1	-do-
Bilaspur	F-19 Out	F-19 Out	-do-

PART – 'B'

Name of the office or Circle (1)	Disposal of unregistered articles		Disposal of Regd. V.Ps. & MOs. (4)
	(2)	(3)	
Chindwara	Nagpur RMS/1	Nagpur	Same as registered
Drug	F-19 Out	F-19 Out	-do-
Gondia	F-19 Out (Exp.)	F-19 Out	-do-
Hoshangabad	R.T. and Nagpur RMS/1	R.T. and Nagpur RMS/1	-do-
Jablapur	Nagpur RMS/1	Nagpur RMS/1	-do-
Nowgong	R.T. and Nagpur RMS/1	R.T. and Nagpur RMS/1	-do-
Raipur	F-19 Out	F-19 Out	-do-
Rewa	R.T. and Nagpur RMS/1	R.T. and Nagpur RMS/1	-do-
Saugar Cantt:	R.T. and Nagpur RMS/1	R.T. and Nagpur RMS/1	-do-

(For other offices in Central Circle see List 'B')

PART – 'B' –contd.

1.	2.	3.	4.
Delhi Circle	Nagpur	R.T. & Nagpur RMS/1	Same as registered
Erstwhile Hyderabad	Y-18		-do-
Except: Aurangabad } Parbhani } Nanded }	R.T. & Nagpur RMS/1	R.T. & Nagpur RMS/1	-do-
Chennai Circle	Nagpur Air	Y-18 IN	-do-
Orissa Circle	Nagpur Air	F-19 Out	-do-
Punjab Circle	Nagpur Air	R.T. & Nagpur RMS/1	-do-
Rajasthan Circle	Nagpur Air	R.T. & Nagpur RMS/1	-do-
Except: Ajmer	R.T. & Nagpur Air	R.T. & Nagpur RMS/1	-do-
Bhopal) Guna) Indore) Kotah) Lashkar) Mandsaur) Nasirabad Raj) Neemuch) Ratlam) Udaipur)	R.T. & Nagpur RMS/1	R.T. & Nagpur RMS/1	-do-
U.P. Circle Except:	Nagpur Air	R.T. & Nagpur RMS/1	-do-
Jhansi) Banda)	R.T. & Nagpur RMS/1	R.T. & Nagpur RMS/1	-do-
West Bengal Circle	Nagpur Air	F-19 Out	-do-
Except: Midnapore	F-19 Out	F-19 Out	-do-

PART - 'B' contd.

1.	2.	3.	4.
Except: Exp. Dely. articles	In Edl. Bags for Khamgaon	Same as 1st Class	Same as unregistered.
Malegaon Akola	Malegaon R.T. & Nagpur RMS/1	-do-	-do-
Mana	Akola H.O. R>T. & Nagpur RMS/1	-do-	-do-
(So on and so forth in respect of Amraoti, Buldana, Chanda, Nagpur, Wardha, Yeotmal H.O.s)			

ANNEXURE-"A"

PERIOD OF PRESERVATION OF RECORDS

Details of records	Period
(1) MAIL, SORTING AND DELIVERY	
(a) All records of mail department (except Due Mail and Sorting List)	1 Year.
(i) Due Mail and Sorting List	1 Year after they have ceased to be extant.
(b) Book of Postmarks (MS-18)	1 ½ years.
(c) Enumeration returns (MS-6)	2 years
(d) All monthly statistical registers	3 years
(e) Nominal roll-cum-Attendance Registers	Permanent
(f) Postman book (MS-27)	1 ½ years
(g) Cash receipt (ACG-67)	5 years from the date of issue of last receipt.
(h) Indents	1 year after that to which they relate
(i) Loss of, or damage to postal articles	3 years after the month in which
the	case is finally closed except in cases where the departmental official concerned has been dismissed, when the case should be destroyed 5 years after the month in which it is finally closed.
(j) Register of destruction of records	Permanent

Details of records		Period
(2) REGISTRATION AND PARCEL		
(a)	All records of registration and parcel department (other than relating to Foreign articles)	1 year
(b)	All records of registration and parcel department relating to foreign articles.	1 ½ years.
(c)	VP registers/delivery slips/receipts	1 ½ years.
(3) MONEY ORDERS AND INDIAN POSTAL ORDERS		
(a)	All records of money order	1 ½ years.
(b)	All records of Indian Postal Orders	42 months.
(c)	Book of MO receipts (MO-1)	2 years.