

POST OFFICE GUIDE

PART I

(RULES AND REGULATIONS RELATING TO THE INLAND POST)

Corrected up to 1 July, 1985

Issued by Director-General of Posts

PREFACE

This Post Office Guide Part I contains information on all items of business transacted in a Post Office. The positions relating to the Savings Bank, CTD, RD, TD and Cash Certificates have been removed from this Part and will be incorporated in a separate volume to be entitled as the P.O. Guide Part IV. Two new Sections, one on PHILATELY and the other on POSTAL LIFE INSURANCE have been added to this volume.

2. The Post Office Guide will now be divided into the following four parts.

Part I Rules and regulations relating to inland post

Part II Rules and regulations relating to foreign post.

Part III List of Post Offices (in two volumes).

Part IV Post Office Savings Bank and Post Office Savings Scheme.

3. The Postal rates are given in a separate pamphlet, attached to Part I. As these are revised from time to time, public are requested to ascertain the latest rates from the nearest Post Office.

4. All the clauses of this Guide are based on the Indian Post Office Act and Rules framed by the Government under the said Act. Nothing in this Guide, therefore, supersedes any of the provisions in the Indian Post Office Act or Rules.

5. Amendments as may be necessary will be issued from time to time by the Director General, Posts. Suggestions for additions and alterations should be addressed to the Postal Technical Section of this Directorate.

Secretary

NEW DELHI:

Department of Posts
&
Chairman, Postal Board
&
Director General, Posts.

CONTENTS

INLAND POST

SECTION I – GENERAL

CLAUSE	Organisation
1. Control	
2. Types of Offices	
3. Night Post Offices	
4. Mobile Post Offices	
<i>Business Hours</i>	
5. Normal week days	
6. Deleted	
7. Business on Sundays	
8. Post Office Holidays	
<i>Payment of postage</i>	
9. Desirability of prepayment of postage	
10. Postage stamps and stationery	
11. Franking Machines	
12. Prepayment of postage in Cash	
13. Spoilt or defaced stamps	
14. Fictitious stamp	
<i>General Rules as to posting</i>	
15. Packing	
16. Sealing	
17. Posting of coins etc.	
18. Train and steamer letter boxes	
19. Posting in special letter boxes.	
20. Presentation of official & other letters in bulk	
21. Articles requiring special treatment	
22. Desirability of posting early	
23. Manner of affixing postage stamps	
24. Non-Postal stamps, charity stamps, lezels, seals etc.	
25. Use of the minimum number of postage stamps	

CLAUSE

Method of Address

- 26. Particulars to be furnished
- 27. Mails for Defense Services Personnel
- 28. Mails for Navy personnel serving in INS ships
- 29. Articles bearing indefinite address
- 30. Addition of sender's address
- 31. Intimation of address to correspondents abroad

Certificate of Posting

- 32. Object in issuing certificates
- 33. Manner of obtaining

Recall of Articles Posted

- 34. Conditions

Delivery

- 35. Definition
- 36. Delivery of registered articles.
- 37. Refusal of registered articles presented for delivery
- 38. Special procedure for delivering registered articles to firms – etc
- 39. Delivery of registered articles addressed to Pardhanashin women
- 40. Delivery of damaged registered articles of the letter and parcel mail
- 41. Delivery of Parcels weighing above 10 Kg.
- 42. Delivery of parcels and period of their detention at the office of delivery
- 43. Delivery of insured articles
- 44. Delivery of V.P. articles
- 45. Delivery of articles on which customs duty and fee is due
- 46. Arrangements for delivery of overvalue articles at no-delivery town post offices
- 47. Payment of money orders
- 48. Duties of postmen and other delivery agents
- 49. Delivery of articles at Post Offices without a delivery agent
- 50. Refusal of articles

CLAUSE

- 51. Obligation to pay charges
- 52. Remedy of Post Office for recovery of charges due
- 53. Articles maliciously sent unpaid
- 54. Correspondence for Defense Services Personnel
- 55. Post Boxes
- 56. Post Bags
- 57. Window delivery
- 58. Delivery of articles to messengers sent from places not served daily by Postmen
- 59. Payment of money orders to messengers from places not served daily by postmen
- 60. Delivery of registered articles etc. to messengers or to care party
- 61. Delivery of registered articles etc. and payment of money orders addressed or payable to students of educational institutions
- 62. Accounts with planters
- 63. Identification cards

Poste Restante

- 64. Definition
- 65. Disposal of *Poste Restante* articles
- 66. Responsibility of the Post Office

Redirection

- 67. Redirection
- 68. Interception and place of redirection
- 69. Conditions of free redirection.
- 70. Penalty for breach of conditions
- 71. Redirection fee on parcels
- 72. Instructions regarding change of residence

CLAUSE

73. Period for which instructions valid

Treatment of Undelivered Articles

74. Period of detentions of undeliverable articles in post offices
75. Disposal of articles sent to the Returned Letter Office . . .
76. Obligation of sender to pay postal charges

Enquiries and Complaints

77. Suggestions and complaints book
78. Authority to whom complaints should be addressed . . .
79. Transmission of public complaints
80. Circle Complaints Officers
81. Period within which complaints should be preferred . . .
82. Particulars to be given in complaints

Notes for Public Information

83. Post Office monopoly in the conveyance of letters
84. Legal responsibility of the Post Office
85. Secrecy
86. Licences for sale of Postage Stamps
87. Non-exchange of postage stamps and stationery
88. Acceptance of small coins
89. Articles addressed to deceased persons
90. Liability to detention of certain mails
91. Facilities provided by village postmen in rural areas . . .
92. Issue of Post Office forms
93. Services which cannot be claimed

- 94. Acceptance of cheques
- 95. Latest date for payment of dues

SECTION II – LETTER AND PARCEL POST

Introductory

- 96. Inland Post
- 97. Postal article
- 98. First class and second class mails

Letters

- 99. Payment of postage
- 100. Limits of weight and size
- 101. Unpaid and insufficiently paid letters

Special Packing Instructions

- 102. Cinematograph film
- 103. Biological Specimens
- 104. Articles enclosed in transparent envelopes
- 105. Articles enclosed in open panel envelopes

Letter Cards

- 106. Description
- 107. Letter cards of private manufacture
- 108. Conditions for the transmission of letter cards

Post Cards

- 109. Description
- 110. Postcards of private manufacture

CLAUSE

- 111. Special rules
- 112. Penalty for breach of conditions
- 113. Recorded Delivery

Quick Mail Service

- 114. Description
- 115. Conditions of posting

Business Reply Service

- 116. Description
- 117. Conditions of posting
- 118. Penalty for the infringement of the conditions

Book Packets

- 119. Unpaid and insufficiently paid book packets
- 120. Contents
- 121. Special facility for Greetings cards and invitation cards
- 122. Special provisions
- 123. Prohibitions
- 124. Size
- 125. Weight
- 126. Packing
- 127. Penalty for breach of conditions

Book packets containing printed books

- 128. Conditions

CLAUSE

Book packets containing periodicals

129. Conditions for charging special rates for book packets containing periodicals

Pattern and Sample Packets

130. Unpaid and insufficiently paid pattern and sample packets
131. Contents
132. Size and weight
133. Packing
134. Penalty for breach of conditions
135. Prepayment of postage in cash

Blind literature packets

136. Exemption from postal fees
137. Contents and conditions of posting
138. Penalty for breach of conditions

Registered Newspapers

139. Definition
140. Conditions
141. Procedure for registration
142. Renewal and termination of registration
143. Packets of newspapers
144. Posting of newspapers without prepayment of postage

Parcels

145. Contents
146. Weight and size
147. Packing
148. Human and other viscera

CLAUSE

149.	Plague cultures and anthrax Spore Vaccine
150.	Tuberculosis Sputum
151.	Strong smelling articles
152.	Celluloid
153.	Osmic acid
154.	Perfumes
155.	Manner of prepaying postage
156.	Manner of posting

Air Mail Services

157.	Articles given airlift
158.	Conditions
159.	Redirection of air mail correspondence
160.	Limited airlift
161.	Air parcels

Registration

162.	Object
163.	Articles which can be registered
164.	Payment of postage and fee
165.	Manner of registering
166.	Senders receipt
167.	Booking of registered articles in bulk.
168.	Special acknowledgements
169.	Attested copies of receipts
170.	Compensation
171.	Cases in which registrations is compulsory

Insurance

172.	Articles which can be insured
------	-------------------------------	---	---	---	---	---	---	---

CLAUSE

173.	Insurance
174.	Offices which can insure
175.	Prepayment compulsory
176.	Packing
177.	Size and other conditions
178.	Manner of insuring
179.	Failure to comply with conditions
180.	Receipt given to sender
181.	Special acknowledgement
182.	Responsibility of the Post Office
183.	Compensation
184.	Cases in which insurance is compulsory
185.	Declaration of value of Gold coin or bullion

Value-Payable Articles

186.	Value-payable post
187.	Value-payable articles
188.	Declaration
189.	Post Offices from and to which V.P. articles may be sent
190.	Manner of posting and receipt
191.	Booking of value-payable articles in bulk
192.	Conditions
193.	Payment to sender
194.	Detention in office of delivery and levy of demurrage
195.	Insurance of V.P. articles
196.	Complaints regarding value-payable articles
197.	Responsibility of the Post Office

CLAUSE

SECTION – III – OFFICIAL POSTAL ARTICLES

- 198. Conditions
- 199. Unpaid and insufficiently paid articles
- 200. Officials entitled to use service stamps
- 201. Local fund officials
- 202. Procedure if ordinary stamps are used for service stamps
- 203. Letters etc. from Government officers to private persons and Viceversa
- 204. Postage due articles

*Correspondence for the President, Vice-President, Ministers of the
Central Government and certain high Government Officers
when on move*

- 205. Camp articles and special bags
- 206. Tour programmes of High Officers entitled to special bags
- 207. Articles for persons accompanying high officers on tour
- 208. Deleted

SECTION IV – PROHIBITED ARTICLES

- 209. General prohibitions
- 210. Local prohibitions
- 211. Treatment of injurious articles
- 212. Treatment of prohibited or dutiable articles
- 213. Articles bearing thereon any matter which is prejudice to the
maintenance of law and order
- 214. Articles which have anything written, printed, impressed or attached
to the address side

SECTION V – MONEY ORDERS

- 215. Definitions
- 216. Money order offices

CLAUSE

217.	Limit of value
218.	Money order – how obtained
219.	Payee’s name and address
220.	Non-responsibility of Post Office
221.	Remitter’s receipt
222.	Signature of payee
223.	Payee’s acknowledgement
224.	Illiterate Payees
225.	Redirection
226.	Alteration in address or place of payment
227.	Alteration of payee’s name
228.	Stoppage of payment
229.	Disposal of detained or refused money orders
230.	Void money orders
231.	Special money order forms
232.	Option of Post Office
233.	Transmission of money order

Telegraphic money orders

234.	Authorised offices
235.	Limit of value
236.	Fees
237.	Telegraphic money order – how obtained
238.	Remitter’s receipt
239.	Date and hour of payment not guaranteed
240.	Payment and signature of payee
241.	Procedure if payee cannot be found
242.	Redirection

CLAUSE

Indian Postal Orders

243.	Description
244.	Denomination of orders
245.	Broken amounts
246.	Offices authorized to sell and cash
247.	Entries by purchaser
248.	Payment of Indian Postal Orders
249.	Counterfoils
250.	Applications regarding miscarriage, loss or destruction of orders
251.	Altered, mutilated or incomplete orders
252.	Period during which orders are payable
253.	Repayment to purchaser
254.	Responsibility of the Post Office

SECTION VI

Philately

255.	Definition
256.	Obtaining of stamps
257.	Deposit Account system (Domestic)
258.	Application
259.	Deposit Account system (Foreign)

SECTION VII

Postal Life Insurance

260.	Definition of
261.	Eligibility for admission to
262.	Types of policies issued by
263.	Amount of insurance

CLAUSE

264.	facilities provided in
265.	Postal forms for admission to
266.	Rates of premia
267.	Manner of realizing premia
268.	Conversion of policies
269.	Revival of policies
270.	Loans on policies
271.	Surrender of policies
272.	Settlement of claims
273.	Bonus

Table of Concordance

Table – I

Table – II

Index

POST OFFICE GUIDE

PART I

SECTION I – GENERAL

ORGANISATION

Control – The Postal Department is under the administrative control of the Director General of Posts, New Delhi. The DG also functions as the Chairman of the Postal Board and Secretary of the Deptt. of Posts. For purposes of administration, the entire country has been divided into sixteen Postal Circles under a postmaster general as shown below :

	Circle	Jurisdiction	Head Quarters
1.	Andhra Pradesh	Andhra Pradesh and Yanam	Hyderabad-500001
2.	North Eastern	Assam, Manipur, NEFA, Tripura & Nagaland, Arunachal Pradesh & Mizoram.	Shillong-793001
3.	Bihar	Bihar State	Patna-800001
4.	Delhi	Delhi U.T.	New Delhi-110001
5.	Gujarat	Gujarat State, Daman & Diu	Ahmedabad-380020
6.	J & K	Jammu & Kashmir State	Srinagar-190001
7.	Kerala	Kerala State and Laccadive Islands.	Trivandrum-695001
8.	Madhya Pradesh	Madhya Pradesh State	Bhopal-460012
9.	Maharashtra	Maharashtra State & Goa Union Territory	Bombay-400001
10.	Karnataka	Karnataka State	Bangalore-560001
11.	Orissa	Orissa State	Bhubaneshwar-751001
12.	North Western	Punjab, Himachal Pradesh, Haryana & Chandigarh Union Territory.	Ambala Cantt-133001
13.	Rajasthan	Rajasthan State	Jaipur-302007
14.	Tamil Nadu	Tamil Nadu State and Pondicherry U.T. (except Yanam)	Madras-600002
15.	Uttar Pradesh	Uttar Pradesh State	Lucknow-226001
16.	West Bengal	West Bengal, Andaman and Nicobar Islands and Sikkim	Calcutta-700001.

(ii) In each Circle there are a number of Postal Divisions under the charge of Senior Superintendents or Superintendents of Post Offices who directly control the working of all the Post Offices under their jurisdiction. The R.M.S.(Railway Mail Service) Offices and Sections are similarly controlled by the Senior Superintendents or Superintendents RMS in each Circle. The address of the local Senior Superintendent/Superintendent of the Post Offices or RMS can be ascertained from the Post Office or R.M.S. Office.

Note : The Head of the Army Postal Services is the Director, Army Postal Services, Army Headquarters, Q.M.G.'s Branch, New Delhi-11.

2. Types of Offices – Post Offices are divided into three classes.

- (a) Head Post Offices.
- (b) Sub-Post Offices including E.D. Sub-Offices, and
- (c) E.D. Branch Post Offices.

The first two classes of offices normally transact all types of postal business. Facilities are generally provided at Branch Post Offices for the main items of postal work like delivery and dispatch of mails, booking of registered articles and parcels accepting SB deposits and effecting SB withdrawals, and issue and payment of money orders, though in a restricted manner.

So far as the public is concerned, there is generally no difference in the character of the service rendered by Sub-Post Offices and Head Post Offices except in regard to a few P.O. Savings Bank transactions.

Certain Post Offices do not undertake all types of postal business. The restrictions imposed will be found in the list of Post Offices published as Part III of this Guide.

Note:- The Head Offices in the more important cities are in the charge of gazetted officers and such Head Offices are referred to as First class Head Office, First Class Head Postmaster, exercise all the powers of a Superintendent of Post Offices in regard to their own offices.

Note:- Value-payable articles and money orders will not be booked to the address of Army Post Offices.

3.Night Post Offices- (i) The working hours of the post offices are generally fixed by the Head of the Circle according to the timings given in clause 5 of the Post Office Guide. However the Director-General may extend the working hours of any post office up to 8:30 P.M. and keep them open on Sundays also. These post offices will be termed 'night post offices' and will transact those transactions which have been authorized by the Director-General in this behalf.

(ii) During the extended hours, these post offices will generally book registered articles including V.P. articles, issue T.M.Os, and sell I.P.Os. and postage stamps. Deposits into Savings Bank Account and sale of cash certificates will be available upto 7.00 p.m. on week days only. Payment of T.M.Os will also be effected upto 6 p.m.

(iii) On Sundays and National Holidays as well as other P.O. holidays the night Post Offices function and observe restricted working hours. These offices work for one

shift only from 10:00 to 17.00 hours. The delivery functions of the offices are entirely suspended as well as the payment of Money Orders and Saving Banks and post office Certificates are also suspended on these days.

(iv) Night Post Offices are indicated in the list of Post Offices in Part III of this Guide.

4. Mobile Post offices – Mobile Post Offices are functioning at Bombay, Calcutta, Delhi, Madras, Ahmedabad, Nagpur, Hyderabad, Bangalore, Kanpur, Poona, Jaipur and Bhilai Industrial Township. These Mobile Post Offices are intended to provide the facility of late posting in the different areas of the cities at different timings according to a fixed schedule (excluding insured and V.P.). “These offices remain closed on Sundays and Postal Holidays.” The Mobile Post Offices sell stamps and Postal stationery, grant certificate of posting, book surface and air mail registered articles of the letter mail (excluding insured and V.P.) and air parcels besides accepting unregistered articles of the letter mail for dispatch. The mobile Post Offices at Madras and Nagpur are also permitted to book money orders.

BUSINESS HOURS

5. Normal week days.- (i) At every Post Office and RMS Office, the hours during which business is transacted with the public and the times at which mails are delivered and dispatched are conspicuously notified. The public business hours are fixed with regard to local convenience and the arrival and departure timings of the mails and all work at the Post office counters is stopped precisely at the latest hours fixed. The business hours in the principal Post Offices are generally as indicated below on normal week days, which are not post office holidays.

For Reference and enquiries, sale of the postage stamps and stationery and grant of certificate of posting	During the entire working hour of the office.
--	---

For booking of registered and insured articles, including value payable articles parcels and telegraphic money orders.	For about six to seven hours (On Saturdays usually for five hours stopping at 3 pm)
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For issue of money orders, sale and payment of postal orders, Savings Bank and Post Office Certificate transactions and payment of telephone bills. Etc.	For about five hours (One Saturdays for three hours stopping at 1 p.m.)
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(ii) Post Offices in charge of extra-departmental agents are kept open for a maximum period of five hours only.

NOTE:- The delivery of registered, insured and V.P. articles, and payment of money orders at the window of the Post Office usually be attended to

between the hours fixed for the booking of the respective classes of articles.

(iii) Arrangements have been made in most stationery RMS offices for the booking of registered articles of letter mail, RD articles and the sale of postage stamps and stationery. The hours during which these services will be available are notified at each office. A list of R.M.S. Offices doing such Post Office work will be found in Part III of this Guide.

(iv) Facilities are provided at all important offices for the posting of correspondence and for the booking of registered letters for a limited period beyond the normal scheduled hours on payment of a late fee. The rates of late fee charged are indicated in the Appendix to this Part.

7. Business done on Sundays and P.O. holidays

(a) Except the Night Post Offices all post offices Mobile Post Offices are generally closed on Sundays and PO Holidays and no business transacted with the public. There is also no clearance of street letter post boxes delivery of mails on such days.

(b) Facilities are provided for the posting of letters on which the prescribed late fee is paid during certain specific hours in the letter boxes at RMS offices and at selected offices. Such postings can also, be made in the letter boxes of the mail vans of R.M.S. Sections, Machine franked articles should not be posted either in the Post Office letter box or the mail van letter box.

(c) Registered newspapers and packets of registered news papers are accepted on Sundays and PO holidays without payment of any late fee in Press Sorting Offices, R.M.S. offices and at Night Post Offices.

(d) Generally, all RMS offices stamps and postal stationary and grant certificates of posting and book registered articles on payment of usual late fee during specified hours on Sundays and PO holidays.

NOTE 1 :- Postage stamps, postcards, inland letters, and envelopes are also sold at the telegraph branches of the combined post and telegraph offices the hours they are open to public.

8. Post offices Holidays – The following holidays are observed as Post Office holidays :-

- | | |
|-------------------------------|----------------------------|
| (1) Republic Day | (26 th January) |
| (2) Independence Day | (15 th August) |
| (3) Mahatma Gandhi's Birthday | (2 nd October) |
| (4) Idul-Zuha (Bakr-Id) | |

- (5) Muharram
- (6) Idul-Fitr
- (7) Good Friday (Friday before Easter Sunday)
- (8) Christmas Day (25th December)
- (9) Budha Purnima
- (10) Guru Nanak Birthday
- (11) Mahavir Jayanti

In addition the post offices observe post office holidays on 5 other days which vary from circle to circle.

PAYMENT OF POSTAGE

9.Desirability of prepayment of postage – It is the endeavour of the Post Office to forward by the earliest possible mail and effect delivery as expeditiously as possible of all fully prepaid postal articles. Unpaid articles or articles on which the postage is not fully prepaid are not afforded any greater security in transmission over other unregistered mail. On the other hand, such articles are liable to detention for the purpose of taxing the postage due on them. They are, also, not issued along with the special deliveries intended only for unregistered mails but held over for the general deliveries for all classes of mail.

10. Postage Stamps and Stationery. – (i) Payment of postage is normally to be effected by means of postage stamps issued by the Indian Post Office under the authority of the Govt. of India. The Post Office issues, also, certain items of stationery like envelopes, inland letter cards, postcards with the value of the requisite stamps embossed on them. If the postage required on such embossed postal stationery is more than the value of the stamp printed on the article, the difference can be made good by affixing additional postage stamps of the requisite value.

(ii) The denominations of postage stamps and the varieties of postal stationery issued by the Indian Post Office have been indicated in the Appendix to this Part.

NOTE:- Post Offices also, sell Revenue stamps issued by the Central Government. These stamps cannot be used for payment of postage.

(iii) Postage charges can, also, be paid by means of a proper impression or impressions of a franking machine or in certain cases in cash as indicated in Clauses 11 and 12 respectively.

(iv) Philatelic Bureaux – In order to cater to the needs of philatelists and stamp collectors, the department has set up Philatelic Bureaux at the principal Post Offices at Allahabad, Ahmedabad, Bangalore, Bhopal, Bombay, Calcutta, Chandigarh, Srinagar, Cuttack, Hyderabad, Jaipur, Kanpur, Kurnool, Lucknow, Madras, Nagpur, New Delhi, Patna, Shillong, Simla, Trivandrum, 1 CBPO C/o 50 APO and 2 CBPO C/o 99 APO.

Overseas orders are executed at the Indian Philatelic Bureau, Bombay G.P.O. Bombay.

N.B. :- For details refer to Section VII of this Guide.

11. Franking Machine.- A postal franking machine is a stamping machine intended to stamp impressions of dies of approved design on private and official postal articles in payment of postage and postal fees. A commission of 1-1/2 per cent is permitted on the value of franks used.

2. For being recognized valid, the impressions of 'frank' should consist of the following dies :-

(a) Value Die and (b) Licence Die.

3. At present the following are the authorized dealers in Postal Franking Machines:-

- (i) M/s. Roneo-Vickers India Ltd., 184 Jor Bagh, New Delhi-110003 for 'Neopost' manufactured by them;
- (ii) M/s. Gillanders Arbuthnot & Co. Ltd., Gillanders House, Post Box 174, Calcutta 1 for 'Stampmaster' manufactured by Republic Engineering Corpn. Ltd.;
- (iii) M/s. Macneil & Magor Ltd., 2 Fairlie Place, Calcutta-1 for Kilburn 999 & Kilburn 9999 manufactured by them;
- (iv) M/s. Postalia Interfrank Pvt. Ltd., 1/13, Edward Elliots Road, Madras-4 for 'Armcess' manufactured by Armcess Engineers Pvt. Ltd.
- (v) Northern Zone distributors – M/s. Continental Commercial Co. Ltd., M-43. Block Connaught circus, New Delhi-110001 Eastern Zone Distributor. M/s. Continental Commercial Co. Ltd., 8/1, Dalhousie Square, East, Calcutta 70001 and southern Zone Distributors M/s. Sarada Agencies, 1/155, Mount Road, Madras – 60002 for 'RECO Twelve value Postal Franking Machines manufactured by Republic Engineering Corporation ltd., 16, Bamasharan Roay road, Calcutta-700034.
- (vi) Messrs. Business Forms Limited, 6-A Middleton Street, Calcutta-700071 and its branches for 'Postmete' Electrical Multi-value Postal Franking Machine manufactured by them.

4. The use of a franking machine except under a valid licence issued by the Head of the Postal Division in which the machine is located, is prohibited. Any person wishing to use a franking machine shall apply to the Head of the Postal Division concerned in the

prescribed form through the authorized dealer. A licence is necessary for each franking machine used.

5. Machine franked articles can be posted at not more than two offices specified by SPO in the licence. Where only one office of posting desired, these must be handed in by a representative of the licensee at the Counter of the post office. Where the licensee desire to post them at two offices, they may be handed in either at a Post Office and, or at a Post Office and a night post office. 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.

6. With the last despatch of the day or on the close of the business hours of the day, the licensee will be required to tender at the office of posting a Daily Docket (in the prescribed form) duly filled in, signed and dated.

7. The impressions of the franking machines recorded on postal articles should not be interfered with in any way. Impression should be of bright red colour, clear and distinct and should not overlap. As far as possible, they should be on the right top corner on the address side of the article itself or an address wrapper or an address label firmly attached to it. Franking will be allowed upto any amount. There may be more than one impression of the value die but only one of the licence die on each article.

8. Machine franked articles posted in letter boxes shall be treated as unpaid articles. Unregistered articles bearing impressions of the previous date shall also not be accepted.

9. 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 official 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 before it is sent for repairs.

23-7/80CI

dt. 11-6-80.

The re-setting of franking machine may be done at the premises of the holders of the machines and the machine need not be brought to the post office for this purpose. If any discrepancy in the metres is noticed, the licensee shall immediately stop using of the franking machine and take it to the post office for setting it right.

10. The licence is granted subject to the following conditions.

(i) A licence for the use of a Post Office Automatic Franking machine in India will be granted on application to the Head of the Postal Division concerned who reserves to himself the right of refusing or canceling a licence without assigning any reason.

(ii) The Franking Machine must be obtained by the licensee only from the firm authorized by the Director-General of Posts and Telegraphs and specified in the license, and before being brought into use must be shown to the post office.

(iii) The Director-General will not accept any responsibility for any damage done to or repairs required by the franking machine. Any arrangements for the maintenance of the machine must be made between the licensee and the firm supplying the machine.

(iv) Each machine will be sealed by the suppliers before being delivered, and the post office will affix a lead seal at the bottom. The seal must not be broken or handled in any way by the licensee.

(v) The licensee must all reasonable times allow an authorized officer of the Department to inspect the machine without notice.

(vi) The licensee must take adequate steps to guard against the fraudulent use of the machine, in particular he must have the detachable meter, where provided, padlocked to the body machine and the key kept by a responsible person.

(vii) The licensee will pay in advance a sum representing the amount of postage for which he wishes the machine to be set at the time of the purchase. This sum must not be less than Rs. 100 or more than Rs. 50,000. A rebate @ 1 ½ per cent will be allowed, whenever the meter is reset, on the value of impressions used.

(viii) (a) Wherever the licensee wishes to deposit any sum to advance and to have the meter of the machine reset, he will produce the franking machine with the Franking Machine Record Book and the Window Ticket at the post office specified in the licence and tender an application for the same. Meter of the machine will in all cases be reset at the post office.

(b) For the purpose of the accounts, two registers shall be maintained, one by the post office and other by the user in which each reading shall be recorded and the settlement of accounts shown. All servicing and repairs to the machines will be carried out by the authorized suppliers at the premises of the post office except at places where there are separate servicing centers of the suppliers. In the latter case, the servicing and repairs will be done in the presence of the postal official deputed for the purpose. At places where servicing and repairs to the machines cannot be carried out by the authorized suppliers at the premises of the Post Office, the machine will be sent to the Post Office, where the Daily Docket Register is maintained, for removing the licence die from the machine before it is sent for repairs. The re-setting of the meter after repairs will be done at the post office.

(c) Any change of location of the machine, except in cases of repairs, shall be notified to the Head of the Division and the office of posting.

(ix) All stamp impressions for the purpose of pre-payment of postage must be made as far as possible on the right hand top corner of the address side of the postal article itself or a wrapper or label firmly attached to it. Cut-out labels with frank impressions on them for pre-payment of postage can be used on all postal articles subject to the following conditions :-

1. Not more than one cut-out label bearing the frank impression or impressions 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 licence number, the date and any slogan used should appear only once and should not overlap and frank impression.

3. The cut-out label should be securely pasted to the postal articles on the right hand side above 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.

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.

In cases where the name and address of the sender is printed elsewhere on the address side of the postal articles, it will not be necessary to have his name and address printed on the cut-out labels.

(x) Franking will be allowed upto any amount. Impressions which must be of a bright red colour must be clear and distinct, otherwise the article is liable to be refused by the post office.

(xi) (a) Postal articles for dispatch franked by a machine must be tendered at the window of the office/offices for posting shown in the licence on the very day of the date of frank borne by them. Those bearing previous or later dates or posted in the letter boxes will be treated as unpaid while those tendered or any other post office will not be accepted. Articles bearing the frank of a date immediately preceding the date of presentation of the articles will, however, be accepted provided they bear also the impression of the licence die of the date of presentation. Each consignment shall be accompanied by the Window Ticket for the identification of the licensee's servant or representative.

(b) Each dispatch of articles should be tendered in separate bundles according to the value of frank. Along with the last dispatch made on any day, the licensee shall deliver at the office of posting a daily docket in the prescribed form duly filled in and signed, under receipt to be obtained at the counter-foil thereon. A separate daily docket should be submitted for each machine possessed by the licensee. In case, where the licence has been permitted to post the articles at two offices, the daily docket shall be submitted to the office where the last dispatch is tendered.

(xii) Allowance will be made for any impression made in error (less deduction of 5 per cent on face value) on surrender of the envelopes or wrappers, provided that the impression is legible and that the entire envelope or wrapper is produced and that the claim is preferred within three months of the date of the first impression.

(xiii) An advertisement device may also appear alongside the date stamp impression provided that :-

1. it relates solely to the business or professions of the licensee.
2. it is quite separate from the impressions of the identification mark, license number and the date stamp and postmark.
3. it is confined to the top left hand corner of the envelope or card.
4. the cost of cutting the dies is met by the licensee.

(xiv) (1) No advertisement device shall appear on the stamping die unless it fulfils the conditions laid down in the preceding paragraph and has first been approved by the Head of the Postal Division; (2) the licensee can get approved from the Head of the Division as many slogans and advertisements as he desires provided not more than one slogan or advertisement is used on one article; (3) No change in the tenor of the advertisement shall be made once it is approved, without similar prior consent from the Head of the Postal Division concerned.

(xv) In the event of a breach of any condition of the licence, the licence will be forthwith cancelled by the Head of the Postal Circle who will not be responsible for any loss which the licensee incurs thereby. Any sum that may be due to the licensee on account of postage advanced will, however, be refunded to him and any sum that may be due to the Department on account of postage will be recovered from him.

(xvi) The above conditions can be varied, altered or supplemented by the Director-General, Posts and Telegraphs. This licence shall be subject to such varied, altered or supplemented conditions with effect from the date of their notification.

11. (ii) Conditions for Hiring the Franking Machine to Government Offices/Ministries/Departments.

General Conditions :

1. A licence for the use of Franking Machine on hire from Department of Posts by the Government Offices will be granted by the Postmaster General concerned on the Ministry/Office making an application for the same.
2. The hiring scheme of Franking Machines for Govt. Offices/Departments/Ministries will be available at the places where postal machines repair organizations are available.
3. The Postmaster General concerned reserves to himself the right of refusing or canceling licence without assigning any reasons therefore.
4. The licensing authority shall specify in the licence the two offices where the mails of the licensee will be accepted. One of the two specified offices shall be the main office and the status of that office should be Lower Selection Grade or above.
5. The Franking Machine will be supplied by the licensing authority.
6. The Department of Posts will not accept any responsibility for any damage done due to the machine.
7. Word 'Service' will be used in the licence to facilitate identification of such letters as official dak.
8. The licensee must take adequate steps to guard against the fraudulent use of the machine by its employees.
9. Any change in location of the machine shall be notified by the licensee to the Postmaster general and the Office of posting.
10. A licence is necessary for the possession of each Franking Machine.
11. The machine so licensed will be utilized for franking of official mails of the office of licensee only.
12. The licensing authority will also issue window delivery ticket to the licensee, along with the licence.
13. The licencing authority shall maintain the following records :
 - (i) Franking Machine Register regarding Postings.
 - (ii) Franking Machine Record Book.

These registers should be scrutinized by the gazetted officer incharge of the dispatch section having the Franking Machine on the last working day of every

week to see that they are being properly maintained. He will furnish a certificate about meter reading as on the last working day of each month.

14. The licensee must at all reasonable times allow the authorized officer of the department of Posts to inspect the machine and connected records without notice.
15. The main Post Office shall maintain the following records :-
 - (i) Register showing list of licensees of Franking Machines authorized to post their articles in the Post Office. (This should be maintained in the 2nd Office also).
 - (ii) The register showing payments of advance rentals. The register will have a separate page allotted to each licensee.
 - (iii) Franking Machine record book.
 - (iv) Franking Machine ledger.

Payments setting/Re-setting and sealing of the Machine.

16. The licensee will pay in advance the amount of annual rental. The licensee will also pay the sum in advance representing the amount of postage for which he wishes the machine to be set at the time of hire and on subsequent occasions. This sum must not be less than Rs. 100/- or more than Rs. 9900/-.
17. The payments including those of advance rentals should be either by cheque or by bank draft.
18. The Post Office shall grant a receipt for any money paid by licensee in form ACG-67.
19. The entries in respect of advance payments should be made by the setting/re-setting official in the Franking Machine Record Book. He will also make entries thereof in the connected records of the Post Offices and these entries should be got attested by the PM/DPM/SPM.
20. The entry regarding advance payments should also be made by the setting/re-setting official in the body of the Franking Machine register of Postings. Before doing so he will check the entries in the said register with reference to the entries in the said register with reference to the entries in the F.M. Ledger and re-concile the discrepancy, if any.

21. The machine will be set/re-set by an officer of the Department not below the rank of Public Relations Inspector (Postal) at the premises of the Ministry Department on 1st or subsequent deposits made by the licensee. He (Officer of the Deptt.) will also seal the meter of the machine with his seal at the same time.
22. One of the bottom lead seals will be of the PMRO and the other of Gazetted Officer in charge of the dispatch section of Govt. Offices / Deptt./Ministry having the Franking Machine.
23. The licensee will ensure that the seals on the Franking Machine are not tampered with/broken/handled in any way.
24. No official other than the one authorized for the purpose will tamper with the seal in any way. The instances of the tampering with the seals should be reported to the Postmaster of the main office where the postings are authorized.
25. The seals for franking machines and pliers for lead seal for sealing the franking machines shall remain in the personal custody of the official/officer authorized to use them during office hours. The incharge of the office of the custodian of the seals & pliers thereof will be responsible to keep the same under proper joint custody after office hours. In the case of Post Office the seals and pliers will remain in the joint custody of the PM/DPM/SPM and the treasurer/Joint Custodian of Cash after office hours.

Conditions for accepting of Franks :

26. Franking will be allowed upto any amount.
27. All frank impressions for the purpose of pre-payment of postage must be made as far as possible on the right hand top corner of the address side of the postal article itself or a wrapper or label firmly attached to it. Cut out labels with franking impressions on them for pre-payment of postage can be used subject to the conditions laid down in the post office guide.
28. Impressions must be of a bright red colour, clear and distinct otherwise the article is liable to be refused by the Post Office.
29. i. The franked articles shall be posted in not more than two offices specified in the licence and the franked articles must be handed over at the counter of the Post Office or mail office authorized to receive the franked mail on the very day of the date of frank. In mail offices such articles must be tendered before the latest hour notified by the Supdt. RMS. The

main office shall be a Post Office of lower Selection Grade status or above.

ii. The franked articles bearing previous or later dates or posted in the letter box will be treated as un-paid, while those tendered at any other PO will not be accepted. Articles bearing the frank of a date immediately preceeding the date of presentation of the articles will, however, be accepted provided they bear also the impression of the licensed die of the date of presentation.

30. The following procedure must be insisted upon and should be strictly endorsed in all the offices :

- (i) While accepting the posting production of window delivery ticket. Franking Machine Register of Postings and dispatch slip should be insisted upon.
- (ii) Articles should be given for acceptance in separate bundles of fixed no. like 50 for each value of frank.
- (iii) Such letters should have the name and address of the sender on the left side bottom corner of the cover.
- (iv) Office which accepts the posting should test check the bundles to see if various articles have been granked for correct postage and also the total value of the articles tallies with the details given in the dispatch slip & that entries in col. 1 to 3 of the Franking Machines register of posting have correctly been made. A separate dispatch slip should be there for articles franked with different machines. He will then put his initials, date and date stamp in the Franking Machine Register of Postings and return the same to the licensee or his agent.
- (v) Along with the last posting of the day, submission of daily dispatch docket as prescribed should be submitted for each machine.
- (vi) If any of the postings is done at an office other than the main post office, the dispatch slip and the daily dispatch docket should be transferred to the main office which should ensure continuity of the daily docket by referring to the meter reading as indicated on the last daily docket on record and that the amount of daily consumption has correctly been recorded therein with reference to dispatch slip(s) for the day.

- (vii) If any docket or slip is found missing in the main office, a copy thereof should be called for from the licensee and kept in the file at the appropriate place. The Franking Machine Record Book and ledger should be maintained properly and checked by the Inspecting Officers during the annual inspection.
- (viii) The entries in the Franking Machine ledger should be checked once in a month by the PM/DPM/SPM to see if they are correctly being made w.r.to the daily dockets etc. He will sign the last entry checked in token of having carried out this check.

31. Procedure for the repairs of the hired Franking Machines

- (i) Arrangements for the maintenance, repairing and oiling machines will be made by the deptt.
- (ii) in case the defect does not relate to the meter the machine should be opened and repaired by the mechanic in the presence of the Gazetted drawing and disbursing officer or an officer of an equal rank in charge of the dispatch section having the Franking Machine.
- (iii) In case the defects relate to the meter also the machine should be repaired by the mechanic in the presence of the aforesaid officer and the PRI.
- (iv) In case the machine required extensive repairs in the workshop of the Deptt. a stand by machine will be supplied by the Deptt. to the licensee for use during the period the defective machine remains in the workshop. The meter in the standby machine will be set according to the reading of the machine of the licenses. A record to this effect will be made in the Franking Machine Record Book and FM Register of postings under the signatures of the mechanic PRI and the officer in charge of the dispatch section having the Franking Machine.
- (v) The entries to the effect that the machine was defective and repaired should be made in the Franking Machine Record Books, where meter readings before and after the repairs should also be recorded. These entries should be attested by the mechanic and other officer (s) mentioned in item (ii) & (iii) above as the case may be. These entries should also be made in the PO records viz. F.M. Record Book & F.M. Ledger & three entries should be attested by the PM/DPM/SPM.

- (vi) I. The Manager PMRO will maintain a register for repairs in respect of the repairs carried out to the hired new machine.

The register repairs and the job card are to be preserved for 2 years and will be open to check by the authorized official of the Deptt. of Posts at any time.

Miscellaneous

32. Refund will be made for any impression made in error (less a deduction of 5 per cent on face value) on surrendering the envelopes or wrappers provided that impression is legible and that the entire envelope or wrapper is produced and that the claim is preferred within one month of the date of first impression.
33. An advertisement device will also be provided by the Department along side the stamp impression on specific request of the licensee on the conditions that it relates solely to the business or profession of the licensee and the cost of cutting the die is met by the licensee.
34. In the event of breach of any of the prescribed conditions the licence will be forthwith cancelled by the licensing authority who will not be responsible for any loss which the licensee may incur thereby. Any sum that be due to the licensee on account of postage advance will, however, be refunded to him and any sum that may be due to the Department on account of postage will be recovered from him.
35. The above conditions can be varied, altered or supplemented by the Director General, Posts. The licence will be subject to such varied, altered or supplemented conditions with effect from the date of their notification.

FRANKING MACHINE WINDOW TICKET

- | | | | |
|----|--|---|---|
| 1. | Licence No. & date | : | |
| 2. | Name and address of the licensee | : | |
| 3. | Particulars of the Franking Machine | : | |
| | (i) Name and address of the supplier | : | |
| | (ii) Model | : | |
| | (iii) Manufacturers No. of the machine | : | |
| | (iv) Meter(s) No. if any | : | |
| | (v) Identification mark of licence die | : | |
| 4. | Franking Machine Licence No. & date | : | |
| 5. | Period of validity | | From To |
| 6. | Renewal order No. & date | | Period of renewal Signature of licensing Authority |
| 7. | Office(s) of Posting | | (i) Main Office
(ii) Other Office |

Signatures
Of the PMDPM/SPM

Signature
of Licensee

Signature
of the Licensing authority

Note : This ticket must be produced by the licensee's agent at the time of tendering Postal Articles franked by the machines & also when he visits the PO(s) for any other work in connection with the Licensed Franking Machine.

REGISTER SHOWING PAYMENT OF ADVANCE RENTALS AND POSTAGE IN RESPECT OF HIRED MACHINES

Note : Separate pages to be allotted to each machine.

Name & address of the Licensee		Licence No.		Machine No.		Make of the Machine	
Date	Amount	Amount Paid on account of advance rentals		Period from which rent is paid		Initials of the DA	Initials of the Group Officer in charge
		Mode of payment	No. & date of receipt granted	From	to		
	(i)	(ii)	(iii)	(iv)	(v)		

FRANKING MACHINE RECORD BOOK

(To be maintained by the main PO and the licensee)

Book No.

(Sl.No. of list of F/M being maintained by the main P.O.)

Name and address of the licensee.

Particulars of the Franking Machine :

- (i) Name and address of the supplier
- (ii) Model
- (iii) Manufacturer's No. of the machine
- (iv) Meter No. if any
- (v) Frank Value

Address of the Licensing authority

Particulars of the Licence No.

Date :

Period of validity of the licence :

Date of delivery of the machine :

Particulars of the renewal of the licences :

Date of renewal

Period of removal

Signature of the

From to

DA/PM/DPM/SPM

Office of Posting

: Main Post Office :

Other Office :

Signature
Of Licensee

Signature of
PRI/APM/ASPM/
Joint Custodian of Cash/Treasurer

Signature of

FRANKING MACHINE RECORD BOOK

Date	Last Balance	Amount Paid to PO	Mode of payment (No. & date of ACG-67 receipt)	Total Amount	Fixed meter	PO Meter		Initials of the setting officer	Initials of the PM/SPM/ DPM	Remarks if any
						Before setting	After setting			
1	2	3	4	5	6	7	8	9	10	

-
- Note :-
1. No. of Licence & manufacturers No. of the machine should also be noted at the top of each page.
 2. Entries regarding repairs etc. should be made in the body of the register.
 3. Separate pages should be allotted for each licensee.

FRANKING MACHINE LEDGER TO BE MAINTAINED IN THE MAIN POST OFFICE

(i) Licence No.

(ii) Other Office of Posting

(ii) Manufacturers No. of the machine

(iii) Model of the machine :

Date	Ascending meter reading	Credit meter reading	Consumption during the day	Amount deposited	Particulars of the deposit (ACG 67 R.No. & date)	Balance in the meter	PO meter reading after setting	Initials of setting/ re-setting official/Da	Initials of the Grp. Officer PM/DPM/SPM	Remarks
1	2	3	4	5	6	7	8	9	10	11

-
1. Separate page should be assigned to each licensee.
 2. Entries in cols. 5, 6 & 8 will be made by the setting/re-setting official at the time of setting/re-setting. This official will also note the balance in col.7 put his balance in P.O. meter Rdg.

FRANKING MACHINE REGISTER REGARDING POSTING

(To be maintained by the Licencee)

title Page

Name of Licensee..... Office authorized to accept mails
 Address of Licensing authority..... (i) Main Office
 Licence No. & date (ii) Other Office
 Machine No.
 Model No.
 Value of Unit Frank
 Particulars of the supplier

Signature of the Postmaster

Inside entries

Machine No.

Post Office Licence No.

Date	Meter reading before Dispatch	Meter reading after dispatch	Initials of PO Official	Date Stamp
------	----------------------------------	---------------------------------	-------------------------	------------

Note : The Entry regarding advance payments should also be made by the setting/re-setting official in the body of the Franking Machine Register of Posting.

ANNEXURE-B

DESPATCH SLIP

(To accompany each consignment of franked postal articles tendered for dispatch)

Despatch No. Date

No. of Licencee

No. of Licence No. of window ticket

..... Value of unit Frank

Machine franked articles of the following frank Value are tendered in separate bundle as shown against each below :-

DATE STAMP
OF OFFICE
FOR POSTING

(Signature of Licensee)

Frank Vale	No. of bundles	No. of articles in each Bundle	Total Value	Remarks
1	2	3	4	5

Total value of the
Despatch

Annexure C

DEPARTMENT OF POSTS
(counterfoil)

Name of Licensee

No. of window ticket of the machine

Meter reading at close of (date)

Ascending meter

Credit meter
(To be filled in by the office for posting)

Received daily docket dated

Recorded in reading register

Date stamp

Signature of official of the
office for posting.

DEPARTMENT OF POSTS
(Franking Machine daily docket)

1. Name of the Licensee

2. No. of window ticket for the machine

I certify that at the close of business today, meter readings
the machine relating to the window ticket mentioned are
shown below :

1. Ascending meter

2. Credit meter

3. No. of dispatches made during the day

4. Total consumption during the day.

(Signature of Licensee)

(DATE STAMP OF THE OFFICE FOR POSTING)

Note :- In calculating the consumption during the month the No. of units
in a complete cycle of the ascending meter should be added to the
meter reading on the last date of current month for each occasion
the ascending meter completed the cycle during the month.

12. Prepayment of postage in cash - (1) Certain important post offices are authorized by the Head of the Circle to realize the postage charges in cash from firms or other persons who post a very large number of unregistered packets subject to a minimum of 500 packets at a time in big cities and 250 in small towns. Certain post offices in Bombay, Calcutta, Madras, Nagpur and Delhi are also authorized by the Heads of the circle to realize the postage and registration fee on ordinary registered articles of letter mail in cash provided the sender uses special registered journals for booking of registered articles and the total number of articles of the same type and weight to be registered at one time is not less than 50. Particulars of this facility can be ascertained from the nearest principal post office. The facility of pre-payment of postage in cash is also available at selected Gazetted and H.s.G. Post Offices to Firms or business establishments who post not less than 500 articles at a time in respect of letters (closed covers). Inland Letter Cards, Post Cards and un-registered parcels.

(2) A similar procedure is extended in the case of registered newspapers, details of which will be found in clause 143.

(3) The facility of prepayment of postage charges in cash is not available for any other classes of postal articles.

13. Spoilt or defaced stamps. - (1) Postage stamps (whether adhesive, embossed, or impressed) which have been obliterated, defaced, torn, cut or otherwise rendered imperfect, or which have any work, letter, figure, or design written printed or impressed upon them otherwise than by the authority of the Central Government or which have been cut or otherwise separated from embossed envelopes, postcards, or wrapper, cannot be recognized in payment of postage. The special registration envelopes provided by the Post Office, cannot be used for the transmission of unregistered postal articles.

NOTE - The perforation of postage stamps with initials, or other identifying marks traced in minute holes is not prohibited, provided they do not render the indications regarding the country of origin and value of stamps illegible.

(2) The using for the payment of postage or postal fees, with intent to cause loss to the Central Government, of a stamp that has already been used for that or any other purpose, is an offence under the Indian Penal Code.

14. Fictitious Stamps. - The manufacture and use of fictitious postage stamps for any purpose whatsoever is prohibited, and is an offence punishable under Section 263-A of the Indian Penal Code. Reproduction of stamps is, however, allowed for illustration purposes in a philatelic publication or in an article or section relating wholly to postage stamps which may appear in a publication or a general character. Such productions, however, must only be in black.

GENERAL RULES AS TO POSTING

15. Packing. - (1) Every letter, packet or parcel has to be stamped with the date stamps of at least two post offices and is liable to a great deal of pressure and friction in the mail bags during

transit. All articles, therefore, which are likely to suffer from stamping of pressure should be packed in strong covers. The post office cannot take any special precautions to secure the safety of fragile articles. When wax-cloth is used for the protection of a parcel, packet or letter, it should be used as an inside cover, or there should at least be sufficient strong paper securely fastened outside the wax-cloth to receive the impression of the post office date-stamps, and any postage stamps which have to be affixed to the article.

(2) Special rules regarding the packing of particular classes of articles are given in the clauses relating to those articles. These rules are absolute rules, for the breach of which a penalty is prescribed in each case. However, every letter, packet or parcel should be closed in such a manner that it does not give rise to sharp edges which may expose officials to injury, damage correspondence or hinder postal operations.

16. Sealing - The public are advised not to use sealing wax for seals outside unregistered letters and packets, except when such seals are necessary for the protection of the articles to which they are applied. When sealing wax is used for seals outside unregistered letters and packets, a piece of tissue or other thin paper should be laid on the wax before the seal is applied, as otherwise both the articles themselves and those with which they come in contact in transit are liable to injury from the sealing wax adhering to other articles. The precaution recommended is specially necessary in the case of articles for foreign countries, which have for several days to pass through very hot climates.

17. Posting of coins etc. – Coin, bullion, precious stones, jewellery, articles of gold or silver and currency or Bank Notes, can be sent by the Inland Post, only insured. By sending articles of value in unregistered letters or unregistered parcels, the senders not only ran the risk of losing their property but also expose to temptation every person through whose hands the articles pass.

EXPLANATION :- In this rule, the expression “articles of gold or silver” includes articles made wholly or partly of gold or silver, but not coins and electro or other plated goods. The expression “Com” does not include cut counterfeit coins remitted on behalf of the Currency Departments and Mints. The expression “Currency Notes” does not include defaced notes (i.e. notes from which the signature has been cut off after cancellation), remitted on behalf of the Currency Department. The expression “jewellery” includes watches the cases of which are entirely or mainly composed of gold, silver or platinum.

18. Letter Boxes – Letters, postcards, inland letter cards & packets may be posted in the letter-boxes in the post offices / mail offices, installed in public places, in mobile post offices and steamers provided the postage due and late-fee prescribed for the purposes are fully prepaid. Machine franked articles should not be posted in these letter boxes.’

19. Posting in Special Letter Boxes – Letter Boxes marked ‘For letters only’ should be used for the posting only of letters and postcards. Similarly, the special letter boxes provided in the cities for posting of Air Mail Articles QMS articles be used only for posting such classes of articles. Other articles if posted in such special letter-boxes, are liable to detention. QMS articles should bear full PIN below the name of the town of destination.

20. Presentation of large official and other letters in bulk at the window of the van or Post Office - Large official or other letters, which owing to their size, cannot be posted in the letter-boxes, may be received by hand at the window of the van or post office. There is also no objection to receiving at the window of the van or office, letters or packets posted in bulk provided, the postage and the late fee, if any, are fully prepaid.

21. Articles requiring special treatment. – (1) Letters or other articles intended to be registered or insured, articles intended to be sent as “value-payable”, or with regard to which “certificates of posting” are required, must be presented at the post office at least half an hour before the time fixed for the closing of any particular mail, if it is intended that they should be forwarded by that mail. Such articles should be clearly marked at “Registered” “insured for Rs ____” “value-payable for Rs” etc. at the top of the address side of the cover;

(2) Air Mail articles bearing high value adhesive postage stamps may be presented at the counters of Post Offices or Mail Offices for the stamps to be defaced in the presence of the person presenting the articles before the articles are sent for onward transmission.

22. Desirability of posting early- If articles are posted just at the time the mails are due to be dispatched there is heavy congestion in Post Offices and R.M.S. Offices and there is likelihood of detention and delay. The public are, therefore, advised to post their mails as and when they are ready without waiting for the last clearance of mails from the Post Office and to endeavour to post as early in the day as possible.

23. Manner of affixing postage stamps - Stamps affixed to a letter or packet must be completely adherent to the article itself and not to any part of its contents or any separate label or other device tied or attached to the article. The stamps should be affixed to the right hand top corner of the address side.

24. Non-Postal Stamps charity Stamps, labels, seals, etc. - Labels, stamps, seals or other markings which are not postage stamps but which are likely to be mistaken for postage stamps should not be attached or impressed to the address side of postal article. This prohibition applies equally in cases in which any labels, stamps, or markings are attached or impressed to the address side of a postal article in such a manner that it becomes difficult to decipher the address, or hampers the work of the postal officials in any way. Impressions which are likely to be mistaken for impressions of postal franking machine must also not be made on the address side.

25. Use of the minimum number of postage stamps. – The public are advised to use the minimum number of stamps while prepaying postage charges by using stamps of the appropriate higher denominations. The use of a large number of low-value stamps takes up unnecessary space on the postal articles, leaving less room for the address and other indications. It also, increases the work of the Post Office staff and entails waste of valuable stamp paper and printing charges.

METHOD OF ADDRESS

26. Particulars to be furnished – (1) The prompt delivery of a postal article is greatly facilitated if it is addressed in the correct manner. Delay to correspondence and mistakes in

delivery often result from an incorrect or incomplete postal address. The address should, therefore, be complete and definite enough to ensure the easy transmission of the article and its delivery at destination to the addressee without any elaborate enquiry. The public can help the Post Office by keeping the following points in mind while addressing their correspondence:

- (a) The address should be written parallel to the length of the cover and in the lower half and towards the right-hand side of the front of the article, leaving a clear margin at least 3 centimeter at the top for the postage stamps and labels, postmarks and other indications.
- (b) The Post town should be noted in block letter and according to the approved spelling in the List of Post Offices (Part III of this Guide). It should, also be underlined. The PIN Code of the post town should be noted below.
- (c) The following particulars should generally be furnished in the address and in the same order as noted below :-

In the case of articles for delivery in the urban areas	In the case of articles for delivery in the rural areas
(i) Name of addressee	(i) Name of addressee
(ii) Profession, if any	(ii) Father's or husbands' name
(iii)	
(iv) Number and/or name of the House, and name of the street or Road.	(iii) Profession, if any
(v)	
(vi) Name of the locality or Mohall	(iv) No. of house, if any along with the name of street if any.
(v)	
(v) Post Box No., if any.	(v) Name of the village and Thana Firka, Hobli, etc.
(vi) Name of the Post Town and Pin-Code	(vi) Name of the Post Office of delivery and the PIN-Code.
(vii) Name of the District and State Pin-Code	(vii) Name of the Taluk or Tahsil. This is not necessary if correct PIN is written.
	(viii) Name of the District and State This is not necessary if correct PIN is written.

- (d) It is particularly important to note the District in cases where there is more than one Post town bearing the same name and if PIN is not noted. If the name of the district is

the same as that of the Post town, the name of the State should be noted. Indications of route like 'via' should not be given.

- (e) In the case of articles addressed to foreign countries, the address should be written in Roman letters and in Arabic figures.
- (f) It is desirable to note the sender's address preferable in the lower left-hand corner on the address side or failing that on the reverse of the article. There should be an indication from to obviate its being mistaken for the addressee's particulars.
- (g) In the case of articles entitled to concessional rates of postage or to be transmitted free of postage, the class of the articles, e.g., 'Book-Post', 'Blind Literature' should be clearly noted on the top of the address side of the article. The indication 'Letter' should be given on the address-side of bulky letter packets, which, on account of their size or make up, might be mistaken for other classes of packets.
- (h) The President, Prime Minister and other Ministers of the Government of India and certain High government Officers are allowed the facility of delivery of their mails to them wherever they may happen to be on tour within India. A list of the high officers entitled to this privilege will be found in Clause 206. Articles intended for delivery in camp to such officers should not be addressed to any Post Town but only to their camp as indicated in Clause 206.

(2) A few examples of correct and complete addresses are given below :-

- | | |
|--|---|
| (1) ABC,
Engineer,
Mandir Marg,
Gole Market,
New Delhi-110001. | (2) Lakshmi,
Wife of Chikka Ramudu Dhobi,
Bukkapatnam Village,
BUKKAPATNAM – 515144
Penukonda Taluq
Anantpur District. |
| (3) Govindaswamy,
Son of Kumaraswamy,
Head Gangman
Quarter No. T/23
Kurumalai R.S., S.R.,
Idaiseval P.O.,
Nallatinaputhur-627716.
(Tirunelveli District)
Tamil Nadu. | (4) Private Secretary to the Prime Minister of
India,
Prime Minister's Camp |

27. Mails for Defence Services Personnel serving in the Army and Air Force – The following particulars should always be furnished in the address in the case of mails for the

personnel of the Defence Services serving in the Army and Air Force, which are to be delivered through Army Post Offices: -

No.

Rank

Name

Unit

Such mails should be addressed to 56 A.P.O., 99 A.P.O, etc. without the addition of any post town.

28. Mails for Navy Personnel serving in INS Ships – Mail for Navy Personnel on board I.N.S. ships should be addressed c/o the Fleet Mail Office, Bombay. The No., rank and other particulars of the addressee, as well as the name of the ship, should be indicated.

29. Articles bearing indefinite addresses – (1) No article will be delivered by the Post Office unless it bears a definite address. Articles addressed in a general way, i.e., address to a class of persons in contradiction to a particular person or firm and articles addressed to initials or figures or to clearly fictitious names, or to a Christian name without a surname, are regarded as not bearing a definite address unless they are to the care of some definite person or firm, or unless the address specifies some definite place or delivery such as a particular house or a particular post box or a particular No. in a street. Articles addressed in a general way or to initials figures. Christian names without surnames, fictitious names or conventional marks of any kind will not be delivered if addressed merely to a post office or “Poste Restante” or to the care of a postmaster.

(2) The following are examples of definite and indefinite addresses :-

Definite and therefore Deliverable	Indefinite and therefore undeliverable
(a) The Chief Secretary to the Govt. of H.P. Ellerelie Simla	(a) Chief Secretary, Shimla
(b) The Occupant No. 10 Park Street, Calcutta-700016.	(b) The non-commissioned Officer Meerut.
(c) The President of the Officers’ Mess, Mathura. (This would be a definite address as there is only one Officers’ Mess at Mathura).	(c) The President of the Officer’s Mess Delhi. (This address would be indefinite as Delhi has several Officer’s Messes).
(d) E-97 Pioneer Press, Lucknow.	(d) The Station Master Lalpur, C.R.
(e) Investor No. 2 Victoria Gardens, Bombay-400027.	(This address could be definite because the Post office of destination is not given).

(3) Parcels or other articles tendered at a post office for transmission under the Registration, Insurance, or Value-payable system, as also Money Order, will not be accepted

unless they are definitely addressed to a particular person or firm. Such articles addressed to a particular person or firm care of post box and the name of the office where post box stands registered will also be accepted provided they are addressed to persons or firms in whose names the post box stands registered. In the office of delivery if it is found that there is no post box in the name of the addressee or the addressee has ceased to be a renter of a post box the article will be returned to the sender.

30. Addition of sender's address. – Every article should bear on the bottom lower left hand corner the name and address of the sender including PIN in order that the post office may be able in case of non-delivery, to return it unopened and without delay. This is specially desirable in the case of registered articles (whether letters or parcels) and unregistered parcels. A large number of undelivered articles is destroyed every year at the various Returned Letter Offices, because they contain no clue, outside or inside to the whereabouts of the senders. It is also suggested that in the case of photographs sent by packet post the name and address of the sender should always be written on the back of the photograph.

31. Intimation of address to correspondents abroad. – The public are advised when furnishing their address to correspondents abroad, to mention the name of State in India in which they reside.

Certificate of Posting

32. Object in issuing Certificates. – The object in granting certificates of posting is to afford the public an assurance that letters and other articles entrusted to servants or messengers for posting have actually been posted. The grant of a certificate will not, however, mean that the letters and articles in respect of which the certificate is issued were fully prepaid with postage stamps, nor will it guarantee in any way the dispatch of the articles entered in the certificate on the same day, unless they are handed over well in time to catch the last dispatch of mails for the day for the particular destination concerned. It must be clearly understood that the articles in respect of which such certificates are issued are not registered and that they are treated in exactly the same manner as if they had been posted in a letter box. In the event of loss, damage or delay, the certificates will confer no claim for compensation, nor do they furnish any proof of the nature of the contents.

33. Manner of obtaining.- (1) A certificate of posting may be obtained in respect of any Postal article for which a receipt is not given by the post office subject to the following conditions, namely :-

- (a) the certificate of posting written in ink must be presented to an officer on duty at the post office along with the articles to be posted, during the hours fixed for the grant of such certificates;
- (b) the certificate must contain an exact copy of the addresses on the articles to which it relates and must have a postage stamp, or stamps affixed thereto in payment of the prescribed fee.

Explanation – Impression of a licensed franking machine will be accepted.

- (c) the actual number of articles in respect of which the certificate is required must be written in words at the foot of the certificate. No more than three articles should be entered in a single certificate and each certificate should be presented along with the articles entered in it.

(2) The officer on duty will, after satisfying himself, obliterate the stamp(s) and impress the date stamp impressing against each entry made in the certificate of posting in the space provided for the purpose, indicate the time and date of posting and return the certificate to the persons presenting it. No form, which contains any over-writing, alteration or correction in the total number of articles, will however, be accepted by the Post Office.

NOTE 1 – Certificate of Posting can be, obtained on plain paper which should contain the entries (s) of the article and must have stamps affixed thereon as prescribed.

NOTE 2 – Certificates of postings are not granted in respect of letters posted in train and steamer letter boxes and for redirected articles.

REDELIVERY TO THE SENDER OR ALTERATION OR CORRECTION OF ADDRESS OF POSTAL ARTICLES IN THE COURSE OF TRANSMISSION BY POST

34. (1) Subject to the provisions of this clause the sender of a postal article posted in India may have it withdrawn from the post, or have its address altered, so long as the article –

- (a) has not been delivered to the addressee;
- (b) has not been confiscated or destroyed by the competent authorities of the country in which the article may be for the time being;
- (c) has not been seized by virtue of any law of the country of destination.

(2) No postal article shall be recalled nor shall the address thereon be altered under this clause except under and in accordance with the orders of the Central Government, the Director-General, Postmaster-General or such other authority as may be authorized by the Central Government in this behalf i.e. the first class Postmaster, if the article was posted in his office or the superintendent of Post Offices of the area.

(3) An application for the recall or alteration of address of a postal article under this clause shall be made by the sender or by any person authorized by him in writing in this behalf to any of the authorities referred to in Sub-rule(2) either directly or through any officer in-charge of a post office :

Provided that application shall be entertained under this sub-rule in respect of a postal article addressed to a foreign country unless such article is addressed to a country notified in this behalf by the Director-General in the Post Office Guide:

Provided further that every such application shall be accompanied by a statement (which may be enclosed in a sealed cover) indicating the reasons why redelivery is sought. The sealed cover shall be opened only by the authority authorized to issue the order of redelivery or where such authority is the Central Government, by the Secretary to the Central Government;

(4) An application made under Sub-Clause (3) shall be accompanied by the prescribed fee in the shape of postage stamps affixed to the application where the application is in respect of several postal articles, posted at the same time, at the same office, by the same sender, to the same addressee, the article so posted be treated as a single article for calculating the fee. The fees paid under the sub-clause shall, in no circumstances, be refunded.

(5) Where the application is in respect of an insured or registered article, it shall also be accompanied by a copy of the original receipt granted by the post office.

(6) An application made under Sub-clause (3) may contain a request that any communication that may have to be addressed to offices in India or foreign countries for recalling the postal article or altering the address thereon may be transmitted by air mail or by telegraph and in such a case, the sender shall be liable to pay the amount of air mail or telegraph charges payable on such communications. A postal article shall be returned to its origin by air following a request for withdrawal from the post when the sender undertakes to pay the necessary air surcharge. When a postal article is redirected by air following a request for alteration of address, the necessary air surcharge shall be collected from the addressee and shall remain the property of the delivering administration.

(7) The Central Government shall not incur any liability by reason of misdelivery of any postal article contrary to an application made under this clause.

(8) Nothing in this clause shall preclude a sender of a postal article from making a request for a simple correction of the address (not involving alteration of the name or status of the addressee) direct to the office of destination of the article.

DELIVERY

35. Definition. – The delivery of a postal article at the house or office of the addressee or to addressee or his servant or agent or other person considered to be authorized to receive the article according to the usual manner of delivering postal articles to the addressee is deemed to be delivered to the addressee under the Post Office Act.

36. Delivery of registered articles – No registered articles of any kind will be delivered to the addressee unless and until he or his agent authorized in writing has signed a receipt for it, in the prescribed form which will be presented to him for signature by the postman who delivers the registered article.

37. Refusal of registered articles presented for delivery – If the addressee, while refusing to take delivery on presentation of the registered article to him, makes an application in writing to the post office of delivery for the detention of the article or if the addressee is not found at the address given on the article, the article shall be detained in the post office for a period not exceeding 7 days from the date of its presentation to the addressee or from the date it is last sent out for delivery as the case may be. If the addressee fails to take delivery of the article from the post office within the said period of seven days, the article will be returned to the office of posting for delivery to the sender. The remark ‘Refused’ will be recorded on the article if the addressee fails to take delivery after requesting for detention.

NOTE - The expression ‘office of posting’ means the delivery post office which serves the address of the sender.

38. Special procedure for delivering registered articles to firms etc. – Registered articles for delivery to Firms, etc., which normally receive a large number of registered articles, are entered in a special list in duplicate which is presented along with the articles acknowledgement forms etc., to the addressee who will be required to sign the upper copy in token of receipt of the lower copy of the list along with all the articles and return the signed acknowledgements. No individual receipts will be prepared for the articles entered in the special list. Articles on which any charges are to be recovered will not be entered in the special list.

39. Delivery of registered articles addressed to pardanashin women - When the addressee of a registered or an insured article is a pardanashin woman who has not an agent appointed in writing to take delivery of such article on her behalf her signature (or mark, if she is illiterate) will have to be attested by a respectable witness (ordinarily a relative known as such to the postman), and the article will be delivered to the witness. When the witness is not personally known to the postman, he or she must before taking delivery of the article, be identified and the person who identifies him (or her) will be required to sign the receipt and acknowledgement as a witness to the delivery of the article.

40. Delivery of damaged registered article of the letter and parcel mail. – When a registered articles of the letter mail or a parcel is received in the office of delivery in a damaged condition, a notice will be sent by the postmaster of that office to the addressee requesting him to attend the post office within seven days in the case of inland articles and fifteen days in the case of foreign article to take delivery of it either personally or through an agent. This notice will have to be produced at the Post Office before delivery is effected and if presented by an agent his name should be entered on the form before it leaves the addressee’s custody.

41. Delivery of parcels and period of their detention at the office of delivery – (1) A parcel which does not exceed 10 Kg. in weight (except Value-payable parcel and those addressed to Poste Restante) will be issued for delivery only once and if it cannot be delivered through any cause on first presentation by the postman it will be brought back to the post office and will not be issued again for delivery. A notice of arrival of the parcel will, however, be issued at the next delivery through the postman to the addressee for taking delivery of the parcel either personally or by an agent or messenger authorized for the purpose. A parcel weighing above 10 kilograms in weight will be delivered only at the post office window. A similar notice will be issued to the addressees in such a case also. Should the addressee or his authorized agent fail to take delivery of the parcel at the post office within seven days from the date of presentation of the notice, the

parcel will, on the expiry of that period, be treated as “Unclaimed” and disposed of according to the rules of the Department.

42. Delivery of insured articles. – An article insured for any sum not exceeding Rs. 500 will be delivered in the ordinary manner. An article insured for more than Rs. 500 will be delivered only at the Post Office window, intimation of arrival being sent by the post office to the addressee. The addressee of an insured article or his agent, authorized in writing, must sign in ink both the receipt and acknowledgement relating thereto unless the outward appearance of the cover gives rise to suspicion of tampering. In such cases he should arrange to open the article at the post office, in the presence of the postmaster, and to have its contents entered in an inventory which will be prepared in duplicate and must be signed by the addressee. One copy of the signed inventory will be forwarded by the post office to the sender with unsigned acknowledgement attached to it. In case, the addressee or his agent is not known to the staff of the post office from which the insured article is to be delivered, the identification of the addressee or his agent by a person known to the post office staff or production of evidence which will establish his identity to the satisfaction of the Postmaster will be necessary if so required by the delivering post office official.

NOTE 1 : When an insured article issued for delivery is not accepted by the addressee it will not be sent out a second time; an intimation of its arrival will be made over to him and the article will be delivered at the post office on presentation of the intimation with the receipt and acknowledgement duly signed. If the addressee of an insured article after an intimation of its arrival has been delivered, omits to take delivery of the article within the time specified in the intimation it will be returned to the sender as refused.

NOTE 2 : When the receipt and acknowledgement duly signed together with the intimation are presented by the addressee or his agent to the Post Office, he must place his signature on the intimation in the presence of the delivery assistant of the post office and surrender the intimation to the post office if delivery is taken.

43. Delivery of V.P. articles. – (1) If the amount to be recovered on a value payable article exceeds Rs. 100 an intimation of its arrival will be sent by the office of destination to the addressee. Such article will be delivered at the post office on payment of the amount entered in the form or receipt on the reverse of the intimation in cash and on presentation at the post office of the intimation with the receipt on the reverse duly signed.

(2) If the amount to be recovered on a value-payable article does not exceed Rs. 100, the article will be delivered to the addressee or his agent authorized in writing by the postman at the addressee’s residence on payment of the amount recoverable and on the addressee or his agent authorized in writing signing the receipt on the reverse of the intimation presented with the article.

(3) If the amount to be recovered on a value-payable article exceeds Rs.25 and the delivery is to be made through a village postman or an extra-departmental delivery agent then the article is delivered at the post office only in the manner prescribed in sub-clause (1).

(4) If the amount to be recovered on a value-payable article be not below Rs. 20 and the article is taken delivery of at the counter of the post office, the amount may be paid either in cash or by cheque under the conditions indicated in clause 94(a).

44. Delivery of articles on which Customs duty is due - Articles on which customs duty to be recovered is in excess of Rs. 50 are ordinarily delivered at the post office window, except in the case of Presidency and all the post office window, except in the case of Presidency and all First Class head Offices where this limit is fixed at Rs. 100. Such duty may be paid either in cash or by cheque, the latter under the conditions laid down in clause 94.

45. Delivery fee. – Small packets received from foreign countries are charged on delivery, a delivery fee at the rate as given in Part II of the P.O. Guide.

46. Arrangements for delivery of over-value articles at no-delivery town post offices. – For the convenience of the public, who are required to call at the Post Office for taking delivery of over-value insured or V.P. articles, as indicated in Clauses 42 and 43 Superintendents of Post Offices are authorized to empower no-delivery town post offices to deliver such articles at the window, even though they do not perform any delivery work. An indication regarding such offices will be found in the list of Post Offices in Part III of this Guide.

47. Payment of Money Orders - (1) The payment of a money order will ordinarily be made at the address of the payee on his signing the money order and acknowledgement and returning them to the postman. The coupon should be retained by the payee.

(2) If the money order is payable to a person who is not permanently residing within the jurisdiction of the office of payment or personally not known to the postmaster or any of his subordinates, the money order will be paid only on satisfactory proof of the identity of the claimant with the person named in the money order.

(3) Special arrangements are available at important post offices for the payment of money orders by cheque or postal pay order or by book adjustment in the case of firms, business houses, Government offices, etc., which receive a large number of Money orders or where the amount of money orders payable to a single person exceeds Rs. 100.

NOTE : A payee cannot have payment of money orders both by cheque and by postal pay order.

(4) A money order exceeding Rs. 500 is not normally paid by the Village Postman and the payment of such money order will be made at the window of the post office for which intimation will be sent through the Village Postman.

NOTE : In certain cases money orders up to Rupees 2000 are paid by the village Postman.

48. Duties of postmen and other delivery agents. - Postmen and other delivery agents are forbidden to deliver any article on which any sum of money is due to the Post Office, whether on account of postage, customs duty, or on any other account without receiving immediate payment of the amount due, or to deliver any registered or insured letter or parcel without obtaining the signature of the addressee or his agent on the receipt and acknowledgement. They are also forbidden to deviate from their prescribed beats, and cannot, therefore, be required to call again to receive payment of sums due. They are not bound to give change.

49. Delivery of articles at Post Office without a delivery agent. – In the case of small post offices in the rural areas where a separate postman or a delivery agent is not attached to the post office the postmaster will make arrangements to deliver the unregistered article on his responsibility and deliver the registered articles and insured articles, and pay money orders at the post office by sending for the addressees and payees.

50. Refusal of articles. – The addressee of an article is not bound to pay the amount due on it to the Post Office if he does not want to take delivery of it. In this case the word “Refused” will be written by the Postman across the cover.

51. Obligation to pay charges. - When a person takes delivery of an article on which any sum is due to the Post Office, he must pay the amount marked upon it. Any complaint of overcharge should be made to the postmaster of the office of delivery to whom the article should be taken before being opened.

52. Remedy of post office for recovery of charges due. - If a person, after taking delivery of an article on which any postage or other sum or customs duty is payable, refuses to pay the amount marked as due, it will be recovered from him in the same way as a fine imposed under the Post Office Act and the Post Office has further the power of withholding from him until such charge be paid or recovered, any article addressed, to him not being on India Government Service.

53. Articles maliciously sent unpaid. – If the Head of a Circle is satisfied that any article has been maliciously sent for the purpose of annoying the person to whom it is addressed, he may remit the amount of postage charged upon it. Superintendents of post offices and first Class Postmasters may remit the amount of postage in such cases if it does not exceed Rs. 10.

54. Correspondence for Defence Services Personnel. - Articles addressed to the officers and other ranks of Defence Services units and formations will be delivered to an orderly or other fit person deputed by the Officer Commanding the unit or formation to receive them. Articles on which postage due will be returned to senders as undeliverable. Postage due on Inland Letters Cards called “Forces Letter” and “Green Envelopes” is prepaid under special arrangements. No recovery will be made at the time of delivery from the addressees of ‘Forces Letters’ and ‘Green Envelopes’ which bear the date stamp of an Army Post Office (but see Clause 62).

NOTE : This concession will not be extended in the case of a unit formation consisting merely of an office, e.g., the M.E.S.

55. Post Boxes. – Post Boxes are available on rent at certain Post offices as may be determined in this behalf by the Head of Circle under the following conditions: -

- (1) (a) Only fully prepaid unregistered articles of the letter mail, namely letters, inland letter cards, postcards, aerogrammes, registered newspapers, books, of the post bearing the Post Box No. are delivered through post box. Articles addressed to other person or firms c/o Post Box Nos. are not delivered through the post box except in the following cases: -

- (i) articles addressed to legitimate personnel of a firm renting a post box;
 - (ii) articles addressed to family members and guests of the renter;
 - (iii) articles addressed towards, trainees or inmates of an institution controlled by a recognized and known authority ;
 - (iv) articles addressed to casual visitors and commercial representatives staying with the renter.
- (b) The renter if he so desires, can get delivery of the postal articles addressed to other allied concerns of which he happens to be the proprietor or agent through the same post box on payment of a separate fee in respect of each such concern and subject otherwise to the same terms and conditions, as are applicable to delivery of the postal articles addressed to the renter with the Post Box No.
- (c) Registered, insured, V.P. articles as also money orders addressed payable to the particular person or firm in whose name the post box stands registered will be delivered/paid through the postman, so long the person/firm rents the Post Box. If it is found that there is no Post Box in the name of the addressee/payee, or the addressee, has ceased to be a renter of the Post Box, the article will be returned to the sender/remitter.
- (2) Any person (including a firm or other body) who desires to avail himself of the facility of having his mail delivered through a post box (hereinafter referred to as ‘the renter’) should submit an application in writing in the form prescribed for the purpose to the Postmaster concerned.
- (3) The applicant should specifically state in the application the exact nature of the business which should be duly certified by two respectable gentlemen not connected with him in any way and furnish full particulars of his business address. This will not be insisted upon in case of Government and semi-Government institutions and such private parties as are either known to the Postmaster or have otherwise established their identity to the satisfaction of the Postmaster.

The Post Office reserves the right to withdraw the post box without notice or without any reason being assigned, if any information furnished by the applicant is found to be incorrect, or if it is found that the Post Box is being misused by the renter.

- (4) In the event of renter of a post box changing his business address or shifting his office to another place, he should invariably inform the Postmaster of the change within seven days of such change. In the event of his failure to do so or of his furnishing wrong information in this regard the post box is liable to be withdrawn without notice or without any reason being assigned.
- (5) No renter is entitled to demand that a post box of any particular number or a post box in any particular row or position should be allotted to him.

- (6) (i) The prescribed rent is to be paid in advance along with the application for renting a post box or for renewal thereof.
- (ii) No renter is entitled to claim a refund of the whole or any part of the rent paid by him in respect of the allotment of a post box. If any claim in writing for such refund reaches the Postmaster before he makes such allotment, he may admit such claim in whole or in part.
- (iii) where rent is paid in respect of any post box, it cannot be adjusted in whole or in part against the rent or deposit due in respect of any other post box.
- (7) (i) The prescribed deposit is to be paid on the allotment of a post box and before the key of the box is made over to the renter and except in the cases referred to in items (iii), (iv) and (v) of this condition is payable only at the time a post box is rented for the first time.
- (ii) A deposit in respect of a post box cannot be adjusted in whole or in part against the deposit or the rent due in respect of any other post box.
- (iii) If at any time during the period of rental, the key of the lock or lock is lost by the renter, or the key or the lock or both are not in working condition, it will be obligatory on the part of the renter to bring the matter immediately to the notice of the postmaster and to credit the cost of both the lock and key in case both the lock and key or only the lock is lost or damaged or the cost of the key only in case the key is lost or damaged, failing which the deposit made by him shall be forfeited. On the crediting of the cost by the renter, he shall be supplied with a new lock and key or key as the case may be, by the Postmaster. In addition to the cost of the key or both the lock and key, as the case may be, the renter will have to pay postage charges, if any, and the money order commission charges for remittance to the amount representing the cost of the key or both the lock and key, as the case may be, the renter will have to pay postage charges, if any, and the money order commission charges for remittance to the amount representing the cost of the key or both the lock and key to the suppliers, if the supplying firm or a branch thereof is not at the same station.

NOTE 1 : Failure to intimate the loss or damage will entail cancellation of the allotment of the post box.

NOTE 2 : In case of loss of or damage to the key, the renter, as a security measure, may, if he so desires, deposit the cost of both the lock and key, in which case a new lock and key will be supplied to him.

- (iv) If the lock and key are not surrendered by the renter to the Postmaster within 15 days of the expiry of the period of rent or the renting of the box is not renewed within the aforesaid period, the deposit will be forfeited.
- (v) If the renter does not notify to the Postmaster his intention not to renew the rental of the

Post Box, before the expiry of the rental period but surrenders to him the lock and the key within fifteen days of such expiry he may be granted a refund of the portion of the deposit representing the cost of the lock and key.

- (8) No application for the renewal of the rental of a post box is entertained unless it reaches the Postmaster concerned before the expiry of the period for which rent has already been paid in advance; provided that an application received within 15 days after the expiry of the period accompanied the amount representing the rental for a further period may be entertained if the applicant satisfies the Postmaster that he had sufficient cause of not making the application before the expiry of the said period or that the application reached the Postmaster late on account of circumstances beyond his control; provided the particular Post Box is still available to be allotted to him. If not available, his application will be considered as a fresh one for allotment of any Post Box that may be available at the time.
- (9) The period of rental of a post box commences from the first day of month in which the post box is allotted and the period of renewal of rental commences from the first day of the month immediately succeeding the period of previous rental.
- (10) When the Postmaster allots a post box to a renter, the latter is supplied with a delivery ticket which will be produced by him or his messenger on demand. The ticket bears the same number as that allotted to the post box and is not transferable.
- (11) It is open to the renter to clear his post box at any time during the business hours of the post office provided that the Postmaster may prohibit the clearance of the post box for any period not exceeding half an hour before each delivery for the purpose of facilitating the sorting of mails.
- (12) For ensuring correct delivery the renter should arrange –
 - (a) that all letters for delivery through, the post box are addressed to him in the following manner, the full postal address also appearing as far as possible :-

A. B. C. Renter
Post Box No.....
Post office of Delivery.....
Postal Index Number (PIN)

- (b) that he has a postal address in the delivery zone of the particular post office where he has rented a post box.

NOTE :- In towns where there is more than one delivery office and the Post Box facilities are not available

in all delivery office Post Box may be rented in any post office where such facilities may be available irrespective of the consideration of the delivery jurisdiction. If and when Post Box facilities are provided subsequently at other offices the holders of Post Box facilities will have the option to shift the Post Box facilities provided in their own delivery jurisdiction.

- (13) The renter will not have any right to get delivery through the post box of any article addressed to him without the Post Box No.
- (14) (i) Where any postal article addressed to a post box number cannot, in view of its size or for want of space in the box, be placed therein, the Postmaster will arrange an intimation slip to this effect to be placed in the post box and the article will be kept in the delivery department.
(ii) On the renter or his messenger presenting the intimation slip together with the delivery ticket, the article may be handed over to him.
- (15) When a renter is unable to clear his post box on account of the loss of the key or otherwise, postal articles addressed to the post box will be delivered to him or his messenger at the counter only during the hours prescribed for window delivery on the presentation of the delivery ticket, provided the allotment of the post box has not been cancelled under Note 1 of condition (7).
- (16) If the renter of a post box does not clear it for a week, a notice requiring him to clear it for a week, a notice requiring him to clear it, will be sent by the Postmaster by registered post; and when the articles are not cleared even after this notice, they will be delivered through the postman if the postal articles bear the address of the renter or he has given instructions to this effect. If for any reasons the articles cannot be delivered through the postman in the normal manner, they will be treated as undeliverable and disposed of in the manner prescribed for such articles.

NOTE : Failure to clear the Post Box, necessitating the issue of registered notices too often or requiring the Post Office too often to redirect the articles addressed to the Post Box, will amount to misuse of the Post Box within the meaning of sub-clause (4).

- (17) When a post box is no longer required by a renter, he is required to surrender the lock and key to the Postmaster and the latter thereafter will arrange to refund to him the deposit or such portion of it as may be admissible under item (iv) or (v) of condition (7). No refund will be granted if the lock and key at the time of surrender are not in working conditions.
- (18) The post box holders who receive a large quantity of mail which cannot be conveniently put into the post box may rent an additional post box on the same terms and conditions but with the same post box number so that the entire mail may be placed

inside post box instead of keeping a portion of the mail under or above or away from the Post Box cabinet.

56. Post Bags. – (1) The system of delivery of Postal articles in a bag, which along with a lock and duplicate key is to be supplied by the renter, is available at all delivery post offices, whether post box system is available there or not.

(2) The foregoing provisions relating to the renting of post boxes apply mutates mutandis to the renting of post bags also except in the following respects :-

- (a) locked post bags with the postal articles placed inside the bag is handed over to the renter or his messenger over the counter on the production of the delivery ticket during the hours prescribed for making window delivery ;
- (b) these bags with the exception of those rental in combination with post box same number may be used by the renter for dispatching to the post office fully prepaid unregistered letters, postcards, inland letter cards, newspapers and packets for posting.

57. Window Delivery – Except where the post box system is in force, any person residing within the ordinary beat of the postmen can have all letters and other postal articles received to his address delivered to him regularly, during business hours at the window of a post office, free of any charge on this account provided that the articles are taken over loose and that the addressee makes a written application to the post office asking that his letter and other articles may be retained in the Post Office till called for, instead of being sent out in the ordinary course through the postman.

58. Delivery of articles to messengers sent from places not served daily by postmen. – (1) Any person residing at a place which is not served daily by the postmen, who sends his own messengers regularly to the post office to take delivery of correspondence received to his address or to the address of members of his family can have his letters and other unregistered articles delivered to the messengers who must pay the postage due on the unpaid articles unless the addressee deposits money in advance to pay the postage, in which case an account will be kept with him and adjusted at regular intervals.

(2) Registered and insured articles will be delivered and money orders paid to the messenger only on the conditions laid down in clause 60. Value-payable articles will be delivered only in accordance with the provisions of clause 43.

(3) The Post Office will, if desired, provide, at the addressee's expenses, a bag furnished with a lock in which all articles, cash receipts, acknowledgements, notices and coupons to be conveyed by the messenger will be placed by the post office together with a memo. of the contents. One key of the bag will be kept by the postmaster and the other by the addressee. The same bag may be used for the conveyance by the messenger to the post office of articles to be posted but no cash for

any purpose whatsoever may be conveyed in the bag to the post office. No fee will be charged for the use of this bag.

59. Payment of money orders to messenger sent from places not served daily by postmen. – Any person residing at a place which is not served daily by the postmen, who sends his own messengers at regular intervals to the post office to take delivery of correspondence received to his address (see clauses 58 and 60) may authorize the postmaster, in written, to pay money orders to the messenger, and the postmaster will accept the signature on the money orders of the messenger named in the written authority so given, and pay him the amount.

60. Delivery of registered articles, etc. to messengers or to care party – (1) If the addressee specially authorizes the postmaster to do in writing (in the following form), the postmaster will also deliver to the messenger all registered and insured articles and pay him the value of all money orders (see clause 59) which may arrive for the addressee or his family; provided that no value-payable articles will be delivered otherwise than as prescribed in clause 43.

“ I authorize the Postmaster of to deliver registered and insured articles, parcels and money orders addressed to me to my messenger (A or B or C) and on the Postmaster delivering such articles and paying such money orders to any one of the messengers named above and obtaining the latter's receipt, I free the Post Office from all responsibility in respect of such articles and money orders.”

(2) If the addressee does not authorize his messenger to sign on his behalf, the receipts and acknowledgements in the case of registered and insured articles and notices with acknowledgements and coupons in the case of money orders will be handed under receipt to the messenger for delivery to the addressee. When the receipts and acknowledgement are returned to the post office duly signed, and the notices endorsed with receipts of payments, the articles and the amounts of the money orders will be made over the messenger.

(3) It is not necessary that the authority granted to the postmaster should apply to all classes of articles; it may be restricted to uninsured registered articles, in which case insured articles will be delivered, and money orders paid, only on the return of the receipts, acknowledgements and notices signed by the addressee.

(4) (i) An article addressed to A B care of a general or shipping agent or care of a Scheduled Bank or its Branches in India will be delivered to the care party if it is not known at the post office that the articles can be at once delivered to the addressee himself.

(ii) Instructions received from addressee authorizing the post office to deliver articles or pay money orders to persons other than themselves should be treated as lapsed after a time limit of 3 years unless renewed within that time.

61. (i) Delivery of Registered Articles etc. and Payment of Money Orders Addressed or Payable to Students of Educational Institutions. – Registered articles and parcels addressed to students and inmates of educational institutions can with the approval of the Head of the Circle be delivered to the head of the institution or to a person duly authorized by him on the head of the

institution giving a general undertaking that he will be responsible for their safe delivery to the actual addressee and will reimburse to the Department any loss to which it may become liable in the event of a complaint from the addressee.

(ii) Insured article and Money Orders addressed/payable to the students can also with the approval of the head of the Circle be delivered/paid to the head of the educational institution on his executing an indemnity bond in the following form on a stamped paper :-

AGREEMENT OF INDEMNITY

(General Indemnity Bond to be executed by the Head of an Institution receiving money orders or insured articles addressed to students in his care).

To

The President of India,

I, the Principal/Headmaster/Head Mistress of the (Name of the Institution) being as I hereby declare the person now having the care and custody of the students of the said (name of the Institution) to whom money orders and/or insured articles are from time to time addressed for payment and/or delivery of the said money orders and/or insured articles to me on their behalf undertake and agree with you the President of India to indemnify you and all or any officers or officer who may be concerned in the said payment and/or delivery from and against all suits action, proceedings, claims and demands costs damages and expenses which may be brought or made against you the said President of India and/or such officers or officer, as aforesaid or which he or they may pay, sustain or incur by reason or on account of the said payment and /or delivery.

Witnesses	Signature	Principal/Head Master/Headmistress	Name of the Institution
(1)			
(2)			
(3)			

NOTE: A stamp duty will be payable by the person who executes this agreement.

62. Accounts with planters, etc. – (1) In case of planters and others living at a distance from the post office, units of the Defence Services, permit holders of Business Reply Cards and envelopes, firms etc., who are in the habit of receiving unpaid correspondence, the post office will arrange, if desired, for the delivery of articles to their messengers or orderlies or at their offices, without requiring a daily settlement of its claim for the postage due on their unpaid articles,

provided that a sufficient sum to pay the postage is deposited in advance by the addressees. In such cases the post office will keep an account with each addressee, adjusting the account at regular intervals, and giving the addressee due notice when the amount deposited by him in advance to cover postage is nearly expended.

(2) Addressees wishing to have air mail correspondence redirected by air are required to deposit in advance in the post office, sums sufficient to cover the air fees. In such cases the addressees should give written instructions as to the nature of the articles which they desire to be redirected by air. The post office will keep an account with each such addressee in accordance with the procedure laid down in the preceding paragraph.

63. Identification Cards. – (1) A system of identity cards has been introduced by the Post Office for the benefit of tourists, traveling representatives of firms and other members of the public who experience difficulty in establishing their identity in connection with postal transactions, e.g., receipt of registered and insured articles and payment of money orders in the post town through which they pass. These cards will be obtainable at any head post office by literate persons whose identity is well established in the locality in which they reside or who can be vouched for by substantial permanent residents known to the postmaster.

NOTE : Applications for issue of identification cards can also be made at Sub-Offices. The Sub-Postmaster will, after making enquiries forward the application to the Head Office for issue of the cards.

(2) The card will contain a full description of its holder, his signature and photograph and will be current for a period of three years from the date of issue. After the expiry of the period of validity of the card, a fresh card will have to be applied for. The photograph to be affixed to the identity card will have to be supplied by the applicant for the card and must be of the size 88 millimeters by 63 millimeters, or slightly smaller.

(3) The use of these cards is entirely optional. Holders will ordinarily receive delivery of postal articles and payment of money orders on their presentation but in cases of doubt it will be open to postmasters to make such further enquiry as they may consider necessary to establish the identity of the applicants with the holders of the cards and to demand additional corroborative evidence of such identity.

(4) In the event of the loss of a card, a duplicate will be issued to the holder on the conditions laid down in sub-clause (2) above besides paying the prescribed fee and on his giving a written declaration absolving the department from all responsibility in the event of the misuse of the original.

POSTE RESTANTE

The Poste Restante is intended solely for the convenience of strangers and travelers and even they may not use the Poste Restante for more than three months.

64. Definition. – All articles superscribed “To be kept till called for”, “To await arrival”, or in any similar way, and also articles addressed “Post Office” are held to fall under the head “Poste

Restante". The addressees of articles falling under the head "Poste Restante" must give the names of the addresses. The use of initials, figures, Christian names without surnames, fictitious names or conventional marks of any kind is not admitted for these articles.

65. Disposal of Poste Restante Articles. – (1) A Poste Restante article (except value-payable) is kept in the post office to which it is addressed for a period not exceeding one month.

(2) A value-payable postal article marked "Poste Restante" is, subject to the proviso to sub-clause (1) of clause 194, kept in the post office to which it is addressed for a period of seven days only.

EXCEPTION : As soon as it is ascertained that the payee of a telegraphic money order addressed "Post Office" cannot be found a reference is made to the office of issue, and the telegraphic money order, if still undeliverable, then returned without delay by post, free of any further charge, for payment to the remitter.

66. Responsibility of the Post Office. – In cases in which articles are superscribed. "To await arrival", or "To be kept till called for", and the address gives no further indications of the intention of the sender, the responsibility of the Post Office is limited to the retaining of such articles in deposit for the prescribed period.

RE-DIRECTION

67. Re-direction. – (1) A postal article which cannot be delivered by the post office, to which it is addressed owing to the addressee being elsewhere may be redirected, free of charge, save as otherwise provided in clause 71 to another post office for delivery to him.

(2) If a postal article or a notice of the arrival has once been tendered to the addressee by the post office, it will not be re-directed to his address elsewhere.

68. Interception and place of re-direction. – A postal article cannot be intercepted and re-directed while in transit. It can only be re-directed at the post office to which it is addressed.

69. Conditions of free re-direction. – (1) Save as otherwise provided in clause 71 a postal article redirected to any place served by the inland post by an officer of the Post Office or by an agent of the addressee after its delivery will be transmitted by post free of charge in respect of such further transmission; provided that :-

- (i) in the case of an unregistered article redirected by an agent of the addressee, the article has not been opened and has been either returned to the postman or re-posted at the place of delivery; and
- (ii) in the case of a registered article re-directed by an agent of the addressee, the article has not been opened and has been returned to the postman at the place of delivery with the receipt unsigned.

(2) Where a Postal article is re-directed to any place under sub-clause (1), the Postmaster at such place may, if authorized by a general or special order in this behalf issued by the Head of the Circle require the addressee of the re-directed article to give, at the time of delivery a receipt for such article.

70. Penalty for breach of condition. – A postal article reposted after having been opened or reposted at any place other than the place at which it was delivered, will be treated as a postal article posted for the first time and charged with postage accordingly. A registered article of which delivery has been taken can be re-posted only under the conditions prescribed for the posting of registered articles for the first time, except that subject to the provisions of clause 71 no fresh charge will be made on account of postage if the article has not been opened.

71. Re-direction fee on parcels. – A parcel re-directed to any place served by the inland post will except where the original address and the substituted address are within the delivery area of the same post office or are within the same post town, be chargeable in respect of each re-direction with further postage amounting to half the prepaid rate. Such re-direction is not, however, undertaken unless the addressee or his agent gives written instruction in the matter.

NOTE 1: No re-direction fee will be recovered from the sender where a parcel has been returned as unclaimed or refused for delivery to him within the delivery area of the post office of issue or the same post town. In other cases, a redirection fee amounting to half the prepaid rate is chargeable from the sender in respect of each redirection.

NOTE 2: No redirection fee will be charged on inland parcels addressed to troops, and such parcels when redirected within India will be transmitted free of any further charge.

72. Instruction regarding change of residence. – (1) Persons changing their address should furnish the post office both at the place which they are leaving and at the place to which they are going with written instructions regarding the disposal of postal articles (including money orders) received to their address. The instruction must be simple and direct, and must state whether they are intended to apply to all postal articles, and whether the postal articles referred to are postal articles addressed to the person giving the instruction only, or also to members of his family of household. Complicated or conditional instructions or anything in nature of a tour programme will not be attended to.

(2) ARTICLES OF THE LETTER MAIL ORIGINALLY POSTED FOR TRANSMISSION BY THE INLAND POST WILL NOT BE REDIRECTED TO PLACES NOT SERVED BY THE INLAND POST – (i) Without express instructions from the addressee in writing to this effect and (ii) unless the conditions required for transmission by the Foreign Post are fulfilled. Persons leaving India are therefore advised to leave their written instructions or to appoint an agent in India to receive any letters or other articles that may arrive for them after departure. Unpaid or insufficiently paid inland packets will not be redirected to foreign countries unless fully prepaid at the rate applicable to such packets for transmission by the Foreign Post.

NOTE : The Indian Post Office is not responsible for any action taken by the country of destination on an inland article received by it in contravention of the regulations of that country.

73. Period for which instructions valid. - Separate written instructions are required for every change of address; and instructions will not ordinarily be attended to for a longer period than three months, unless renewed within that time except in the case of persons leaving India when a longer period may be specified, if desired.

TREATMENT OF UNDELIVERABLE ARTICLES

74. Period of detention of undeliverable articles in post offices. – The following rules govern the treatment of undeliverable articles in post offices :-

- (a) Articles, the addresses of which are so illegible or incomplete as to render delivery impossible or whose wrappers get lost or detached, are sent at once to the Returned Letter Office for disposal, except when they are fully prepaid and the name and address of the sender appear on the outside when they are returned to the sender.
- (b) Articles, the addressees of which are not known or have left the station of address without intimating their fresh address to the post office or are not found at the address given on articles are ordinarily kept in deposit in the head, sub or branch post office to which they are addressed, for a period of seven days after all enquiries to find the addressee have proved unsuccessful. After seven days, articles (including insured articles) which bear clearly on the outside the names and addresses of the senders and on which no postage or other sum is due to be recovered, are returned direct to the senders, while other articles, are forwarded to the Returned Letter Office for disposal. If an article has been redirected to the post office at which it is found to be undeliverable, it is not kept in deposit, after it has been ascertained that the addressee cannot be found.
- (c) Undelivered telegrams, which are in course of transmission by post, are kept in the post office to which they are addressed for a period of three days from the date on which they reach that office, and are then returned to the telegraph office by which they were posted.
- (d) Undelivered packets of registered newspapers are returned direct to the sender after 7 days.
- (e) An undelivered postal article, of which the addressee –
 - (i) has refused or omitted to take delivery after due notice has been given to him by the post office,
 - (ii) is known to have gone away from India without leaving instructions at the post office as to the redirection of his correspondence, or
 - (iii) is dead and there is no person to whom the article could properly be delivered, is not detained in the post office to which it is addressed, but is sent at once to the Returned Letter Office, with the following exceptions :-

- (1) Refused unregistered articles which bear clearly on the outside the name and address of the sender, are returned direct to the office of posting by head and sub-offices except that articles on which postage or any sum is due to be recovered, are sent to the head office by those sub-offices not authorized to make daily dispatches to the Returned Letter Office.
- (2) Unclaimed and refused insured articles and refused uninsured registered articles (including V.P. articles) are returned at once direct to the offices of posting for delivery to the sender. If the senders of articles so returned to the office of posting cannot be found, the articles are then sent to the Returned Letter Office.

NOTE : The expression "office of posting" means the delivery post office which serves the address of the sender.

75. Disposal of articles sent to the Returned Letter Office. – (1) In the Returned Letter Office, further endeavours are made to find the addressees of articles other than refused articles or articles addressed to deceased persons. If the addressees cannot be found, those articles which bear the name of the sender in the cover are returned to the office of posting for delivery to the sender. Those which do not bear the name of sender on the cover are opened, for the purpose of ascertaining the name and address of the sender; if the necessary information is found, the article are returned to the sender; if it cannot be found, they are disposed of in the Returned Letter Office after being detained for a certain fixed period.

(2) Refused articles and articles addressed to deceased persons are treated in the Returned Letter Office, in the same manner as articles the addresses of which cannot be found.

76. Obligation of sender to pay postal charges. – The sender is bound to pay any postage or other sum due on the undelivered or refused articles returned to him by the post office. In the case of refused articles returned to him by the post office. In the case of refusal to pay the amount due the post office has the remedy described in clause 52.

ENQUIRY AND COMPLAINTS

77. Suggestion and Complaints book. - A book for recording suggestions and complaints is available at all Post Offices, during the working hours of the office.

78. Authority to whom complaints should be addressed. – All complaints should be addressed to the local Superintendent of Post Offices except in the case of a First Class Head Post Office the Postmaster in charge of which is competent to attend to any complaint relating to his office.

79. Transmission of public complaints .- Bonafide complaints against the service including reminders to previous complaints addressed to any officer of the Post Office, will be accepted for transmission free of charge if tendered open or in an open cover at any Post. Complaints relating to a V.P. article should be tendered at the post office where the V.P. article

was posted and must be accompanied by the prescribed enquiry fee. Complaints sent by post must be pre-paid with postage. Unpaid or insufficiently prepaid communications will not be accepted.

80. Circle Complaints Officers. – A Circle Complaints Officer Vigilance Officer is attached to the Headquarters of each Circle to ensure proper attention to and expedite the disposal of public complaints. He may be referred to if any complaint is delayed or the reply received is unsatisfactory.

81. Period within which complaints should be preferred. – Complaints should be preferred within the time limits indicated below, after which it will not be possible to attend to them as the relevant records in the office concerned would have been destroyed in the usual course:

- | | | |
|-------|---|---|
| (i) | Complaints relating to money orders and V.P. articles. | 12 months from the date of issue of the money order, or booking of the V.P. article (2 years in the case of money orders issued at field Post Offices) and family allotment money orders remitted on behalf of seamen working in Indian merchandises. |
| (ii) | Complaints relating to loss or damage to a registered or insured article where a claim for compensation is made | Three months from the date of posting of the article. |
| (iii) | Other complaints relating to the inland post. | Six months from the date of the incident. |
| (iv) | Refund of telegraph charges on T.M.Os. | Two months from the date of issue of the T.M.O.s |
| (v) | Complaints, regarding miscarriage, loss or destruction of postal orders. | Twelve months from the last day of the month of issue. |

NOTE :- The remitter or the payee of a money order is advised to prefer a complaint as early as possible if the money order is not paid within a reasonable time.

82. Particulars to be given in complaints - Full particulars of the article in question, the exact nature of the complaint, details of the sender and addressee or payee should invariably be given. The complaint should be accompanied by the documents and information furnished as indicated below in the case of the following types of complaints :-

- | | | |
|-----|--|--|
| (a) | Relating to articles for which a receipt is issued by the Post Office. | A copy of the receipt. |
| (b) | Loss of or delay to unregistered mails | (i) Time and date of posting.
(ii) Letter box where article was posted.
(iii) Full address on the article.
(iv) Person posting the article. In cases of delay, the wrapper of cover should be sent. |

(c)	Loss of contents	Particulars of missing contents if known, along with the wrapper or cover.
(d)	Overcharges	Wrapper or cover wherever possible, the article should be opened before the postmaster
(e)	P.O. Savings Bank	Account No. and Office at which opened.
(f)	Loss, Miscarriage or destruction of Postal Orders.	Counterfoil or failing this serial No. of the order. Office from which purchased and date of purchase.

NOTES FOR PUBLIC INFORMATION

83. Post Office Monopoly in the conveyance of letters. – (i) Under the Post Office Act, the exclusive privilege of carrying all letters and postcards within India, along with the incidental services of collecting, delivering, etc., is reserved to the Central Government and is exercised through the Post Office. The following classes of letters, however, come outside the scope of this privilege :-

- (a) letters sent by a private friend in his way, journey or travel, to be delivered by him to the person to whom they are directed, without hire, reward or other profit or advantage for receiving, carrying or delivering them;
- (b) letters solely concerning the affairs of the sender or receiver thereof sent by a messenger on purpose; and
- (c) letters solely concerning goods or property, sent either by sea or by land to be delivered with the goods or property which the letters concern, without hire, reward or other profit or advantage for receiving, carrying or delivering them.

(ii) The collection of letters and postcards for the purpose of sending them otherwise than by post is also prohibited.

(iii) Common carriers of goods and passengers, including owners and masters of sailing vessels, their servants and agents are expressly forbidden to convey letters (including postcards) or perform any of the incidental services of collection, delivery, etc., even if they obtain no hire, reward, or other profit or advantage for such a service. This does not apply to mails tendered by the Post Office for conveyance by such common carriers.

84. Legal Responsibility of the Post Office. – The Indian Post Office is exempted by law from all responsibility in the case of (1) loss, misdelivery or delay of, or damage to, any postal article in course of transmission by post and (2) wrong payment of delay in payment by Foreign Postal Administration of money orders issued in India. In the case of money orders paid in India and of insured letters and parcels, the extent of the liability of the Indian Post Office will be found in the rules regarding these classes of business.

85. Secrecy. – All postal officials are forbidden, under pain of dismissal, for making public any information coming to their knowledge in the course of their official duties.

86. Licences for sale of Postage Stamps. – The sale or distribution of postage stamps or dealing in any other manner in postage stamps, except under the terms and conditions of a licence issued by or on behalf of the Central Government, is prohibited. This prohibition will not apply to sale of postage stamps by –

- (a) a philatelic agency;
- (b) a hospital, sanatorium or other similar institution; and
- (c) an institute for the recreation of Defence Services personnel.

Applications for licences to sell postage stamps should be addressed to the local Superintendent of Post Offices.

87. Non-exchange of Postage Stamps and stationery. – The Post Office will not normally refund the value of unused items of postage stamps or stationery or exchange them for other denominations or kinds of stamps or stationery.

88. Acceptance of Small Coins. – Under the Indian Coinage Act, coins other than a rupee coin and 50 Paise coin are only legal tender in payment of, or on account for, any sum not exceeding one Rupee; the public cannot, therefore, insist on post offices receiving such small coins for more than one rupee; Post Office officials will, however, endeavour to oblige the public as far as possible where this can be done without inconvenience.

89. Articles addressed to deceased persons. – Articles addressed to deceased persons are ordinarily dealt with in the same manner as unclaimed articles. Postmasters are, however, authorized to exercise their discretion in delivering such articles to any near relative of the deceased who may have applied for them or who may desire to receive them, so long as the articles are uninsured and do not appear to contain any valuable property and there is no doubt as to the title of the applicant to receive such articles and there is no counter-claimant or likelihood of dispute. In all other cases, applications in respect of such articles should be addressed to the Head of the Circle concerned.

NOTE : Please also see Clause 230.

90. Liability to detention of certain mails. – In cases where the transmission or delivery of letters would be delayed by the dispatch or delivery at the same time of books pattern or sample packets (other than registered newspapers) or parcels, such articles may be held back in the office of posting for a period not exceeding one day. These articles, excepting parcels, may also be held over till the next delivery in the office of delivery.

91. Facilities provided by village postmen in rural areas. – In addition to their regular delivery work, village postmen carry a small stock of postage stamps and stationery of the more

frequently utilized denominations for sale to the rural public. They also, keep a stock of the commonly required postal forms like acknowledgement forms. Money Order forms may also be obtained from them on payment of ten paise for each form. Village postmen are, also, authorized to book registered letters and post cards tendered to them for dispatch for which a receipt will be issued by them and to collect letters tendered to them for dispatch.

92. Issue of Post Office Forms. – The forms prescribed for the various transactions can be obtained from the Post Office. Post Offices will issue only the reasonable requirements of the forms actually needed for immediate postal transactions. For the convenience of firms and other institutions requiring large quantities of Post Office Forms in connection with their business, books of the more commonly used forms are available for sale at a nominal price at all principal Post Offices. Forms of acknowledgement for registered articles are supplied in books of fifty forms at nominal price.

93. Services which cannot be claimed. – Post Office officials are absolutely forbidden to affix stamps to letters, or other articles brought to the Post Office. They are not bound to give change or to weigh for the public, letters or other articles, except (1) registered articles and parcels which are weighed before being accepted and (2) articles for the surcharged air mail service whether registered or not.

94. Acceptance of cheques. – (a) Cheques will be accepted from the public in any Postal transactions, provided that –

- (i) the cheques are drawn on banks situated in the same place as the Post Office at which they are presented and those banks are included in the list of banks furnished by the respective Heads of Circles to the post offices where cheques are presented;
- (ii) the amount of each such cheque is not less than Rs. 20; and
- (iii) the bank concerned gives a guarantee on a stamped paper and in such form as prescribed by the Director General (a specimen copy is given below) renewable every three years to the effect that all cheques drawn in favour of the Postal Department by particular drawees therein will be honoured by it.

NOTE 1: Cheques drawn on banks whose guarantees have expired will not be accepted until they are renewed by the banks in which their accounts stand.

NOTE 2: Postmen are not authorized to accept cheques which will be accepted only at the counters of the post offices.

EXCEPTION 1: The conditions of this clause do not apply to the Telephone subscribers who may at their discretion pay the bills on account of rent of telephone lines; and instruments and trunk call fees by cheque drawn on any known bank together with commission sufficient for clearance if the cheque is drawn on an outstation bank.

EXCEPTION 2: The conditions of this clause do not apply to cheques presented for the purchase of National Plan Savings Certificates or for deposit in Post Offices Savings bank Accounts. Cheques drawn on local or outstation banks for this purpose will be accepted subject to the

conditions given in rules 9 and 24-A of Savings Certificates, Rules 1960 and Post Office Savings Bank Rules, 1981 respectively.

EXCEPTION 3 : Cheques drawn by any of the following in his/its official capacity on Reserve Bank or State Bank of India or any other bank having clearing account with Reserve Bank or State bank may be accepted without a Bank guarantee in all Postal transactions provided such cheques are otherwise in order.

- (a) Govt. Departments/Offices (including States).
- (b) Indian Universities constituted under an act of a State/Central Govt.
- (c) President or Chairman of a District, Municipal and Local Board.
- (d) Manager of an Estate under the control of court of wards.
- (e) Units of Life Insurance Corporation.
- (f) Offices of Employees State Insurance Corporation.
- (g) Offices of the Indian Oil Corporation.
- (h) Semi -Government/Local Self-Government undertakings.
- (i) Scheduled Banks.
- (j) Foreign Missions.

(b) If any firm or individual who wish to make use of the system of payment by means of cheques at the post offices in connection with Postal transactions is unable to produce the guarantee referred to in clause (a) iii) of this rule, they will be given to option of requiring an approved local bank to draw on behalf of the firm or individual its own pay orders or cheques either on itself or on some other approved local bank in favour of the Postal Department and a specimen signature of the bank's officer who draws such a cheque or pay order should be furnished to the post office where the cheque or pay order is likely to be presented in good time preferably a week before the actual relative transaction takes place to enable the post office to have the genuiness of the signature of the bank's officer verified by a responsible official of the post office and kept on record. The post office accepts no responsibility for delay in the issue of such money orders (ordinary or telegraphic) and will not deliver V.P. parcels or letters charged with customs duty until the cheque or pay order is cleared.

SPECIMEN FORM OF GUARANTEE

To,

The Postmaster,

..... Post office.

We hereby guarantee to honour all cheques to the extent of Rs..... outstanding at any one time on the Bank in your favour by Mr./Messrs..... in connection with Postal transactions provided :-

- (i) That cheques exceeding the total amount of the guarantee are not accepted at any one time, and
- (ii) That the bank would only be liable to pay uncashed cheques up to the total amount of the guarantee, and that if at any time cheques or pay orders over that amount are accepted by the post office and are not paid, the Bank would not be liable to pay any amount over the guaranteed limit.
- (iii) That cheques are properly drawn and endorsed and are otherwise in order.

2. This guarantee will remain in force for a period of three years from the date hereof up to and including and cheques drawn on or after the said date will not be accepted by the Postal Department, unless and until the guarantee is extended for a further period.

3. Any suit or action to enforce a claim under this guarantee in respect of a cheque shall be filed or taken within six months from the date of the cheque.

Unless the suit or action is filed or taken within that time, all your rights under the guarantee in respect of the said cheque shall be deemed to have been forfeited and we shall be released and discharged from any liability there under in respect of the said cheque.

Signature of the Manager of the Bank.

95. Latest date for payment of dues. – When the last day for the payment of any postal or telegraph dues or for the receipt of sums due from the post office falls on a Sunday or post office holiday, the next working day shall be taken as the last day for such transactions.

SECTION II – LETTER AND PARCEL POST

INTRODUCTORY

96. “Inland Post”. – Subject to such exceptions as may be notified by the Central Government the term “Indian Post” means the post maintained by the Central government either by land or by sea or by air –

- (1) between any places in India; or
- (2) between any places in India and places beyond the limits of India which are served by Post Offices established by the Central Government; or
- (3) between any places beyond the limits of India which are served by Post Offices established by the Central Government.

97. “Postal Articles”. – The term “Postal article” is used to describe for the purposes of the Inland, the following ten classes, for each of which a distinctive rate of postage is prescribed :-

Letters	Book and pattern packets	Registered Newspapers
Letter cards	Book packets containing printed Books	Sample packets
Post cards	Book packets containing periodicals “Blind Literature” packets	Parcels

98. First class and Second class Mails. – (1) Letters, post cards and letter cards are treated as first class mail; all other articles, such as Book Packets, Registered Newspapers, Pattern and sample packets and Blind literature packets are treated as articles of second class mail.

(2) Under the “All-up” scheme all First Class Mails are given air transmission within the limits of India, wherever such a conveyance is available and will expedite the delivery of the articles without any special air surcharge. Second Class Mails are forwarded by air only if they are marked for its transmission and are paid with the requisite air surcharge.

NOTE :- Registered Newspapers, however, are treated in sorting as in class mail but no air lift is allowed unless they bear the required surcharges.

LETTERS

99. Payment of Postage. – Letters may be transmitted by post with or without pre-payment of postage. The advantage of the payment of postage has been indicated in clause 9.

100. Limits of weight and size. – A letter should not weigh more than 2 Kg. It should also conform to the following limits and size :-

(i) Maximum limits

(a) In roll form

Single dimension 80 cm.

Sum of length & twice diameter 100 cm.

(b) In other than roll form

Single dimension 60 cm.

Sum of length, breadth and depth combined 90 cm.

(ii) Minimum Limits :

(a) In roll form

Single dimension 10 cm

Sum of length & twice diameter 17 cm.

(b) In other than roll form 11 cm x 7 cm.

EXCEPTION : Items measuring less than the minimum prescribed may be transmitted provided they bear a rectangular address label of cardboard or strong paper of which the two adjacent sides together measure not less than 16 cm, and the smaller side is not less than 4 cm.

101. Unpaid and Insufficiently Paid Letters. – (1) A letter posted unpaid is charged on delivery with double the postage, and a letter posted insufficiently prepaid is charged on delivery with double the amount of the deficiency.

(2) Unpaid letters, with or without covers, must be securely closed by the senders, and any such letter posted open or insecurely closed by the Post Office before being forwarded to their destination.

SPECIAL PACKING INSTRUCTIONS

102. Cinematograph Film. – When non-inflammable of “Safety” cinematograph films are sent by the letter post a white label bearing the words “Safety films non-inflammable” in plain block letters must be affixed to the outside of each packet.

103. Biological Specimens. Perishable biological substances can be sent by letter post under the conditions mentioned in sub-clause (7) of clause 133.

104. Articles enclosed in Transparent Envelopes. – Articles sent in envelopes which are wholly transparent will not be transmitted by post. Articles in envelopes with a transparent panel will, however, be transmitted by post provided they conform to the following conditions :-

- (a) The transparent panel must be parallel to the greatest dimension so that the address of the addressee appears in the same direction and the application of the date stamp is not interfered with.
- (b) The address must be clearly readable through the panel and no other communication should be visible through the panel so as to affect the clarity of the address.

(2) If any Postal article contravening the above provisions is found during the course of transmission, it will be returned to the sender.

105. Articles enclosed in open panel envelopes. – (1) No article shall be transmitted by post in an envelope with an open (cut-out) panel which does not conform to the following conditions; namely:-

- (a) the open (cut-out) panel must not exceed 10 cm in length by 3.5 cm in breadth;
- (b) the panel must extent parallel to the length of the envelope;
- (c) a minimum space of 1.5 cm must be left above the panel for the postage stamp and the date-stamp impression;
- (d) no writing or printing other then the address may be visible through the panel and the address must appear through the panel in such a manner as can be read easily;
- (e) the enclosure must be so folded that it cannot move about in the envelope and thus cause the address to be hidden;
- (f) a minimum space of at least 1.5. cm must be left between the sides and base of the cut-out panel and the respective edges of the envelope.

(2) If during the transmission by post an envelope with an open (cut-out) panel is found to be not in conformity with the provisions of sub-clause (1), it shall be returned to the sender.

LETTER CARDS

106. Description. – A “Letter card” means a sheet of paper of the kind ordinarily used for letter writing suitably folded and gummed. Letter cards, closely resembling in size and shape of the aerogramme form used in the foreign service, are issued by the Post Office for the use of the public. A letter card has a stamp of the prescribed value of postage impressed on it.

Letter cards of private manufacture, with perforated margins, suitably folded after gumming one side and fastening the other two sides with not more than two bits of gummed tape or other fasteners in such a manner as to permit without removing the fasteners necessary examination of the letter card, may be transmitted by post, provided the letter cards conform in other respects to the specifications mentioned in clause 107.

107. Letter Cards of Private Manufacture. – Privately printed letter cards are permitted provided they conform to the following specifications:-

- (a) The weight of a letter card should not exceed three grams,
- (b) The dimensions of a letter card, when unfolded or folded, are within the following limits:

UNFOLDED

Maximum - 30 cm.x 21 cm.

Minimum - 20 cm. x 14 cm.

Flaps. – Not exceeding 2.5. cm. x 12.5 cm. on one side and 1.5 cm. x 7.5 cm. on the other.

FOLDED

Maximum - 15 cm. x 10.5 cm.

Minimum - 10 cm. x 7 cm.

- (c) There shall be printed on the outside at the top left hand corner on the address side of every folded letter intended for inland transmission, the words “Inland Letter Card”.

108. Conditions for the Transmission of Inland Letter Cards. – (1) Nothing will be attached to or enclosed in a Inland letter card.

(2) The following rates shall be chargeable on the delivery of inland letter cards on which the postage is not prepaid or is insufficiently prepaid:

On an unpaid letter card	Double the prepaid rate
On an insufficiently paid Letter card	Double the deficiency

However, should a letter card be posted infringing the conditions laid down for the transmission of such articles, it will be taxed as a letter and double the deficiency at letter postage rate will be recovered.

(3) The use of inland letter cards for addressing communications to foreign countries including those countries for which inland surface rate of postage apply, is not permissible except for Pakistan and Nepal. If any such article is posted, it will be treated as an insufficiently paid letter and dealt with accordingly.

NOTE – All conditions prescribed for the letters elsewhere in the Guide will apply to letter cards also unless the context requires otherwise.

POST CARDS

109. Description – (1) Single and reply postcards for transmission by the inland post are issued by the Post Office for the use of the public. A single card has a stamp of the prescribed value impressed on it.

(2) Similarly, a reply postcard has a stamp of the prescribed value impressed on each card. One part of the reply postcard is intended to contain the sender's communication while the annexed part is for addressee's answer, and when detached and posted by the latter will be carried to destination through post in the same way as a single post card.

110. Post Cards of Private Manufacture. – (1) Single and reply cards of private manufacture may be transmitted by post as post-cards provided that the postage is prepaid in full; that their dimensions are not greater than 15 cm. by 10.5 cm. or less than 10 cm. by 7 cm. and that, as regards substance, they are neither thinner nor more flexible than the inland postcards issued by the Post Office.

NOTE : "Folded paper type", post cards of private manufacture made by folding and or pasting together two or more layers of paper cannot be transmitted by post as a post card.

(2) All reply post cards of private manufacture must display the title "Post card" on the address side but this title is not obligatory for single cards of private manufacture. Reply halves of reply cards must bear the words "Post card" and "Reply". Whatever is printed on the address-side of the inland post card issued by the Post Office is also permissible on the address side of cards of private manufacture.

111. Special Rules. – (1) A Post card must not be folded, cut or otherwise altered, except that the impressed postage stamp (if any) may be perforated with initials, nor may a post card be enclosed in a cover of any kind.

(2) The right hand half of the address-side of a post card is in all cases reserved for the address of the recipient, for the postage stamp or impression of stamping machine necessary for prepayment, which should, as far as possible, be affixed in the upper right-hand corner, and for the postal direction "Registered" and "Acknowledgement due" but the left hand half of the address-side, as well as the back may be used by the sender for the purpose of a written communication or may be otherwise disposed of subject to the restrictions mentioned in sub clause (3) of this clause.

NOTE 1: A small space marked off by fine lines or minute dots to indicate the place where the postage stamps should be affixed is allowed on the upper right hand corner of the address side of post cards.

NOTE 2: Superscriptions "air Mail" and "Late Fee paid" are obligatory. Superscriptions such as "to await arrival" or "to be kept till called for" on Post Restante articles are also permissible. These superscriptions are to be noted on the top of the right hand half of the address-side of post cards.

(3) Nothing may be attached to post card except. -

- (a) Stamps in payment of postag or other postal fees or stamp duty;
- (b) a gummed label completely adhered to the card, and bearing the name and address of the person to whom the card is sent;
- (c) a similar label not exceeding 5 cm in length and 1.8 cm in width bearing the name and address of the sender of the card; and
- (d) engravings, illustrations, drawings and photographs on very thin paper and completely adherent to the card.
- (e) Another Postcard intended for a reply from the addressee either properly stitched or otherwise securely attached to the post card, without obstructing the address of the addressee on the post-card.

Stamps in payment of stamp duty may be affixed only to the back of the post-card. The articles specified in paragraphs (c) and (d) may be affixed either to the back or the left-hand half of the address side.

(4) The reply halves of reply-paid cards cannot be registered by the original sender of such cards.

(5) The sender of a reply post-card is recommended to indicate his name and address on the address-side of the reply half. The reply post-card should be folded so that the portion bearing the addressee's name shall be outside.

112. Penalty for Breach of Conditions. – (1) Should a post-card be posted unpaid or insufficiently paid it shall be taxed on delivery with double the pre-paid rate or double the deficiency as the case may be and unpaid or insufficiently paid Reply Post card will be taxed with double the pre-paid rate or double the deficiency as the case may be on the original half only. Should any of the other conditions imposed by clauses 110 and 111 and the conditions regarding the size and thickness be infringed, the Post card shall be treated as a letter. If an inland post card be addressed to a country served by the foreign Post, it will be treated as insufficiently paid post card and returned to the sender, if the address is available, otherwise forwarded to the RLO.

EXPLANATION : When a post card is treated as a letter, the amount for recovery is the difference between the minimum postage payable on a letter an the postage already paid on the post card.

RECORDED DELIVERY

113. Inland postal articles are accepted for booking at all post offices after obtaining receipts therefore for Recorded Delivery subject to the following conditions :-

- (1) The service is available to all classes of postal articles for which registered service is available (except parcels) for delivery within India.
- (2) Recorded Delivery articles should carry the superscription 'Recorded Delivery and be prepaid with the appropriate postage and the prescribed fee per article. Articles should be presented at the counter of post office alongwith a record of posting form (Form RD-1) as per specimen below duly prepared and filled in by the sender:-

No.

Certified that letter/ILC/Post card/Book Packet with/without "IS" addressed to
(Name)..... (address)
was posted for Recorded Delivery.

Postage paid

Name and address of Sender

Date Stamp of
Post Office.

Signature of Post
Office Assistant.

- (3) If in respect of a recorded delivery article intimation to sender is required an additional fee is to be prepaid and the word 'IS' added after the superscription 'Recorded Delivery' on the postal article.
- (4) The article should contain in addition to the name and address of the addressee, the name and address of the sender.
- (5) After scrutiny of the article(s) presented for booking and the record of posting tendered by the sender, the post office returns to the sender the record of posting signed and date stamped in token of authentication.
- (6) At the office of delivery, all articles accepted under this service are delivered to the addressee under receipt and the sender will also be intimated if fee for the intimation has been paid.
- (7) Complaints regarding any article booked under this service may be preferred within 2 months from the date of booking of the article and shall inter alia contain the date and the number of record of posting and the name of the office of booking.

- (8) No compensation will be payable by the Department of Posts for the loss of or damage to the postal articles or a part thereof or delay in delivery in respect of an article sent under this service.
- (9) The articles sent under this service are not treated as registered nor does the certificate issued at the time of posting confer any proof of the nature of contents.
- (10) The sender of recorded delivery article may post the article after prescribed hours of business on payment of the prescribed late fee.
- (11) The facility of booking of R.D. articles with late fee is also available at those RMS Offices which accept registered articles with late fee.

114. Quick Mail Service. – Quick mail service is available between all the capital cities of all the States of India, the Union Territories and some other important towns only in India. Under this system, first class mail (Postcards, Inland Letter Cards and Letters) gets quickest disposal at the office of posting and are air lifted wherever advantageous, but are delivered along with ordinary articles, in the normal way at the destination. No extra charge is levied for this service.

115. Conditions. – To qualify for this service, the following provisions are to be observed:-

- (i) The articles must bear Postal Index Number (PIN) of the office of delivery, at the end of the address.
- (ii) The articles should be posted in the special letter box (Yellow striped and marked QMS) before the hour fixed for its clearance for the particular destination.
- (iii) The article should be fully prepaid.

BUSINESS REPLY SERVICE

116. Description. – Under this service, a person who wishes to obtain a reply from his client without putting him to the expenditure of paying the postage charges may attach or enclose with his communication an addressed reply card, envelope or label of a special design as indicated below. Such a card, envelope or label can be posted by the client in the ordinary manner, but without any stamp. The usual postage charges plus ten paise for each article will be collected from the addressee.

117. Conditions of Posting. – (1) Persons desirous of availing themselves of this facility should take out a permit from the Head of the Division. Applications along with complete printed

proofs of the card, envelope or wrapper should be forwarded to the postmaster of the office to which the business reply correspondence is to be returned.

(2) (i) The fee for the permit shall be recovered in advance from the applicant and shall be charged at the following rates, namely :-

During the First Quarter	During the Second quarter	During the Third quarter	During the Fourth quarter
1 st April to 30 th June	1 st July to 30 th Sept.	1 st Oct. to 31 st Dec.	1 st January to 31 st March
(1)	(2)	(3)	(4)
Rs.100	Rs. 75	Rs.50	Rs.25

(ii) The permit shall remain in force upto the 31st March of the financial year during which it is issued but may be renewed during the month of March every year for a period of one year beginning on the 1st of April, of that year on payment of a fee of Rs. 100 in respect of each renewal. The permit shall be cancelled if there is default in the payment of the postage due on such cards and envelopes. When renewal of a permit is desired, the holder must submit his application in good time before the expiry of the period of currency, failing which his articles will be treated as ordinary unpaid articles of the letter mail after the date of expiry of the permit and until the issue of a new fresh permit. No period of grace will in any case be allowed for renewal of permit.

(3) The minimum size of “Business Reply Envelopes” shall conform to the minimum size prescribed for covers of letter “Business Reply Cards” shall conform in size and quality with the conditions prescribed for cards of private manufacture. The address side of each such card which must be of the following pattern must be reserved fully for the particulars given in sub-clause (4) and the other side may be used by the sender for the purpose of written communication, or may be otherwise disposed off : provided that nothing shall be attached to any side of such card except :-

(a) in the case of address side, a Business Reply Label referred to in Sub-clause (4); and

(b) in the case of the other side –

(i) a gummed label not exceeding 5 cm. in length and 2 cm. in width. Completely adherent to the card and bearing the name and address of the sender of the card; and

(ii) engravings, illustrations, drawings and photographs on very thin paper and completely adherent to the card.

BUSINESS REPLY

CARD
ENVELOPE
LABLE

Postage will
be paid by the
addressee

No postage
Stamp
necessary, if
posted in India

Permit No. :-

..... Post Office.

To

Messrs ANYBODY

XYZ Street,
MADRAS

(4) (a) Business Reply Cards. Envelopes and labels must bear on the address side, either printed thereon or on a label affixed thereto: (a) the printed name and address of the permit holder to whom the card or envelope is to be delivered, (b) the permit number, (c) the name of the post office issuing the permit, (d) two thick vertical lines in black or any other colour near the right hand edge, (e) the words “Business Reply Card”, “Business Reply Envelope”, or “Business Reply Label” as the case may be, (f) the words “No postage stamp necessary or posted in India”, and (g) the words “Postage will be paid by the addressee”. Sufficient space should be left for post-making at the top of the card or envelope. The design suggested for postcards above may be adopted. A permit-holder may incorporate in any advertisement issued by him in a newspaper or other publication a special design containing the printed entries herein before specified with a view to its being used as a Business Reply Label and affixed to a card or envelope.

(b) The above entries on the Business Reply Cards/envelopes/labels may be printed in English, Hindi, or in any regional language, provided.

(i) that the service indications, viz., the instructions regarding payment of postage etc. and particulars of the permit number should be in English or in Hindi.

(ii) that the name of the post town should also be mentioned in English at the end; and

(iii) that all figures should be shown in the international form of numerals.

(5) A “Business Reply Card” shall not be folded, cut or otherwise altered.

(6) Business Reply Cards may be sent out as reply portions of double postcards or may be enclosed with other matter, but Business Reply Envelopes must be enclosed with other matter.

(7) When Business Reply Cards and Envelopes are returned to the office of origin, they will be delivered to the person for whom they are intended on payment of the postage chargeable thereon either in cash or by adjustment against an advance deposited with the post office under Clause 62.

118. Penalty for the Infringement of the conditions. – Infringement of any of the conditions in clause 117 will render the Business Reply Card or Envelope liable to be treated as an unpaid letter.

BOOK PACKETS

119. Unpaid and insufficiently paid Book Packets. – A book packet posted unpaid is charged on delivery with double postage; an insufficiently pre-paid book packet is charged on delivery with double amount of the deficiency.

120. Contents. – Book packet may contain (1) Newspapers, publications of all kinds, printed music books, paper, parchment and cardboard either blank or printed not bearing any writing except as follows :-

- (a) in the case of books and complimentary cards (such as Christmas, New Year, Birthday, Id and Bijoya cards) – the name of the person to whom sent or presented, the name and address of the sender or owner, date and not more than five words or initials of complimentary nature of signifying presentation; Stick stamps at top right corner of address;
- (b) in the case of invoices, bills of lading and receipts (for goods or money) on printed forms, the necessary manuscript entries;
- (c) in the case of printed notices, printed circulars (i.e., printed notices and printed letters) and printed invitations – the date and hour of the occasion to which they relate, the name and address of the addressee, the name of the sender and in the case of notices of a meeting, the object of the meeting;
- (d) in the case of printed market reports, quotations for goods and price lists, necessary entries relating to particulars of prices;
- (e) in the case of printed notices for payment of premia posted by Insurance Companies – dates, name and address of the insurant, name of the insurance agent, name of the branch office of the company at which the premium is payable, the sum assured under the policy, the number of policy, amount and reference number and letters; and
- (f) proof corrections in proof sheets and music sheets, and corrections of printing errors in other printed matter.

(2) Pictures, plans, maps and drawings, whether done by hand or any mechanical process, photographs and engravings, not bearing any writing except a signature, a date and description or dedication not exceeding five words.

(3) Business, commercial or legal documents drawn wholly or partly by hand e.g., deeds, accounts, power of attorney, proposals for insurance and insurance policies.

(4) Manuscripts for press and manuscript music not bearing any written endorsement other than a direction consisting of not more than ten words regarding the disposal for return of the manuscript, and the name and address of the sender.

(5) Licenses, statistical returns sent by or to official by their designation only and Revenue and Judicial processes sent by Court to Presidents of Union Boards, Presidents of Panchayats and President of Chaukidars' Union and vice versa.

NOTE : Court summons, notices and similar documents issued by a Criminal or Civil Court whether sent from the court of issue or, returned to it direct, or through the medium of another court, Government Office or railway administration, as well as Police diaries cannot be sent at book-packed rates.

(6) Written letters of old date which have previously passed through the post and served their original purpose.

(7) Documents wholly or partly printed in imitation of typewriting, or reproduced from manuscript or typewritten original by any mechanical process of polygraphy such as chromography, mimeography.

NOTE : With a view to obviating chances of taxation articles presented under sub-clause (7) by the Offices of delivery, it is desirable for the senders to see that such articles are impressed with the proper legend stamp by the counter Assistant in their presence.

(8) Pupil's exercises, in original or with corrections, but without any note which does not relate directly to the execution of the work.

(9) Horoscopes in manuscript not bearing any written endorsement.

(10) Petitions under the rules of Procedure and Conduct of Business in Lok Sabha or under the Rules of Procedure and Conduct of Business in the Council of States for presentation or report to the House of the People (Lok Sabha) or the Council of States (Rajya Sabha), as the case may be, provided that the cover or wrapper thereof bears a declaration that the petitions are submitted under such rules.

EXPLANATION : In this Clause : (i) "Printing" means any species of printing east to recognize, lithography, or any mechanical process except the copying press and the type writer, ordinarily used to produce a number of identical copies of written matter and easy to recognize. (ii) "Writing" includes typewriting and any mechanical or other process ordinarily used to produce a single document.

(iii) In other than roll form 10 x 70 Centimetres

EXCEPTION: Items other than those sent open in card form measuring less than the minimum prescribed may be transmitted provided they bear a rectangular address label of card board or any strong paper of which two adjacent side together measure not less than 16 Centimetres and the smaller side is not less than 4 Centimeter.

(2) Book-packet when sent open in card form whether folded or not, shall be neither thinner nor more flexible than inland postcards.

125. Weight .- (1) The weight of a book packet shall not exceed 5 Kilograms but the director-General may, in special circumstances, prescribe a lower limit of weight for book packets for and from any particular post office or offices.

(2) The Director-General may also prescribe that every book packet having contents of a specified nature and posted at or addressed to such places as the Director-General may notify shall be accompanied by a declaration in such form as may be prescribed by the Director-General.

126. Packing. – A book packet must be posted without a cover or in an unfastened envelope or in a cover which can be easily removed for the purpose of examination without breaking any seal or tearing any paper or separating any adhering surfaces. A packet posted without a cover may not be fastened or otherwise treated so as to prevent easy examination.

NOTE : If adhesive bands are used enabling ungluing and repasting at will, indications like ‘unclosed article, can be opened for checking by the postal service’ or other indications stating the manner of using the system should appear near the system used.

127. Penalty for Breach of Conditions. – (1) If a book packet to which sub-clause (2) does not apply is found to contain anything not permitted by the rules or to be packed in a manner not in accordance with rules, it shall be charged on delivery with the letter or parcel postage, whichever may be less provided that the conditions subject to which such postage can be charged are also fulfilled. Any postage paid on it shall be taken into account in assessing the charge; but the amount charged under this sub-clause shall in no case be less than 25 paise.

(2) If a book packet is found to be in excess of either the prescribed size or the prescribed weight, it shall be returned to the sender. Any postage paid on it shall not be refunded.

BOOK PACKETS CONTAINING PRINTED BOOKS

128. Conditions. – (1) (i) The special rates in respect of a book packet containing printed books shall be applicable only if the following conditions are satisfied :-

- (a) such book packet shall not contain any publication published at regular intervals;
- (b) such book packet shall bear on the outside the inscription “Printed books”;

- (c) each book in such book packet shall consist wholly or substantially of reading matter, painting, photography, diagrams or any other similar matter, with or without blank spaces, for notations by students;
- (d) each book in such book packet shall consist of printed matter, but shall not contain any advertisements other than incidental announcements or list of books.
- (e) each book in such book packet shall contain the name of the printer or publisher;
- (f) No book in such book packet shall bear any character or inscription reproduced by any means other than printing.

(ii) Any such book may, however, contain in writing the name of the person to whom it is sent or presented, the date, the name and address of the sender or owner, and not more than five words or initials of a complimentary nature of signifying presentation. In this sub-clause the expression “printing” with its grammatical variations and cognate expressions has the same meaning as in the explanation below Clause 120 above.

(2) The provisions of clauses 122 to 127 relating to special provisions, prohibitions, size, weight, packing and penalty for breach of condition, etc. are also applicable, so far as may be, to book packets containing printed books.

BOOK PACKETS CONTAINING PERIODICALS.

129. Conditions for Charging Special Rates for Book Packets containing Periodicals. –

(1) The special rates of postage in respect of a book packet containing periodicals shall be applicable only if the following conditions are satisfied :-

- (a) That it is registered with the Registrar of Newspapers in India under the Press and Registration of Books Act, 1867 (25 of 1867).
- (b) That the periodical bears in rprint in any convenient place, either on the first or last page thereof, the superscription “Registered with the Registrar of Newspapers for India under No. _____”.

(2) The provisions of clauses 122 to 127 relating to special provisions, prohibitions, size, weight, packing and penalty for breach of conditions etc. are also applicable so far as may be to book-packets containing periodicals.

PATTERN AND SAMPLE PACKETS

130. Unpaid and Insufficiently Paid Pattern and Sample Packets. – A pattern or sample packet posted unpaid is charged on delivery with double the postage; an insufficiently prepaid pattern or sample packet is charged on delivery with double the amount of the deficiency.

131. Contents. – (1) A pattern or sample packets may contain bonafide trade patterns or samples of merchandise not having any saleable value together with or without, any matter which may be sent as a book packet. There must be no writing upon or in a pattern or sample packet, except the name and address of the sender, the name and address of the person for whom it is intended, a trade mark, numbers prices and indications as to the weight, size or quantity to be disposed of.

(2) Objects of natural history dried or preserved animals and plants, geological specimens and other similar objects will also be admitted to transmission by post at the rate of postage for pattern and sample packets, provided that they are not sent for a commercial purpose and that they are packed in the manner prescribed for pattern and sample packets generally.

(3) The Director-General may prescribe that every pattern and sample packet having contents of a specified nature and posted at or addressed to such places as the Director-General may notify shall be accompanied by a declaration, in such forms as may be prescribed by the Director-General.

132. Size and Weight. – No pattern or sample packet may be more than 2 kilograms in weight. The maximum and minimum permissible dimensions of a Pattern or Sample packet rate the same as for book packets (See Clause 124).

133. Packing. – (1) A pattern or sample packet must be posted without a cover, or with a cover open at both ends, or in an unfastened envelope or other cover which can be easily removed so as to admit of a ready examination of the contents.

(2) Samples of seeds, drugs and other articles which cannot be sent in unfastened or removable envelopes may be sent enclosed in boxes or bags, provided that they are fastened in such a way that they can be easily opened. They may also be sent in air-tight cases when necessary, provided that the nature of the contents is certified on cover under the full signature and address of the sender. For the purpose of this certificate, an impression of the business stamp of a firm may be accepted in the place of the signature of the sender.

(3) Articles of glass or other fragile material must be securely packed (in boxes of metal wood or strong corrugated card-board) in such a way as to prevent all risk of injury to the mails or to the officers of the Post Office.

(4) Liquids, oils and substances which easily liquefy must be enclosed in hermetically sealed receptacles. Each receptacle must be placed in a special box of metal or of strong wood or of strong corrugated cardboard, containing saw-dust, cotton or spongy material in sufficient

quantity to absorb the liquid in case the receptacle is broken. The lid of the box must be fastened down in such a manner that it will not easily be detached.

(5) Fatty substances which are not easily liquefied, such as ointments – soft soaps, resins – etc., must be enclosed in an inner cover (box, bag of linen or parchment, etc.), which must itself be placed in a second box of wood, metal, or strong and thick leather.

(6) Dry powders, whether dyes or not, must be placed in card-board boxes, which themselves must be enclosed in a bag of linen or parchment.

(7) Live bees must be enclosed in boxes so constructed as to prevent all danger and to allow the contents to be ascertained.

134. Penalty for Breach of Conditions. – (1) If a pattern or sample packets is found to contain anything not permitted by the rules or to be in excess of the prescribed size or weight or to be packed in a manner not in accordance with the rule, it will be charged on delivery with letter or parcel postage, whichever may be less*. Any postage paid on it will, however, be taken into account in assessing the charge.

*Provided the lower rate is admissible (see clause 145)

(2) If a packet containing samples of any of the articles mentioned in sub-clauses (3) to (7) of clause 133 is not packed in the manner prescribed therein, it will not be forwarded.

135. Prepayment of Postage in Cash. – Certain important post offices are authorized by the Head of the Circle to realize the postage charges in cash from firms or other persons who post a very large number of unregistered packets subject to a minimum of 500 packets at a time. Particulars of this facility can be ascertained from the nearest principal post office or by writing to the Head of the Circle direct.

“BLIND LITERATURE” PACKETS

136. Exemption from Postal Fees. – (1) Blind literature packets are exempted from payment of the following fees besides being exempt from the payment of postage.

(i) registration fee.

(ii) fee for acknowledgement

(iii) fee for the attested copy of the receipt.

(2) Postage free blind literature packets will be transmitted by surface route only, any if they are to be sent by air, the airmail charge as prescribed for packets has to be paid.

137. Contents and conditions of Posting. – Papers of any kind, periodicals, books and letters to or from blind persons impressed in “Braille” or other special type for the use of the blind,

may be transmitted by post as “blind literature” packets provided that they are posted in accordance with the following conditions :-

- (a) The Packets shall consist only of articles specially impressed as described above for the use of the blind, and shall not contain any communication either in writing or printed in ordinary type, except the title and table of contents of the book or periodical and any key to, or instructions for, the use of special type, or any enclosure except a label for the return of the packet.
- (b) The Packet shall bear on the outside the inscription “Literature for the Blind”, and the written or printed name and address of the sender.
- (c) The Packet shall be posted either without a cover, or in a cover open at both ends, which can easily be removed for the purpose of examination.
- (d) No blind literature packet may weight more than 7 kilograms.
- (e) Blind literature packets are subject to the same limits of dimensions as book packets (See Clause 124).

The exception below clause 124 applies mutatis mutandis to blind literature packets.

EXPLANATION : Plates bearing the characters of writing, sound records for the use of the blind, and discs, films, tapes and wires on which spoken messages for the blind have been recorded when sent by, or addressed to, an officially recognized institution for the blind shall be treated as ‘Blind Literature’.

138. Penalty for Breach of Conditions. – Should any of the conditions mentioned above be infringed. The packet (unless it is admissible as an ordinary packet) will be charged on delivery with letter or parcel postage, whichever may be less.*

* Provided the lower rate admissible (See clause 145).

REGISTERED NEWSPAPERS

139. Definition. – The following is the definition given in the Post Office Act of newspapers which may be registered and posted for transmission by the inland post, as “Registered Newspapers” –

“Every publication, consisting wholly or in great part of political or other news or of articles relating thereto, or to other current topics, with or without advertisements, shall be deemed a newspaper, subject to the following conditions, namely :-

- (1) that it is published in numbers at intervals of not more than thirty one days; and
- (2) that it has a bonafide list of subscribers.

An extra or supplement to a newspaper, bearing the same date as the newspaper and transmitted therewith, shall be deemed to be part of the newspaper provided that no such extra or supplement shall be so deemed, unless it consists wholly or in great part of matter like that of the newspapers and has the title and date of publication of the newspapers printed at the top of each page.”

NOTE : Any registered newspaper in which a document of any of the following descriptions in particular is enclosed as a supplement should be treated as a book packed:-

(i) an advertisement sheet printed for an advertiser and sent to the publisher of a newspaper for distribution with it;

(ii) an advertisement sheet with an order form attached, a prospectus with an application form attached or a proposal enquiry form;

(iii) any document drawn up in the form of a direct personal communication to the recipient such as printed circular in the form of a letter purporting to be addressed to a person by whom the newspaper in which it is enclosed is received.

140. Condition. – (1) (a) A newspaper shall be registered the office of the Supdt./Sr. Supdt. of post offices in the Postal Division in which it is published or as the case may be, posted and shall be transmitted at concessional rates during the period for which its registration from the last renewal thereof, as the case may be, remains in force shall not have expired. The application for the first registration of a newspaper in the postal division for which it is published except in the case of newspaper printed or published under the order of any Government of India or for official purposes be made in the form prescribed for the purpose by the Director General, and be accompanied by –

(i) 2 copies of the latest issue of the newspaper sought to be registered and

(ii) by a certificate from the District Presidency or Sub-Divisional Magistrate within whose local jurisdiction the newspaper is printed or published by the Presidency or Publisher resides, that :

(a) the declaration or declarations require by section 5 of the press and registration of Book Act 1867 (XXV of 1867) has or have been made or

(b) No such declaration is required under the said Act as the publication is not a newspaper according to the definition given in the Act.

“The newspaper so registered shall be transmitted by post as registered newspaper from the place of publication thereof and may also be so transmitted from any other place with the permission in writing of the Supdt./Sr. Supdt. of post office of the Postal Division in which such other place is situated”.

(b) The full postage shall be prepaid unless the newspaper is exempted from prepayment of postage under clause 143.

(c) The newspaper shall bear in print in any convenient place either on the first or last page the word "Registered" followed by the registration number or numbers which has or have been assigned to it by the Supdt./Sr. Supdt. of Post Offices.

(d) The newspaper shall be posted at the place of publication or, as the case may be at the place permitted under this sub-clause, by its proprietor, manager or publisher or by a duly authorized agent of such proprietor, manager or publisher, on such days of the week or on such dates of the month as may be specified by the Supdt./Sr. Supdt. of Post Offices at the time of registering the newspaper or at any time subsequent thereto:

(i) Provided that a clear notice of three days shall be given to the postmaster of the place in case any change is desired in the dates or days of posting so specified.

(ii) Provided further that the requirement as to three days' notice may be waived by the Supdt./Sr. Supdt. of Post Offices if he is satisfied that the proprietor, manager or publisher or agent could not adhere to it for reasons beyond his control.

(iii) Provided also that the number of days or dates on which an issue can be posted shall not be altered except with the prior authority of the Supdt./Sr. Supdt. of Post Offices.

EXPLANATION : In cases where the proprietor, manager, publisher or any of their authorized agents desires to post back issues of the newspaper to the new subscribers or to the subscribers whose original copies have been lost in transit, such back issues will be accepted for transmission at concessional rates applicable to registered newspapers provided that they fulfill all the conditions and are presented at the window or door of the post office or mail office concerned.

(e) Every copy or bundle of copies of the newspaper shall be posted without a wrapper, or with a wrapper open both ends which can be easily removed for an inspection of the newspaper or in an unfastened envelope, provided that whatever means are employed to secure copies of the newspaper while in course of transmission by Post the registration marks referred to in sub-clause (c) must be clearly visible without removing the wrapper or envelope.

(f) There shall be no word printed on the newspaper after its publication or upon the cover if any thereof, nor shall any writing or mark be made upon it or upon the cover (if any) thereof except the name and address of the person to whom it is sent, and, in the case of packets containing more than one copy of the newspaper, the number of copies of the newspaper enclosed and, if desired, the subscribers number and the name and address of the newspaper, or of the sender and a reference to any place in the newspaper to which the attention of the addressee is directed by means of a stamp or seal impression containing the words "Marked copy" and, in the case of press-packets addressed to railway book stalls or recognized agents on the line, the direction "To be delivered direct from the mail van".

(g) There shall be no paper or thing enclosed in or with any such newspaper other than an extra or supplement as specified in the definition given in clause 139.

(h) The registration number shall not be printed on the wrapper.

(2) A first registration shall remain in force till the 31st December of the calendar year following that in which it was effected. Every subsequent renewal of a registration shall remain in force for one calendar year.

141. Procedure for Registration. – (1) The proprietor, manager or publisher of a newspaper wishing to adopt the system of registration for such newspaper should address the Head of the Dn. in which the newspaper is published. He will then be furnished with a printed form of application showing the information enquired by the Post Office, which he should fill in and return, forwarding at the same time a copy of the newspaper.

The Head of the Dn. on receiving the application with the copy of the newspaper, will satisfy himself that the newspaper is entitled to be registered in accordance with these rules, and for this purpose will make such enquiry as he may think proper. When the application is accepted, he will assign to the newspaper a registration number with the initial letter of the postal circle prefixed and communicate this number to the proprietor, manager or publisher. The fact that the newspaper has been registered, and the registration number assigned to it will be communicated at the same time to the post office at the place where the newspaper is to be posted.

(2) A written notice of the intention to renew the registration of a registered newspaper shall be given to the Head of the Dn. one month before expiry of the period upto which the registration remains in force. No fee shall be payable for the renewal of registration.

NOTE 1: If the registration of a newspaper has not been duly renewed or has been cancelled, it will not be accepted for transmission through the post at the concessional rates of postage for registered newspapers.

NOTE 2: There is no prohibition against the transmission of newspapers by post, either singly or otherwise at the rates and under the conditions prescribed for book packet or for book packets containing periodicals; and if a newspaper sought to be transmitted by post as a registered newspaper fails to comply with any of the conditions specified for the enjoyment of such privilege, it will be transmitted by post at the rates and under the conditions applicable to book packets as for book packets containing periodicals.

142. Renewal and Termination of Registration. – (i) Application for renewal of registration shall be made so as to reach the officer concerned at least one month before the date of expiry of the previous registration and shall be accompanied by two copies of the latest issue of the newspaper. A late fee of Rs. 5 shall be charged for each application for renewal received later than the last working day of the calendar month preceding the last month of the period of previous registration. Renewal in all cases shall be granted only when the Supdt./ Sr. Supdt. of Post Offices is satisfied that the conditions regarding the nature of contents, periodicity of publication and bonafide list of subscribers as per clause 132 are fulfilled. In case the previous registration expires before registration is renewed, the paper shall be prepaid at book packet rates pending issue of the

renewal. In case the application for renewal is received after the date of expiry of the previous registration, it shall be treated as a fresh application.

(ii) The registration of a newspaper for the concessional rate of postage must be deemed to be annulled as soon as the certificate or the recommendation mentioned in item (a) of sub-clause (1) is formally cancelled or withdrawn by the authorities concerned. The Supdt./Sr. Supdt. of Post Offices in which the newspaper is published can cancel or refuse the registration of newspaper when he is satisfied that the conditions regarding the nature of contents periodicity of publication and bona fide list of subscribers as per clause 140 do not continue to be fulfilled.

Explanation: - To ensure that condition (d) shall be complied with, registered newspapers must be handed in at the windows or door of the post office or mail office selected for the purpose by the proprietor, manager, publisher or the authorized agent. Newspapers posted in letter boxes are not admissible to the reduced rates of postage for registered newspaper.

143. Packets of Newspapers (i) The following conditions will regulate the posting of packets containing more than one copy of the same issue of a registered newspaper :-

- (a) Each packet shall contain only copies of the same registered newspaper and of the same date.
- (b) Sub packets shall be posted in the same post office and on the same fixed days as in the case of single copies of that registered newspaper, and shall be addressed to the Local Agent of the Registered newspaper at the place of destination.
- (c) The packets shall not be delivered at the addressee's residence but shall be handed over to the addressee or his recognized agent at the office of destination.
- (d) The Proprietor, Manager or Publisher of the registered newspaper shall communicate to the office of posting the name and address of every such Local Agent and the name of the post office or mail office of destination or the Railway station at which delivery of the packet has to be effected.
- (e) The office of posting shall take step to get the names and addresses of such local agents registered at the post office or mail office of destination or with the Railway Mail Service section by which the delivery will be effected.
- (f) The addressee or his agent shall call and take delivery of the packet at the window of the post office or mail office or from the RMS Van.
- (g) The sender of a packet containing more than one copy of a registered newspaper shall arrange to have the following indicated on the packet :-

“To be delivered at window”.

(ii) In places where the Post Box system is in force no article is ordinarily delivered at the window of the post office except through the Post Box. As a special case such packets of registered newspaper will be delivered to the local agents of the newspaper without insisting on their renting a Post Box.

NOTE : When the postage on such a packet is pre-paid at the rate calculated on each copy contained in the packet or at the rates prescribed for book packets it is permissible for the sender to note the full particulars of the addressee for delivery of the packet at the addressee's residence.

144. Posting of newspapers without prepayment of postage. – Newspapers which post a large number of papers can post their papers without affixing postage stamps in accordance with the following scheme :-

- (1) The scheme is confined to Registered Newspapers (including Magazines and Periodicals) which are published at intervals of not more than 31 days and which post more than 500 copies at a time. “In respect of those newspapers which carry stamps of 5 paise only, minimum number of newspapers posted for availing the facility under this clause shall be 100.”
- (2) The Proprietor, Manager or Publisher of any such registered newspaper who desires to avail of the scheme should apply in the prescribed form to the Head of the Circle for a licence furnishing the following particulars :
 - (a) The average number of (i) single copies of the newspaper and (ii) packets containing more than one copy, per issue of the paper posted each time.
 - (b) Average weight of (i) a single copy of the paper and (ii) a packet containing more than one copy of the paper, to be posted each time.
 - (c) Postage payable on a single copy and (ii) the average postage payable on each packet containing more than one copy of the paper to be posted each time.
 - (d) Total amount of average postage on all the papers (single copies and packets) which would be posted each time.
 - (e) The number of days in a month on which the papers would be posted.
- (3) The Head of the Postal Circle, on receipt of the application will calculate the approximate total postage payable by a Registered Newspaper in the course of the month and then require the Newspaper to deposit an amount equivalent to the total of one month's postage as a security deposit. The amount of the security may be deposited in cash in a Post Office Savings, security deposit account, or in National Savings Certificates pledged to the Head of the Circle concerned or may be covered by

a guarantee from either State Bank of India or a Bank nationalized by Government of India. The form of guarantee will be similar to that shown in clause 94. The amount of postage due on all postings will be adjusted twice a month on the 16th for posting between the 1st and 15th of the month and 1st of the following month in respect of the postings from the 16th to the end of the month.

- (4) After the newspaper has deposited the amount of the security a licence will be issued by the Head of the Circle authorizing posting of the newspaper without prepayment under the following conditions :-
- (i) The Newspaper should be handed in at the window of the office or offices and on such days or dates of the week or month as have been specified in this behalf in the order sanctioning its registration.
 - (ii) The licensee should arrange to print the Licence No. along with the words 'Licensed to post without pre-payment' below the 'Registration No.' Printed on the paper when the paper is posted without a wrapper.
 - (iii) The licence will be deemed to be annulled as soon as the registration of the newspaper expires. Application for the renewal of the licence should therefore, be made at the same time as application for renewal of registration.
 - (iv) The copies of the newspaper should be handed over at the window along with an invoice in duplicate in the form prescribed for the purpose showing the details of the posting. One copy of the invoice after comparing the entries with the copies posted will be returned to the poster duly signed and date stamped.
 - (v) On the basis of the invoices relating to the postings during the period shown in rule (3) above a bill will be prepared by the Post Office or RMS Office showing the total amount of postage payable and will be presented to the licensee on 16th and 1st of each month. The payment of the bill should be made by the licensee at the Post Office indicated in the bill within 7 days from the Circle has the right to cancel the licence.
 - (vi) 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 will immediately be stopped and the licence deemed to have been cancelled. The Head of the Circle will recover the amount due upto that date from the security deposit held by the post office and may also, if necessary, take steps to recover any outstanding amount under section 12 of the Indian Post Office Act, 1898.
 - (vii) The licence, on being terminated, may be renewed by the Head of the Circle at his entire discretion on such terms and conditions as he may think fit to impose.
 - (viii) If at any time, it is found that the security deposit already made or the bank guarantee provided is less than the payment for the preceding month, the licensee

should, if called upon to do so increase the security deposit or bank guarantee, as the case may be, in order to cover the increased amount. In case of failure to do so, the Head of the Circle has the right to cancel the licence.

- (ix) The licence is revocable (on seven days' previous notice in writing) at the discretion of the Head of the Circle without assigning any reason whatsoever for the same.
- (x) If any dispute arises as to the effect of the licence or with regard to any matter arising therefrom the same should be referred for a decision to the Director General Posts whose decision shall be final.

PARCELS

145. Contents. – (1) Anything may be sent in a parcel excepting articles the transmission of which is prohibited (see Section IV). A parcel may contain a single written communication of the nature of a letter or having the character of a personal communication, addressed to the addressee of the parcel.

(2) Save as provided in sub-clause (1) no written communication must be enclosed in a parcel.

(3) If a parcel is suspected to contain any written communication other than the permitted by sub-clause (1), it will be forwarded to its destination marked "For open delivery". If on being opened in the office of delivery in the presence of the addressee or his authorized agent it is found to contain any written communication other than the one permitted by sub-clause (1), each such written communication shall be charged on delivery with double the letter postage. Any postage paid on the parcel shall not be taken into account in assessing this charge. If the addressee fails to attend as required or refuses to pay the charge in full the parcel shall be returned to the sender from whom the charge will not be recovered.

NOTE : Taxing of inadmissible communications found inside an official parcel will be governed by clause 199.

146. Weight and size. – (1) The weight of an un-registered parcel should not exceed 4 kilograms (4000 grams); the weight of a registered parcel should not exceed (a) 10 Kilograms if posted at or addressed to, a branch post office; and (b) 20 kilograms in other cases.

NOTE : The D.G. may in special circumstances, prescribe a lower limit of weight for book packets for and from any particular P.O. or Office.

(2) The length of a parcel should not exceed 1 metre and the length and girth combined should not exceed 1.80 metres.

(3) No parcel shall be such that, by reason of its shape, manner of packing or any other feature, it cannot be carried by post without serious inconvenience or risk.

147. Packing. – (1) A parcel be packed and enclosed in a reasonably strong case wrapper, or cover fastened in a manner calculated to preserve the contents from loss or damage in the post, to prevent any tampering therewith, and to protect other postal articles from being damaged in any way thereby.

If a parcel contains cloth or woollen material it must be packed in a strong wrapper with an outer covering of stout cardboard or cloth. Parcels containing articles of great value like gold, bullion, jewellery and the like, must be packed in a metal container or a wooden or a stout cardboard case according to the nature of the article.

(2) Liquids and substances which liquefy easily must be despatched in a double receptacle. Between the first receptacle (bottle, flask, box, etc.), and the second (which must be a box of metal or strong wood) some space must be left to be filled with saw-dust, bran or some other absorbing material in sufficient quantity to absorb all the liquid contents in the event of breakage.

(3) Live-bees must be enclosed in suitable cases and so packed as to prevent all risk of injury to other postal articles in course of transmission by post or to officers of the Post Office.

148. Human and other viscera. – Human and other viscera may be transmitted by the Inland post to Chemical Examiners for analysis. Brains of rabid animals may also be transmitted by post to authorized laboratories when sent by persons holding veterinary or medical qualifications. The following conditions apply in each case :-

- (a) The suspected viscus or other material to be sent for examination must be enclosed in a glass bottle or jar, fitted with a stopper or soundcork.
- (b) Great care must be taken that the stopper or cork of the bottle fits tightly. This precaution is especially necessary when alcohol is used as a preservative; in such cases a ring of bees wax or candle-wax must be placed round the lip of the bottle so as to cover the shoulder of the stopper. The stopper must be carefully fastened down with bladder or leather and sealed.
- (c) The glass bottle or jar must then be placed in a strong wooden or tin box, which must be large enough to allow of a layer of raw cotton at least eighteen millimetres thick, being placed between the bottle or jar and the box.
- (d) The box itself must be encased in cloth, which must be securely closed and sealed. The seals must be at intervals not exceeding three inches along each seam. All the seals must be of the same kind of wax and must bear distinct impressions of the same device. The device must not be that of a current coin or merely a series of straight curved or crossed lines.

149. Plague culture, & Anthrax Spore Vaccine.- (1) Cultures or other articles known or believed to contain the living germs of plague may be transmitted by the inland post, subject to the following conditions :-

- (a) Such cultures or other articles aforesaid must not be accepted for transmission, unless they are sent by a Commission Medical Officer, a Military Assistant surgeon or a Medical Practitioner in possession of a qualification not lower than that of L.M.S. of the University of Calcutta, Punjab, Madras or Bombay, or by a person specially permitted by the Central Government or a State Government to send such cultures or other articles, not unless they are consigned to a Government Laboratory or to a person specially permitted by the Central Government or a State Government to receive such cultures or other articles.
- (b) The cultures or other articles aforesaid must be securely packed in a hermetically closed tin of adequate strength, which must be placed in a strong box of wood or with a layer of at least eighteen millimeters of raw cotton-wool between the inner and outer case.
- (c) The outer case must be enclosed in stout cloth, which must be securely fastened and sealed and labeled with such distinguishing inscription as will suffice to make immediately manifest the nature of the contents.
- (d) The sender must present the parcel at the post office accompanied by a declaration as to the nature of its contents, and a certificate signed by himself to the effect that he has advised the addressee of its dispatch and that such addressee, if the parcel should not be addressed to a Government Laboratory, has been specially permitted by the Central Government or a State Government to receive such cultures or other articles. The certificate, moreover, must show on its face that the sender is a person authorized within the meaning of condition (a) to send such cultures or other articles.

(2) Bottles of anthrax spore vaccine may also be transmitted by post by laboratories permitted by the Central or State Governments to dispatch or receive such articles and on conditions prescribed in (b), (c) and (d) above.

150. Tuberculosis Sputum. – Infectious tuberculosis sputum may be transmitted by post subject to the following conditions :-

- (1) That sputa samples and other tuberculosis material is consigned to a laboratory or institution or a person specially permitted by the Government to receive such materials.
- (2) That the material is contained in spill proof glass, metal or wax paper containers which are securely packed in a tin or wooden box of adequate strength with a layer of raw cotton wood of 3/4" to an inch thickness between the box and the containers. The box should be properly sealed.

- (3) The box must be enclosed in a stout cloth bag which should be properly fastened, sealed and labeled with such distinguishing inscriptions as to make the nature of the contents manifest.

151. Strong Smelling Articles. – Strong smelling articles (e.g., asafetida) must be enclosed in a hermetically sealed case of tin or other metal.

152. (1) Celluloid inflammable films raw or manufactured celluloid shall be packed in a double receptacle. Such articles shall first be closed, in the case of films, in a hermetically sealed box of tin and, in the case of celluloid or articles made wholly or partly of celluloid, in a box of tin, cardboard or wood, the vacant space being completely filled to prevent any movement of the contents. This box shall then be wrapped completely all round with padding material in sufficient quantity and placed inside a wooden box, made of planks not less than 10 mm. (3/8 of an inch) thickness, the sides of which shall be dovetailed, the base and the lid being solidly screwed to the sides, any intervening space being completely filled with additional packing material so as to hold the inner receptacle tightly in position and to prevent any rattle. A white label bearing in heavy black characters the indication “Celluloid keep away from fire and light” shall be affixed to the address side of the parcel.

(2) In the case of non-inflammable or “Safety” cinematograph films, a white label bearing the words “Safety films – non-inflammable” in plain black letters must be affixed to the outside of each parcel. The provision relating to packing of inflammable films etc., prescribed in sub-clause (1) above will not apply to the packing of non-inflammable films.

153. Osmic Acid. – Osmic acid (Osmium tetroxide) may be transmitted by the Inland Post subject to the following conditions :-

- (a) The acid must be securely packed in a hermetically sealed stout glass capsule which should be embedded in the centre of a tin case filled with sand in such a manner as to leave a layer of sand of not less than 4.3 centimetres between any part of the glass capsule and the inside of the tin case.
- (b) The outside of the tin case be labeled in red letters one quarter of an inch high “OSMIC ACID DANGEROUS TO HANDLE”.
- (c) The tin case must be soldered down and placed in an outer box of wood of reasonable strength with a layer of at least 2.5 centimetres of raw cotton wool between the inner tin case and the outer wooden box.
- (d) The outside of the wooden box should also be labeled in red letters “OSMIC ACID”.
- (e) The quantity of the acid enclosed in a capsule must not exceed two grammes and not more than one capsule should be included in a parcel.

154. Perfumes. – Perfumes though a spirituous preparation having in some cases a flash point of 35.6°C (96°F) or below and a greater strength than 60°U.P may be transmitted by the Inland Post subject to the following conditions: -

- (a) The perfume must be filled in a glass bottle which should be plugged and capsuled. The glass bottle should then be packed in a cardboard box with cushion inside.
- (b) The cardboard box must be wrapped with strong paper placed in an outer wooden box with corrugated paper and shavings.
- (c) The outside of the wooden box should also be labeled in red letters “perfumes – keep away from fire”.

155. Manner of Prepaying Postage. – The postage on a parcel, and also the registration fee if the parcel is to be registered must be prepaid fully. Postage stamps must be affixed to, or impressions of stamping machine taken on the cover of the parcel or an official label which can be obtained free at the post office. In cases where postage stamps are used the sender or his messenger must affix the stamps himself, postal official being strictly forbidden to affix them. Should an official label be used it must be pasted to the parcel; and if the sender does not do this himself he is recommended to see it done in this presence before he leaves the post office.

NOTE : If wax-cloth is used as an outer covering for protection and sufficient strong paper has not been securely fastened outside the wax-cloth (see clause 15), it is advisable that the postage stamps should always be affixed to an official label.

156. Manner of Posting. – (1) Every parcel (including service parcels) intended for transmission by post must be presented at the window of the post office. Any parcel found in a letter box will be treated and charged as a registered parcel.

(2) If a parcel containing any of the articles mentioned in sub-clause (2) and (3) of clause 147 and clauses 148 to 152 is not packed in the manner prescribed therein it will not be forwarded.

AIR MAIL SERVICE

157. Articles given air-lift. – All First Class mails and money order are given air transmission as a matter of course, without payment of any additional air fee, wherever such air conveyance is available and would be advantageous. Other classes of mails, viz., book, sample and pattern packets, registered newspapers, blind literature packets and parcels will be required to be paid with the requisite air surcharge, if they are to be given air transmission.

NOTE : As a special case, all classes of mails for and from Agartala (Tripura State) are given air conveyance between Agartala and Calcutta, and Agartala and airports in Assam without any air surcharge.

158. Conditions. – (a) All surcharged air mail articles must bear the prescribed Blue Air Mail label available gratis at the Post Office, on the top left-hand corner on the address side.

Articles bearing a manuscript indication “By Air Mail” may be posted but there is likelihood of such a direction being overlooked by the Post Office staff and such articles being forwarded by surface route and being delayed.

(b) The pre-payment of the full air mail fee on parcels and of at least 75 per cent of the total charges including the air fee on all other surcharged articles is obligatory.

(c) All the special services like registration, acknowledgement due, etc., are admissible in the case of air mail articles as in the case of surface mail articles. In such cases, the weight of the acknowledgement card, or other forms accompanying the article like V.P.M.O. form will be taken along with that of the article in calculating the air mail fee.

(d) In all other respects, the rules governing the similar classes of mails for surface transmission will apply in the case of corresponding classes of air mail articles.

159. Re-direction of air mail correspondence. – Addresses wishing to have second class mails, both surcharged and un-surcharged redirected to them within India or returned to them by air in case of non-delivery, are required to deposit in advance in the post office, sums sufficient to cover the air fees at the prescribed rate of air surcharge. In such cases the addresses should give specific written instruction to the Post Office. The Post Office will keep an account with each such addressee in accordance with the procedure laid down in Class 61.

160. Limited air-lift. – (a) For the convenience of the public a special procedure of giving air lift only over the difficult sections of the route in the case of articles for certain remote areas at a concessional rate of air fee has been introduced. For the rest of the journey, the articles will be carried by the normal surface route. Such articles may, however, be given air-transmission for the entire journey at the normal rates of air surcharge.

(b) The classes of traffic and the sections over which such limited air limit will be afforded are indicated below :-

<i>Places between which air-lift will be given</i>	<i>Classes of traffic</i>
(i) Calcutta and any station in Assam	
(ii) Amritsar-Srinagar	Registered newspapers and
(iii) Amritsar-Jammu Tawi	air parcels
(iv) Srinagar-Leh	
(v) Srinagar-Kargil	Registered newspapers packets
(vi) Patna-Kathmandu	& air parcels
(vii) Silchar-Imphal	Air parcels.

(c) Air mail articles for which such limited air-lift is desired should bear the prescribed air mail label and should also be clearly marked in bold letters “For limited air lifts between and only”.

161. Air parcels. – (a) The maximum size and weight of an air parcel accepted or conveyance by air will be the same as those fixed for surface parcels.

(b) Parcels to be forwarded by air should be clearly superscribed on the address side in bold letters “Air Parcels” and must bear prominently on its face the prescribed blue air mail label.

(c) Registration will not be obligatory (except for Parcels exceeding 4 kg.) but Air Parcels may be registered on payment of the usual additional registration fee.

REGISTRATION

162. Object. – Registration makes the transmission of an article more secure, as it passes through the hands of postal officers, under special precautions. But the Post Office is not responsible for the loss of a registered article, or for any injury which its contents may sustain during the transmission though the post. The risk of injury is diminished by the use of the special registration envelopes sold at post offices.

163. Articles which can be registered. – Letters, letter cards, postcards, book and pattern packets, blind literature packets, parcels and newspapers prepaid with postage at newspaper rates of postage may be registered at any post office for transmission by post to any other post office.

164. Payment of Postage and Fee. – The prepayment of the postage and registration fee is compulsory in the case of all registered articles.

165. Manner of registering. – (1) An article intended for registration must be presented at the window of the post office. No such article will be accepted for registration if it is so small or so covered with writing or sealing wax on the address side or otherwise made up in such a manner, as to render it impracticable to affix to the article the prescribed official labels of the Post Office. This condition does not apply to an article which has an address label tied to it provided that the label is not so small or so covered with writing on the address-side as to render it impracticable to affix to the side the prescribed official labels of the Post Office.

(2) No such article shall also be accepted for registration –

(a) where it contains words to be the effect that it has been, or is intended to be insured for any specific sum, or that it may contain valuable contents unless it is also to be insured, or (b) where such words are scored out.

(3) If the Postmaster-General is satisfied that it is necessary or expedient so to do meet the rush of work in a Night Post Office or a Mobile Post Office and to ensure the equitable availability

of facilities provided therein to all persons, he may, by notice displayed on the notice board of such Post Office, restrict the number of registered articles that may be tendered for booking by any person at one time at such Post Office during such hours as may be specified in the notice.

(4) No article, intended for registration, shall be accepted at any post office at any one time from an individual or firm unless the number of articles intended for registration is limited to such number as may be fixed by the Postmaster-General in this behalf.

166. Sender's Receipt. – A receipt will be given to the person who presents an article for registration at the post office window during the hours prescribed for posting registered articles.

167. Booking of Registered Articles in bulk. – For the convenience of firms and other institutions posting at least ten registered (other than insured) articles daily, a special procedure has been evolved under which the senders themselves write out the receipts and present them along with the articles to the Post Office for booking so that unnecessary delay and detention at the Post Office is obviated. There is no extra charge for this facility. Interested parties should apply to the local Superintendent of Post Offices for further details.

168. Special Acknowledgements. – (1) If the sender of a registered article pays at the time of posting the articles the prescribed fee in addition to the postage and registration fee, these will be sent to him on the delivery of the article a form of acknowledgement signed in ink by the addressee or his authorized agent. If either the addressee or the agent refuses to sign, the acknowledgement of delivery will bear a statement to this effect.

(2) No article for which an acknowledgement is required shall be accepted for registration unless it is accompanied by a prescribed form of acknowledgement duly filled in and securely fastened to such articles by means of thread or fine twine which should be threaded through the centre of the acknowledgement and then tied crossways round both the article and the acknowledgement but the thread must not pass through the registered article. The acknowledgement accompanying a Registered Parcel should not be attached to it but must be handed over along with the parcel.

NOTE 1: The receipt granted to the sender of a registered article in respect of which a fee for special acknowledgement has been paid, will have the letter "A.D." written across it.

NOTE 2: A registered article for which the sender requires an acknowledgement of delivery, must bear on the cover the name and the address of the sender and have the superscription Acknowledgement Due on the address side. In the case of a letter the name and address of the sender should be written on the bottom left hand corner of the address side or on the back of the cover. In the case of a postcard the name and the address of the sender may be written on the bottom left hand corner of the address side of the postcard.

169. Attested copies of receipts. – The sender of a registered article may obtain an attested copy of the original receipt signed by the addressee on payment of the prescribed special fee provided that he makes his application for it within six months of the date on which the addressee signed the original receipt.

170. Compensation. – (1) The Head of the Circle may grant to the sender, or at his request to the addressee solely as an act of grace, and not in consequence of any legal liability compensation up to a limit of Rs.50 for the loss of any inland letter, packet or parcel, or its contents or for any damage caused to it in course of transmission by post, subject to the following conditions :-

- (a) That the prescribed registration fee shall have been prepaid in addition to the postage.
- (b) That the application for compensation shall have been made within three months of the date of posting of the article in the case of loss of the article, and within one month of the date of delivery of the article in the case of loss of contents or damage.
- (c) That the amount of compensation shall not exceed the actual amount of the loss or damage and that such amount can be referred directly to some loss or damage.
- (d) That the decision of the Director-General on all questions of compensation shall be final.

(2) No compensation will be given in the following cases :-

- (a) For loss or damage. – In case in which this has been caused by the fault or negligence of the sender, or in which the contents of the registered article were articles which are not allowed to be sent by the Inland Post.
- (b) For damage, in cases in which the contents of the registered article are liquid or perishable articles or articles of an exceptionally fragile nature.

NOTE 1: No compensation will be given in cases in which the registered article contained anything the insurance of which is obligatory or which is not allowed to be sent in a letter, packet or parcel as the case may be.

NOTE 2: In no case will compensation be given on account of postage, registration or packing charges.

NOTE 3: The period of three months prescribed in clause 170(i) shall be extended to one year in the case of V.P. articles as laid down in clause 197 and to six months in the case of registered articles addressed to or sent by members and units of Armed Forces.

171. Cases in which registration is compulsory. – (1) Registration is obligatory in the case of –

- (a) Any parcel exceeding 4 kilograms in weight.
- (b) any insured article.
- (c) Any parcel addressed to a place for which a customs declaration is required.

- (d) Any article containing postage or other stamps or labels, or a cheque, hundi, bank note, bankpost bill, bill-of-exchange, or the like, if the contents are either superscribed upon the cover or are known or manifest to the officers of the Post Office owing to the transparency, insecurity or insufficiency of the cover or to any other cause.
- (e) Any article bearing the word “registered” or any other word, phrase or mark to the like effect, written or impressed on the cover.
- (f) Any registered article which is re-posted after having been delivered.
- (g) Any value-payable article.

EXCEPTION : Nothing in this rule shall be held to render registration of a packet compulsory only by reason that it contains a stamped envelope, postcard or wrapper as provided by clause 123 (C).

2. Twice the fee for registration will be levied on the delivery of any postal article required under this clause to be registered on which the fee for registration has not been prepaid. If fee for registration has been partly prepaid, twice the difference between the fee payable and the amount actually paid will be levied.

INSURANCE

172. Articles which can be insured. – Registered letters, value-payable registered letters, registered parcels and value-payable registered parcels may be insured up to the value of Rs.600 at such branch post offices, and up to the value of Rs. 10,000 at such other post offices, as are authorized, to accept articles for insurance and for such post offices as are authorized to deliver insured articles, provided that in no case shall such value exceed the real value of the contents of the article insured; provided also that articles containing gold, coin or bullion Government currency notes or bank notes or any combination of these shall be insured for the actual value of the contents. For the purpose of this rule, papers such as securities, legal documents, etc., may be regarded as having a real value.

NOTE : See clause 209(9).

173. Insurance. – Insurance covers all risks in course of transmission by post.

NOTE 1. See clause 209(9) regarding transmission of gold coin or mullion.

174. Offices which can insure. – articles may be insured at all post offices in the list given in Part III of this Guide with the exception of those marked ‘B’ and ‘C’ and for all post offices named in the list with the exception of those marked ‘B’ and ‘L’.

NOTE : Registered articles to and from Army Post Offices may be insured upto the value of Rs.500/- each.

175. Prepayment compulsory – The prepayment of all charges on insured articles namely postage, registration and insurance fee is compulsory. Postage stamps affixed to an insured article must be placed apart from one another so that they may not serve to conceal injuries to the cover of the letter or parcel.

176. Packing. – (1) Every letter tendered for insurance must be enclosed in a strong cover which must be securely fastened and sealed by means of identical seals in fine wax reproducing a private mark and affixed in sufficient number so that it cannot be opened without either breaking the seal or leaving obvious traces of violation. No label of any kind should be affixed by the sender to such a cover but cut out labels the maximum size of which is 1-1/2-2 x 3” (3.8 cm x 7.6cm). with frank impressions as postage stamps on the cover of an insured articles may be accepted. An envelope with black or coloured border or a transparent panel must not be used. The seals must be placed over each flap or seam of the cover and if the cover is tied around with string or tape a seal must be placed on the ends where they are tied. As an additional precaution (if the contents admit of it) a thread should be passed through the cover and its contents and tied the knot being placed under the Central seal. The seals on (i) an ordinary envelope; and (ii) an embossed registration envelope should be placed as shown below :-

(2) Every parcel tendered for insurance must be packed carefully and substantially, with due regard to the nature of the contents and the length of the journey and must be sealed with wax or lead bearing a private mark, in such a way that it cannot be opened without either breaking the seal or leaving obvious traces of violation. Seals must be placed over each joint or loose flap of the covering of a parcel and if string be used in packing a seal must be placed on the ends of the string where they are tied. If a parcel contains gold or silver bullion or coins it must be packed in a strong case of wood or metal with an outer covering of cloth or stout paper.

(3) All the seals affixed to an insured article must be of the same kind of wax and must bear distinct impressions of the same private device. The device must not be that of a current coin or merely a series of straight curved, or crossed lines.

NOTE : It is recommended that registration envelopes (sold at all post offices) be used for insured letters.

177. Size and other conditions. – No postal articles will be accepted at any post office for insurance if it is so small or so covered with writing or sealing wax on the address side, or otherwise made up in such a manner, as to render it impracticable to affix to the article the prescribed official labels of the Post Office.

EXPLANATION: This rule does not apply to an article which has an address label tied to it, provided that the label is not so small or so covered with writing on the address side as to render it impracticable to affix to that side the prescribed official labels to the Post Office.

178. Manner of insuring. – An article intended for insurance must be presented at the window of the post office which the sender wishes it to be insured, clearly written in words and figures, without erasure or correction, on the top of the address side of the cover. The name and address of the sender must also be written on the cover in the lower left-hand corner, or on a separate slip of paper, to be presented with the article should there be no room for his name and address on the cover.

179. Failure to comply with conditions. – Articles not properly packed, or not fully prepaid or which do not comply with the conditions prescribed in clauses 176, 177 and 178 will not be insured.

180. Receipt given to sender. – A receipt will be given to the person who presents an article for insurance at the post office window during the hours prescribed for posting insured articles. Any error or mistakes should be pointed out at once by the sender otherwise the Post Office will not be liable for any damages or compensation.

181. Special Acknowledgement. – The sender of the insured article is entitled to obtain, free of charge, an acknowledgement of its delivery signed by the addressee or his authorized agent.

NOTE : The sender may himself fill up the forms of acknowledgement to be signed by the addressee and is recommended to do so.

182. Responsibility of the Post Office. – There will be payable to the sender of an insured postal article compensation not exceeding the amount for which the article has been insured, for the loss of the postal article, or any of its contents, or for any damage caused to it in course of transmission by post; provided that the compensation in no case exceeds the value of the article or any of its contents lost or the amount of the damage causes, and provided that, in the case of loss, the sender furnishes full particulars of the contents of the postal article and their values; provided also that no compensation will be payable –

- (a) Where there has been misdelivery arising out of incorrectness or incompleteness of the address written by the sender;
- (b) where there has been fraud on the part of the sender or addressee;
- (c) where the insured article has been delivered to the addressee, and he has signed and returned the receipt therefore;
- (d) where the sender has not given intimation of the loss within three months from the date of posting;
- (e) where the loss or damage was due to improper or insecure packing;
- (f) where there is no visible damage to the cover or seals it being understood that the sender must so pack the letter or parcel that its contents cannot be touched without visible damage as aforesaid being caused;
- (g) where the insured article contains Government currency notes, bank notes, gold coin or bullion or any combination of these, and has not been insured for the actual value of the contents;

NOTE : See Clause 209(9).

*See meaning of the term “delivery” in Clause 35.

- (h) in the case of the loss of halves of currency notes;
- (i) in the case of damage arising from the nature of the article insured; or
- (j) where the insured article contained anything the transmission of which by post is prohibited.

183. Compensation. – (1) Compensation will be payable one month after the date on which intimation of loss is given by the sender to the Post Office, except in cases in which the Head of the Circle may consider that the circumstances demand the withholding of payment pending enquiry.

(2) If after compensation has been paid for the loss of a postal article or any portion of its contents, the contents or any portion thereof are subsequently recovered, the recovered contents will be dealt with as follows, namely :-

- (a) If the value of the recovered contents added to the amount of compensation paid is not in excess of the amount of loss, the recovered contents will be restored to the sender.
- (b) If the value of the recovered contents added to the amount of the compensation paid is in excess of the amount of the loss, the Post Office will be entitled either to restore the recovered contents to the sender on his repaying the amount of such excess or to retain and dispose of so much of the recovered contents as may be held by the Head of the Circle to represent such excess and restore the rest of the recovered contents, if any, to the sender.

184. Cases in which Insurance is compulsory. – (1) Coin, bullion, platinum, precious stones, jewellery, government currency notes or bank notes and articles of gold or silver may be sent by post only in insured letters, insured parcels. If a letter or parcel presented at the post office window is found to contain any such object of value, it will not be accepted for transmission by post, unless the sender insures it; and, if an uninsured article manifestly containing any such object of value is found in course of transmission by post it will be either intercepted and returned to the sender, or forwarded to destination and delivered to the addressee subject to the payment of a fee of two rupees. The payment of this fee will not impose any liability on the Central Government.

NOTE : The fee of two rupees imposed under this rule will be recovered from the sender if the article is refused by the addressee or the addressee cannot be found.

EXPLANATION: In this rule, the expression “articles of gold or silver” includes articles made wholly or partly of gold or silver, but not coins and electro or other plated goods. The expression “coin” does not include out counterfeit coin remitted on behalf of the Issue Department of the Reserve bank of India and Miints. The expression “currency notes” does not include defaced notes, i.e. notes from which the signature has been cut off after cancellation, remitted on behalf of Issue Department of the Reserve Bank of India. The expression “jewellery” includes watches the cases of which are entirely or mainly composed of gold, silver or platinum.

(2) Insurance is also compulsory for at least the amount specified for recovery from the addressee in the case of all value payable articles (other than value payable letters containing Railway receipts, bills, invoices, documents etc. of no intrinsic value and value payable packets containing printed papers, books etc. sent under book packet rates) on which the amount specified for recovery exceeds Rs. 100.

185. Declaration of value of gold coin or bullion of gold ornaments or articles of gold – In the case of articles containing gold coin or bullion or gold ornaments or articles of gold, Government currency notes or bank notes or any combination of these sender should declare on the article the value of the contents at the time of dispatch.

NOTE : See Clause 209(9).

VALUE PAYABLE ARTICLES

186. Value payable post. – The value payable system is designed to meet the requirements of persons which wish to pay for articles sent to them at the time of receipt of the articles of of the bills or railway receipts relating to them, and also to meet the requirements of traders and others who wish to recover through the agency of the Post Office the value of article supplied by them.

187. Value-payable articles. – Registered parcels, registered letters, registered book packets and newspapers prepaid with postage of newspaper rates of postage and with registration fee may be transmitted by the inland post as value payable postal articles, provided that the amount specified for remittance to the sender in the case of any such postal article does not exceed Rs. 1,000 and provided that such parcels, letters and packets do not contain coupons, tickets, certificates of introduction designed for the sale of goods on what is known as the “Snowball System”.

188. Declaration. – No such postal article as aforesaid will be accepted at any post office for transmission by post as a value payable postal article unless the sender declares that it is sent in execution of a bona fide order received by him. At any post office notified from time to time in this behalf by the Director General, the sender will, in addition, be required to declare that the article is one the transmission of which by post as a value payable postal article is permitted. No postal article as aforesaid will be accepted at these offices without such further declaration.

EXPLANATION: An article may be sent by the value payable post even through it possesses no intrinsic value. Thus legal documents, bonds, policies of insurance, promissory notes railway goods and parcel receipts, bills of lading or ordinary bills for collection may be sent as value payable postal articles. In the case of a railway receipt or bill of lading sent as a value payable postal article – it will be sufficient for the purposes of this rule if the article to which railway receipt or bill of lading relates has been sent in execution of a bonafide order. In the case of the other documents specified the document must be sent in execution of a bona fide order to send the document itself.

189. Post offices from and to which V.P. articles may be sent. – Value-payable postal articles can be posted at any post office that is a money order office (with a few exceptions) for transmission to any other post office that is a money order office. All post offices are money order

offices except those that are distinguished in the List of Post Offices given in Part III of this Guide by the letter 'D' opposite their names.

190. Manner of Posting. – (1) Every postal article intended to be transmitted by post as a value payable postal article must be presented at the post office with the prescribed printed form in which the sender must specify the sum to be remitted to himself fill in the required entries (in ink) and sign the declaration required by Clause 188. The sender must also write clearly on the face of the article itself:-

- (a) in the upper left-hand corner the letters “VP” followed by an entry in figures and words of the amount for remittance to himself, and
- (b) in the lower left-hand corner – his own name and full address.

NOTE : The sender's name and address may be indicated by clear impression of a stamp on the value payable article.

(2) Value payable articles will not be accepted unless the town of payment shown in the value payable money order form is the one where the article has been booked.

(3) A receipt will be given to the person who presents the article.

191. Booking of value-payable articles in bulk. – A procedure similar to that indicated in clause 167 for registered articles is available for the convenience of firms and other institutions posting at least ten uninsured value payable articles daily. No extra charge will be levied for this facility. Enquiries in this regard should be addressed to the local Superintendent or Post Offices.

192. Conditions. – (1) No article will be accepted at any post office for transmission by post as value payable postal article if it is so small or so covered with writing or sealing wax on the address side or otherwise made up in such a manner as to render it impracticable to affix to the article the prescribed official labels of the Post Office.

EXPLANATION: This rule does not apply to an article which has no address label tied to it, provided that the label is not so small or covered with writing on the address side as to render it impracticable to affix to that side the prescribed official labels of the Post Office.

(2) No article on which the amount specified for recovery from the addressee exceeds Rs.100 will be accepted at any post office for transmission by post as value payable postal article unless it is insured for at least the sum specified for remittance by the sender.

EXPLANATION: This rule does not apply to value-payable letters containing Railway receipts, bills, invoices, documents, etc. of no intrinsic value and to value-payable packet containing printed papers, books etc., sent under book packet rates.

193. Payment to Sender. – When the amount due is recovered from the addressee, the sum for payment, to the sender will be remitted to him by means of money order.

NOTE 1: A postmaster is authorized to comply with a written request from the sender of a value-payable article posted in India to deliver such article to the addressee free or to alter the sum originally specified for remittance to himself provided that such requests are communicated through the office of posting and that the value-payable article has not been returned to the office of posting when the request of the sender reaches the office of delivery. The information may be sent by telegram if the sender affixes postage stamps of a value to cover the cost of the message to his application.

NOTE 2: See Clause 67.

194. Detention in office of delivery and levy of demurrage. – If the addressee of a value-payable postal article omits to take delivery of it within 7 days following the date of its first presentation or the date of delivery to him or to his accredited agent of an intimation of its arrival, the article will be returned to the sender on the 8th day :

Provided that if in the meantime the addressee has applied in writing to the post office for the detention of the article for a further period not exceeding seven days beginning with the said 8th day and pays the prescribed fee the article shall not be returned to the sender until the expiration of the further period covered by the application. Any fee so paid shall in no circumstances be refunded.

NOTE 1: If the 7th day following the date on which the article has been presented or intimation of its arrival has been delivered to the addressee or his accredited agent, falls on a Sunday or Post Office holiday , the article will be detained until the next working day and no demurrage will be charged for the extra days.

NOTE 2: If the last day of the period for which the addressee has asked for the detention of the article beyond the first 7 days falls on a Sunday or Post Office holidays, the article will be detained till the next working day and no demurrage will be charged for the additional detention on account of the Sunday or Post Office holiday.

NOTE 3: In the case of an article sent out for delivery through a village postman, the period of 7 days will be counted from the date of the intimation of its arrival to the addressee or to his accredited agent.

(2) When a value-payable postal article is returned to the sender under sub-clause (1) the sender will be required to pay any charges that may be due on it and to acknowledge receipt of the article by signing the form presented by the postman. In no circumstances will any fee or fees prepaid by the sender be refunded.

195. Insurance of V.P. Articles. – The value declared for insurance need not correspond with the amount specified by the sender for remittance to himself. Thus in the case of a watch returned after repairs per value-payable post to its owner, the amount to be remitted to the sender of the watch would be only the cost of repairs while the sum insured would represent the value of the watch itself.

196. Complaints regarding value-payable articles. – (1) Whenever the sender article addressee of a value-payable postal article makes a complaint regarding the delivery of or payment for, the value-payable postal article, he will be entitled to have an enquiry made by the post office on paying the prescribed fee. The fee will be paid by means of a postage stamps or stamps affixed to the letter of complaint. This fee will be refunded in cases where the complaint was found to be well-grounded.

(2) The complainant will be required to furnish full particulars regarding each value-payable article to which the complaint refers and to pay the prescribed fee in respect of each article. No complaint will be attended to unless made within six months of the date of posting of the value-payable article. The result of the enquiry will be communicated by letter.

(3) When a complaint is made regarding payment for a V.P. article, the V.P. money order will not be produced unless an allegation of fraud or receipt practiced on the sender is put forward, and the V.P. money order will only be available for inspection at the post office at which the Department finds it convenient to permit examination.

(4) If a complaint is made by the addressee immediately after the receipt of a value-payable postal article, that it was sent dishonestly or fraudulently the Head of the Circle may if he is satisfied that there are prima facie grounds for believing that the value-payable postal article was sent with the intention of defrauding the addressee, withhold the payment to the sender of the money recovered from the addressee. If after making such enquiries as may be necessary, he is fully satisfied that the value payable postal article was sent with this intention he may order the return of the article to the sender and refund to the addressee the sum of money recovered from him on delivery of the value-payable postal article.

EXPLANATION: Impression of a stamping machine made by a competent authority shall be tantamount to affixing stamps of corresponding value.

197. Responsibility of the Post office. – The Central government shall not incur any liability in respect of the sum specified for remittance to the sender in respect of a value payable postal article unless and until that sum has been received from for remittance to the sender in respect of a value-payable within six months from the date of posting of the article.

SECTION – III OFFICIAL POSTAL ARTICLES

198. Conditions.- Official Postal articles will be transmitted by post under the following conditions :-

- (a) The rates of postage and conditions of transmission by post hereinbefore prescribed for the different classes of non-official postal articles and the rules under which such articles be registered, insured, or sent value-payable are applicable also to official postal articles of the same classes.

EXCEPTION : The conditions laid down in clause 145 that a parcel shall not contain more than one written communication of the nature of a letter or having the character of a personal communication shall not apply to an official parcel which contains office files provided that no one file shall contain more than one communication of such nature of having such character which was not contained therein when the file was received in the office from which it is being dispatched.

NOTE : Office files containing notes and orders or draft letters and fair copies exchanged between Government Officer and his office may be sent by post as letters, packets or parcels at the option of the sender.

- (b) Official postal articles, whether the postage is prepaid or not, must bear the superscription “On India Government service” when posted by Government Officials authorized to use service postage stamps or “On Service” when posted by all others authorized to use service postage stamps. This superscription must be supported by the signature and official designation to be entered in the lower left-hand corner other article of the officer who sends the article, or of the Head Clerk or Superintendent of his office or other responsible officer to whom the duty of dispatching is assigned.

EXPLANATION 1: As the postage stamp embossed on service postcards bear the inscription “Service”, the superscription referred to in sub-clause (b) above is not required on such postcards.

EXPLANATION 2: Postmasters may recognize abbreviated designations provided they are generally known but no official can claim the recognition of an abbreviation, the rule being that the designation shall be entered in full.

EXPLANATION 3: Postmasters may recognize facsimile impressions of signatures made by means of stamps, but not such impressions when the graphic or otherwise produced. Public Officers who use such stamps must make arrangements for their proper custody and use; and where there is any reason to suspect the misuse of any stamp or the absence of proper precautions against this misuse, postmasters may decline to recognize the stamp impression and require strict adherence to the rules. Printed names will not be recognized in lieu of signatures except in the case of official gazettes in open covers, posted in large numbers by the office of publication.

- (c) Service stamps affixed to, or impressed or embossed on, or impressions of stamping machine taken on an article which does not bear the prescribed superscription supported by the signature and official designation of the sender will not be recognized by the post office in payment of postage.

- (d) The delivery and re-direction of articles superscribed “On India Government Service” or “On Service” are governed by the official designation (when given) of the addressee.

199. Unpaid and insufficiently paid articles. – (1) The postage chargeable on the delivery of official postal articles, when the postage is not prepaid or is insufficiently prepaid, is as follows:

On an unpaid postcard, letter card, letter, or packet
The prepaid rate.

On an insufficiently paid postcard, letter or packet
The deficiency.

(2) In cases where it is not thought advisable to entrust postage stamps to a subordinate official who has to correspond with, or to send returns to, a superior, he may be allowed by his superior to post to him official articles, other than parcels without prepaying the postage : and the same course may be adopted in other cases where it is found convenient or proper to make the postage charge fall on the receiving office.

NOTE : The prepayment of postage on parcels is compulsory.

200. Officials entitled to use Service Stamps.- The following persons are entitled to use service postage stamps on official postal articles sent by them provided the articles posted relate to the Government service /official duties/official business of that government/institution/particular body :-

- (a) All Government officials, except those who are on leave, or have retired from the Service.
- (b) The Vice-Chancellors and registrars of the Universities of Agra, Andhra, Allahabad, Bombay, Calcutta, Delhi, Guwahati, Jammu and Kashmir, Karnataka, Lucknow, Madras, Meerut, Mysore, Nagpur, North Bengal, Punjab, Patna, Poona, Rajputana, Roorkee, Saugor, Travancore and of the Annamalai University at Annamalainagar, Banaras Hindu University, The Maharaja Sayajirao University, Muslim University, Aligarh, Visva Bharati, Sri Venkateswara University at Tirupati, Shreemati Nathibai Demodar Thackersey Women’s University at Bombay, Gujarat University, Utkal University at Cuttack, Bihar University, Kurukshetra University, Vikram University, Gorakhpur University and Sardar Valabbhai Vidyapeeth.
- (c) The President of the District Educational Councils in the State of Tamilnadu and their Secretaries.
- (d) The Astronomer in-charge of the G.V. Juggarao Observatory, Vizagapatnam.
- (e) The Chairman of the Board of Trustees for the Hospital for Mental Diseases at Ranchi and the Superintendent of the said Hospital.

- (f) The Secretary of the Indian Central Cotton Committee and Officer-in-charge of the various research and other schemes conducted from funds placed at their disposal by the Indian Central Cotton Committee.
- (g) The Commissioner of Waqfs in the Muzaffarnagar District of the Uttar Pradesh and Commissioner of Waqfs, West Bengal.
- (h) The President-Secretary of the Assam Sanskrit Board.
- (i) The Secretaries of Bombay and Bengal Boards of Film Censors.
- (j) The Director of Agriculture in the State of Bombay and officers-in-charge of the various research and other schemes conducted under supervision of the Director of Agriculture from funds placed at his disposal by the Trustees of the Sir Sasoon David Trust fund, provided that the articles posted by them relate solely to the public business of the scheme and also the Chairman of the Board of the Sir Sasoon David Trust Fund, Bombay.
- (k) The Chairman, Bar Council Madras.
- (l) The Executive Officer, Post Haj Committee, Calcutta, and the Secretary, Port Haj Committee, Bombay.
- (m) The Secretary, Indian Council of Agricultural research.
- (n) The Deputy Collector of Salt Revenue, Bombay.
- (o) The Controller of Emigrant Labour.
- (p) The Backward Class Officer, Maharashtra State.
- (q) The Secretary of the Indian Central Jute Committee.
- (r) The Secretary, Medical Council of India.
- (s) The Chairman and the Secretary of the Coal Board.
- (t) The Director and the Secretary of the Council of Scientific and Industrial Research.
- (u) The Secretaries of India, State and District Sailors', Soldiers', and Airmen's Boards in India.
- (v) The Chairman and the secretary of the Coffee Board, the Chief Coffee Marketing Officer and Director of Propaganda, the Deputy Chief Coffee Marketing Officers-in-charge of the various sub-offices of the Board, the Director of Research,

Superintendent Coffee research, Sub-station, the senior Liaison Officers and Junior Liaison Officers of the research Department.

- (w) The Chairman and the Secretary of the Gujrat, West Bengal, Tamilnadu, Kerala, Punjab, Haryana, Bombay, Bihar, Assam, Andhra Pradesh, Madhya Pradesh, Rajasthan and Uttar Pradesh State Electricity Boards and Officers-in-charge of Power Houses and other administrative offices under the control of the said Boards.
 - (x) The Secretary, Damodar Valley Corporation.
 - (y) The Secretary, Dental Council of India.
 - (z) The Secretary, Indian Central Arecanut Committee.
 - (aa) The Coal Mines Provident Fund Commissioner.
 - (bb) The Secretary, the Cotton Textile Fund Committee, Bombay.
 - (cc) The Secretary, Indian Central Coconut Committee, Ernakulam.
 - (dd) Deleted.
 - (ee) Persons who are entitled by Rules made under Section 60 of the Representation of the People Act, 1951 (XLII of 1951) or public servants who are entitled by Rules made under clause (d) of sub-section (2) of section 169 of the said Act, to give their votes by Postal Ballot, provided that the articles posted by them relate solely to the giving of such vote.
- EXPLANATION : Every such postal ballot shall be deemed to be an official postal article for the purpose of this rule.
- (ff) The Director, Central Coconut Research Station, Kasargod and Joint Director, Central Coconut research Station, Kayangulam.
 - (gg) The Secretary, the Indian Central Oilseeds Committee.
 - (hh) The Secretary, Central Council of Gosamvardhana.
 - (ii) The President, Board of Secondary Education, West Bengal.
 - (jj) The Secretary, Board of High School and Intermediate Education, Ajmer, Bhopal and Vindhya Pradesh and the Secretary, Board of Secondary Education, Orissa.
 - (kk) The Secretary, the State Primary Education Board, Assam.

- (ll) Arbitrators appointed under the specific orders of the Registrar of Co-operative Societies in Tamilnadu State to attend to arbitration work connected therewith.
- (mm) The Central Provident Fund Commissioner and all Regional Provident Fund Commissioners in India and the Provident Fund Inspector at Kutch appointed under the Employee's Provident Fund Scheme 1952.
- (nn) University Grants Commission.
- (oo) District Councils of the autonomous districts of Assam constituted by the Sixth Schedule to the Constitution of India, including the Pawi-Laher Regional Council in the Mizo autonomous district of Assam.
- (pp) The Secretary, the Indian Council of Medical Research.
- (qq) The chairman, Secretary, Rubber Production Commissioner, Junior Field Officers and Rubber Instructors of the Rubber Board.
- (rr) The Chief Administrator and the Chairman of the Rehabilitation Finance Administration and the officers-in-charge at Calcutta, Guwahati, Lucknow and Bombay.
- (ss) Officers of the Neyveli Lignite Corporation (Private) Limited at Madras and its Field Officers at Neyveli in the south Arcot District of Madras.
- (tt) The General Manager, Bihar State Road Corporation, Bombay State Road Corporation, or Saurashtra State Road Corporation.
- (uu) The Director and the Registrar of the Indian Institute of Technology, Kharagpur, Madras and Bombay.
- (vv) The Chairman and Secretary of the Central Silk Board.
- (ww) The Chairman and Administrative Officers of the West Bengal Development Corporation.
- (xx) The Secretary, National Book Trust of India (Bharatiya Granth Prakashan).
- (yy) The chairman and Secretary of the Bombay Housing Board.
- (zz) The Administrator and the Chairman of the Territorial Council in the Union Territory of Himachal Pradesh, Manipur and Tripura and officers-in-charge of other administrative offices under the control of the said Council.
- (aaa) Secretary, Central Board for Worker's Education, Nagpur and Administrative Officers of Regional Offices of the said Board.

(bbb) Secretary, Oil and Natural Gas Commission, Dehradun.

(ccc) State Khadi and Village Industries Board, Madras.

(ddd) The Director of the Indian school of Mines, Dhanbad.

201. Local Fund Officials.- Correspondence sent by an officer of a local authority or by an officer of the Government acting in a capacity connected with local authority, such as the President or Secretary of a Local Fund Committee, is not deemed official Correspondence within the meaning of these rules and may not be superscribed as “On India Government Service”. But nothing in this clause is held to prevent the transmission on India Government Service of correspondence sent by an officer of the Government acting as such, although the correspondence may relate to the affairs of a local authority.

ILLUSTRATION : The Commissioner of a Division writing in that capacity to the Secretary of Local Fund Committee concerning its affairs may superscribe the letter “On India Government Service”.

202. Procedure, if ordinary stamps are used for service stamps. – The Postage and other charges (if any) – on an official article, can be properly prepaid only by a proper service stamp or stamps or by a proper impression or impressions of stamping machines. Where, however, an ordinary postage stamp instead of a service stamp is used on an official postal article, the article will be recognized as an official postal article by the Post Office; but the irregularity will be brought by the Officer-in-charge of the post office at which the article was so posted to the notice of the officer concerned; and, if of frequent occurrence, to the head of the Circle.

203. Letter, etc., from Government Officers to private person and VICE-VERSA. –
(1) Letters, postcards and packets posted by officers of the Government in their official capacity, addressed to private individuals or associations, will, even when they relate to the private interests and concerns of the individuals or associations addressed, be sent as official postal articles, prepaid in the usual way.

Exceptions : Nothing in this sub-rule affect (a) the practice of the Law Court in regard to the dispatch of certified copies, to persons who do not appear to take them personally and of documents filed in judicial cases the return of which has been applied for, or (b) the dispatch of packets containing books or publications purchases from Government. Such documents, books or

Service Unpaid
To,
A.B.
From CALCUTTA
C.D.,
Commissioner
Gorakhpur
273001.

publications may be posted by the judicial or other Government offices concerned in covers superscribed “Service Unpaid” and covers so superscribed will be charged, on delivery, with postage at the rate to which they would have been liable if the postage had been prepaid. All articles so posted will be endorsed under the full signature and official designation of the sender, according to the specimen given on the margin.

Service Unpaid
To
The District
Superintendent of
Police,
LUCKNOW –
226001 Signature
of sender

(2) Letters, letter cards, postcards, and packets, sent by private persons to officers of the Government containing communications which the sender, is required by a law or rule to make, if superscribed "Service Unpaid", will if not refused and returned unopened by the addressee, be charged, on delivery with postage at the rates to which they would have been liable if the postage had been prepaid and liable if the postage had been prepaid and not at double rates as in the case of ordinary articles: provided that an article so sent is addressed to the full official designation of the officer for whom it is intended and that it has been endorsed under the full signature of the sender according to the specimen form given on the margin.

NOTE: The prepayment of postage on parcels is compulsory.

204. Postage due articles. – The amount of postage marked as due on postal articles delivered under the superscriptions of "Service Unpaid" or "On India Government Service" or "On Service" will be initialed by the postmaster or other officer authorized in this behalf by the head of the Circle of the office of delivery, and whenever any alteration is necessary in the amount as entered in figures the amount due will be written in words and attested by the signature in full, of the postmaster or other officer aforesaid. Officers of the Government are bound to receive and to pay any postage which may be due on articles addressed to them under the above superscription and bearing the signature in full of the sender. Service stamps will not be accepted in payment of postage due on such articles.

Correspondence of the President, Vice-President, Ministers of the Central Government and certain high Government officers when on move

205. "Camp articles", special bags and camp bags. – (1) In order to meet the convenience of the President, Vice-President, Ministers of the Central Government and certain high officers of Government when on tour or when their headquarters are changed, the Post Office will do its best, subject to the following conditions, to deliver to those officers, whenever they may be at the time fully prepaid uninsured inland camp articles of the letter mail i.e., inland registered and unregistered letters, postcards, newspapers, and book and pattern packets (whether official or private) addressed "Camp" without the addition of the name of any post-town. Such articles are enclosed in special mail bags for each officer so long as he is absent from his head-quarters; otherwise they are delivered to him in the ordinary way through the post office at his headquarters along with other articles for him addressed to that post-town. A registered list is placed in every special bag and in it are detailed the registered articles, if any, enclosed in the bag. The registered articles should be tallied with registered list and the list should be signed in token of receipt of the registered articles detailed in it, and be returned with the empty bag to the postal official delivering the mail. Special bags will be delivered on all days including Sundays and Holidays.

(2) Only those articles which have been addressed to "Camp" of an officer can be included in the special bag for that officer and the post office cannot undertake to discriminate between official and private articles or between articles addressed by name and those addressed by

designation, with a view to enclosed one class of articles in the special bag and dispatch the other to the headquarters of the officer concerned. Articles addressed to a post-town can be sent only to that post-town, and no article whether addressed "Camp" or to a post-town can be redirected in transit. An article which is addressed neither to a post-town nor "Camp" will be sent to the headquarters station of the officer concerned.

(3) Parcels, money orders, insured articles, value-payable articles and articles in which any charge is due cannot be delivered in special bags and should, therefore, be addressed to a post-town. Such articles if addressed "Camp" or without the addition of a post-town; are liable to be sent to the headquarters station.

(4) Office files and other official papers may also be transmitted by post to or from the camp of a High Officer to whom these rules are applicable. Such files and papers must be enclosed in a bag provided for by the sender, and may be sent as "Camp bag" being booked either at parcel, air parcel or letter mail rate. 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 Kg. Plus registration fee and incidental charge of Rs. 16/- irrespective of the weight of the bag, subject to a maximum of 10 Kgs. The camp bag booked as parcel will be sent by surface without being enclosed in any bag but along with other mail bags". The camp bag booked as air parcel will be charged with postage at air parcel rate depending upon the weight of air parcel, and registration fee. In addition, a sum of Rs. 6 (rupees six) only as incidental charges for special arrangements made by this Department for collection and delivery of the bag would be realized. 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 bags booked as parcel or air parcel should be prepaid in service stamps. The camp bag will be booked and delivered on all days including Sunday and P.O. Holiday. The camp bag should have two labels, viz., one address-label bearing the name and full address of the addressee and another tag-label showing the following :

To be forwarded loose as	Service
Regd. parcel/air parcel/letter mail	postal
	stamps
To	
* _____	
(Post-town of destination)	
Date-stamp	
Of P.O. 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 by the sender on this tag label. The service postage stamps should be affixed on the right hand upper corner of this tag-label. The camp bag will be booked and delivered on all days including Sunday and Holiday.

206. Tour programmes of High Officers entitled to special bags. – (1) To enable arrangements to be made for the delivery of an officer's camp correspondence, it is essential that he should give the Post Office timely and exact information as to his movements. This information should be furnished in the form of a tour programme showing the date, with times, on which the officer will start from and arrive at each place to be visited, the route to be followed, the halts to be made and how the several journey will be performed (whether by regular or special train, by steamer or boat, by carriage, etc.). the tour programme should also show whether (a) routing of all camp articles through Post and closing of special bags containing such camp articles is desired, and/or (b) conveyance of 'camp bags' from the secretariat to high Officer-in-Camp and vice versa are required.

(2) The following table shows the high officers entitled to the privilege of the special bags and camp bags, with the postal address to be adopted for this purpose as regards each officer, and the name of the postal authority to whom the tour programme should, in each case, be furnished.

High Officer	Postal Address	Postal authority to be furnished with tour programmes
1	2	3
The President and his Council of Ministers	Officers' designation & Camp	D.G.P & T. New Delhi
The Vice-President		
Governor of Andhra Pradesh	Andhra Pradesh Governor's Camp	P.M.G., Hyderabad
Governor of Assam	Assam Governor's Camp	P.M.G. Shillong
Governor of Bihar	Bihar Governor's Camp	P.M.G. Patna
Governor of Maharashtra	Maharashtra Governor's Camp	P.M.G. Bombay
Governor of Kerala	Kerala Governor's Camp	P.M.G. Trivandrum
Governor of Gujarat	Gujarat Governor's Camp	P.M.G. Ahmedabad
Governor of Madhya Pradesh	Madhya Pradesh Governor's Camp	P.M.G. Bhopal
Governor of Tamil Nadu	Tamil Nadu Governor's Camp	P.M.G. Madras

Governor of Karnataka	Karnataka Governor's Camp	P.M.G. Bangalore
1	2	3
Governor of Orissa	Orissa Governor's Camp	P.M.G. Cuttack
Governor of Punjab	Punjab Governor's Camp	P.M.G. Ambala
Governor of Rajasthan	Rajasthan Governor's Camp	P.M.G. Jaipur
Governor of Uttar Pradesh	Uttar Pradesh Governor's Camp	P.M.G. Lucknow
Governor of West-Bengal	West-Bengal Governor's Camp	P.M.G. Calcutta
Governor of Jammu & Kashmir	Jammu & Kashmir Governor's Camp	P.M.G. Ambala
Director General, Posts	D.G.'s Camp	All Heads of Circle

(3) The tour programme should be furnished well in advance of the date on which the tour is to commence and instructions should, at the same time, be issued to correspondents as to how letter etc. intended for delivery on tour, are to be addressed. It is suggested that with these instructions a specimen form of address, thus -

(Name, Etc.)
Mily, Secy. To Governor
of Andhra Pradesh
A.P. Governor's Camp.

be added to the published tour programme.

(4) In the event of any alteration being subsequently made in the tour programme-such a deviation from their intended route, a longer or shorter halt at any place than at first contemplated a journey by road or otherwise to a place off the intended route the earliest possible information with details should be given to the postal authority to whom the tour programme was originally furnished and also direct to the local Superintendents, Railway Mail Service, superintendents, Arilway mail Service, located at the following Stations, viz., Ajmer, Allahabad, Ambala, Bangalore, Bombay (Bombay sorting division), Baroda, Cuttack, Calcutta (W.B. division), Calcutta (H.Division), Calcutta (Calcutta Sorting Division), Delhi (D.Division.) Delhi (Sorting and air Mail division), Gorakhpur, Gaya, Hyderabad, (Hyderabad Sorting Division) Hyderabad (Z Division) Jhansi, Lucknow, Madras (M. Division), Madras (Madras Sorting Division), Muzaffarpur, Nagpur, Patna, Poona, Rajkot, Silchar, Tiruchirapalli and Vijayawada.

207. Articles for persons accompanying High Officers on tour. – With the tour programme may also be furnished at the option of the high officer concerned a list of the persons

comprising his tour party. The Post office, however, does not recognize the right of such persons to the privilege extended to the high officers in question, nor does it make any special arrangements in respect of their correspondence, through all letters, etc., if sent "care of" a high officer, are dealt with in the same way as correspondence for the latter. So far as the Post Office is concerned it is immaterial whether the addressee of an article directed "Camp" is not with the high officer whose address it bears, as the article will be disposed of in accordance with that address. Similarly, an article for any member of the tour party addressed to a post-town cannot be sent elsewhere except by re-direction at that post town. The only use made by the Post Office of the list referred to above is to regard it, in the absence of other orders, as instructions for the redirection of the correspondence of the persons named in it received at the headquarters of the high officer concerned.

SECTION IV – PROHIBITED ARTICLES

209. General Prohibitions. – The transmission by the Inland post of the undermentioned articles is prohibited :-

- (1) Anything which is sent in contravention of any enactment for the time being in force.
- (2) Any indecent or obscene printing, painting, photograph, lithograph, engraving, book or card, or any other indecent or obscene articles.
- (3) Any letter, postcard, newspaper, packet or parcel having on it or on the cover thereof, any words, marks or design of an indecent, obscene, seditious, scurrilous threatening, or grossly offensive nature.
- (4) Any explosive, inflammable, dangerous, filthy, noxious or deleterious substance (but *see* Clauses 152 and 153).

NOTE 1 : A liquid is considered inflammable, which has its flashing point below 200 F when tested in the manner laid down in Schedule III of the Petroleum Rules, 1937. Spirits having a flash point of 90°F or below or having a greater strength than approximately 60° under proof (24 per cent alcohol by volume) and Turpentine and its products and varnishes of all kinds including lithographic varnish are included in the term inflammable.

NOTE 2: The term “Explosives” includes the articles as defined in the Indian Explosives Act, 1884, the Indian Explosive substances Act, 1908 and the notifications issued from time to time under the said Acts, Matches are also included in the term “Explosives” for the purpose of this clause.

- (5) Any sharp instrument not properly protected.

Explanation :- Pins may not be used to fasten together the two halves of reply post card or to fasten the cover to packets of other postal articles as they are liable to injure other small matter.

- (6) Any living creatures or other thing which is either noxious or likely to injure postal article in course of transmission by post or any officer or the Post Office (but *see* Clauses 133, 147 to 151).

- (7) (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.

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

(8) Newspapers in respect of which the rules laid down in the Press and Registration of Books act, 1867, as subsequently amended, have not been complied with.

(9) Gold coin or bullion or both of a value exceeding Rs. 10,000. the value for the purposes of this sub-clause 172 item (g) of the last proviso to clause 182 and clause 184 shall be the market value on the date and at the place of posting.

(10) All classes of articles of the letter mail of which the whole or a part of the address side has been marked off into several divisions intended to receive successive addresses.

210. Local Prohibitions. – (i) The transmission by the inland post of the undermentioned articles is prohibited in the localities shown :-

(a) Between two places in India. – Opium and morphia and their preparations, coca leaves, Indian hemp (including charas, Bhang and ganja) and extract and tincture of Indian hemp (gannabes indica) cocaine and its allied drugs; preparation thereof subject to the exemption of (i) transactions of account of the Government and (ii) the dispatch of recognized medical preparations exempted from the operation of the Dangerous Drugs Act, 1930.

Government consignments can be transmitted through the post on the following conditions:-

- (a) only the parcel post may be used, and
- (b) the parcel shall be accompanied by a declaration stating the names or designations of the consignee and consignor, the contents of the parcels in detail, and the indent number and date covering the transaction.

Exception.- Opium and morphia and their preparations, coca leaves and hemp and preparations thereof, cocaine and its allied drugs and preparation thereof, can be sent by post under the following conditions by any chemist licensed to possess and sell them :-

- (1) that they are sent by the parcel post and that the parcels are insured.
- (2) that their transmission by post is not prohibited by the Government of the State in which the dispatching post office is situated and that in every case transmission is covered by a permit issued by the proper authorities in the State in which the place of destination of the parcel is situated.
- (3) that each parcel containing any of the drugs mentioned or their preparation is accompanied by a declaration stating the names of the consignee and consignor the contents of the parcel in detail, the permit number and date covering the transmission, the number of the licence held by the consignee or a declaration that the consignee is exempt from the obligation to have in possession a licence for the quantity concerned and any further particulars that may be required.

(b) Port Blair and Nancowry.- (1) The skins and features of all birds other than domestic birds except (a) feathers of ostriches and (b) skins feather exported bona fide as specimens illustrative of natural history – to or from Port Blair or Nancowry.

NOTE :- Manufactured articles containing the skins or feathers of bird (such as fans and boas) also come within the above prohibition.

(2) All dangerous drugs and Narcotics as defined in the Dangerous Drugs Act, 1930.

(d) Punjab and Delhi. – Coca leaves and hemp and preparations thereof.

To or from the Punjab and Delhi State as well as within the Punjab and Delhi State.

(e) Punjab. – “Kutch except under a pass signed in the case of Kutch imported from the Kashmir state, by the conservator of Kashmir, soil Conservation and Forest Industries Circle or the Divisional Forest Officer, Utilisation Division, Jammu ad Kashmir State.

(f) Deleted.

(g) (i) Transmission by means of letters, sample and parcel post of the undermentioned articles is prohibited in the localities shown – From any place in Jammu and Kashmir State; to any place in any other State in India, the following articles namely ;

Kutch, except under a special permit signed by the Conservator of Forest, Kashmir.

NOTE:- The following drugs have been brought under the Kutch Act and as such their transmission by post comes within the purview of the above prohibition :-

Sl. No.	List of Drugs	Local Name
1.	Artimisia Maritima	Morin.
2.	Inula Bacemosa	Poshkar.
3.	Pyrethum Cinearifolium	Pyrethum
4.	Atropa Belladona	Bellodona
5.	Aconitum Heterophyllum	Patis
6.	Colchicum Lutterum	Suranjan Talak
7.	Hyoscymous Niger	Bazar Bhang
8.	Lavatora Kashmiriana	Resha Khatmi
9.	Prodophyllum Amodi	Bankakri

(ii) Transmission by means of letter and sample post from any place in the Punjab, Uttar Pradesh, Jammu & Kashmir, Tamilnadu, West Bengal, Assam, Orissa and Himachal Pradesh to any place in any other State in India, the articles which are likely to carry the destructive insect known as the San Jose (bhang and ganja) and extract and tincture of Indian exemption scale.

[Government of India, Ministry of Food and Agriculture Notification No. F.6-7/52-Dte.1(1), dated 5-2-1953 as corrected from time to time issued under the Destructive Insects and Posts Act, 1914.]

(iii) Transmission by means of letter and sample post from any place in Tamilnadu, Kerela and Karnataka to any place in any State of India, the articles which are likely to carry the destructive insect known as “Icerya Purchasi”.

[Govt. of India, Ministry of Agriculture Notification No. F.3-5(1)/46 PPS, dated 27.12.48 as corrected from time to time and Department of Education, Health and Lands Notification (Agriculture) No. F.16-3/43-A, Date 28-3-44 as corrected from time to time issued under the destructive Insect and Pests Act of 1914.]

(iv) Transmission by means of letter and sample post from and place in Maharashtra, Kerala and Orissa to any place in any State of India of banana because of the danger to carry the destructive disease known as “Bunchy Top Mosaic”.

[Govt. of India, Ministry of Agriculture Notification No. F.9-12/4 PPS, dated 24-6-50, F. 6-32/51-Dte. 1, dated 28-6-52 and F. 6-32/51-Dte. dated 17-9-52 as corrected from time to time –issued under the Destructive Insects and Pests Act, 1914.]

211. Treatment of Injurious Article. – In any case in which a postmaster has good reason to suspect that the contents of any postal article are likely to injure the mails or harm the person of any one engaged in the postal service he is directed to detain the suspected article and to refer the case at once for the orders of the Head of the Circle. Article fastened with pins will be returned at once to the senders, if the irregularity is detected at the office of posting. If detected subsequently, they will be returned through the Returned Letter Office, the pins being first removed.

212. Treatment of prohibited or durable articles. – (1) Except where otherwise provided, any postal article found to contain any goods, which are being imported or transmitted by post in contravention of any enactment for the time being in force will be returned to the sender, and if only suspected to contain such goods will be forwarded marked “Doubtful” to the office of destination where it will be opened in the presence of the addressee.

(2) Imported Postal article containing coin, bullion, precious stones, jewellery, article of gold or silver or other articles which are liable to customs duty will not be transmitted by post unless and until the customs duty payable has been paid.

213. Articles bearing thereon any matter which is prejudicial to the Maintenance of Law and Order, etc. – (1) No article will be transmitted by post which has thereon, or on the cover thereof, any matter which is prejudicial to the maintenance of law and order or which is in furtherance of the aims of a Political Party or organization, or any matter which tends directly to cause loss or injury, to any community or class of persons whatsoever.

(2) No article will be transmitted by post which has thereon, or on the cover thereof, any pictorial representation of a person who is proclaimed offender, or who has been convicted of an offence punishable under Chapter VI of the Indian Penal Code or the defense of India Rules or who has been directed to be detained under the provisions of rule 26 of the said Rules.

(3) If any article in course of transmission by post is found to contravene the provisions of sub-clause (1) or (2), it will be sent to the Returned Letter Office for disposal.

214. Article which have anything written, printed, impressed or attached to the address side. – (1) No article will be transmitted by post which has anything written, printed or otherwise impressed upon or attached to its address-side, which, either on account of its being likely to be mistaken for stamps used for the payment of postage or by inconvenient proximity to any such stamp or by tending to prevent the easy and quick reading of the address or in other way, is in itself or in the manner in which it is written, printed, impressed or attached, likely, is in the opinion of the Director-General, to embarrass the office of the Post Office in dealing with such article.

(2) No article will be transmitted by post which bears any stamps that was at any time but is not now, in use for the payment of postage or which has printed or otherwise impressed upon or attached to it, or any part of it, a facsimile, imitation, likeness, reproduction or representation of such stamp.

(3) If any article in the course of transmission is found to contravene the provisions of sub-clause (1) or (2) it will be returned to the sender.

SECTION V – MONEY ORDERS

215. Definitions. – A “Money Order” is an order issued by the Post Office for the payment of a sum of money through the agency of the Post Office. A “Remitter” is the person who sends money by means of a money order. A “Payee” is the person named in money order as the person to whom the money is to be paid.

Money order forms may be obtained from the post office on payment of ten paise each. The cost of the money order form is not adjusted from the commission payable by the remitter.

216. Money Order Offices. – All post offices are money order offices except those that are distinguished by the letter D against their names in the list of Post Offices published in Part III of this Guide.

217. Limit of Value. – The amount for which a single money order may be issued must not exceed Rs. 1,000.

218. Money Order. – How obtained. – (1) The remitter of a money order must fill in ink, on the prescribed money order form, the necessary entries adding his signature or thumb mark at the foot. A form without signature or thumb mark or incomplete in any respect will not be accepted. All entries made in the form must be legible and may be written in English, Hindi or in the language of the district either by the remitter himself or by any one on his behalf. The remitter may write on the coupon any communication he desires to make to the payee.

(2) The money order form duly filed in, together with the amount of the money order and commission either in cash or by cheque [See Clause 94(a) or (b)] must be presented at the post office window during the prescribed hours.

NOTE 1: The purpose of any remittance made by a Government Officer in his official capacity, may be briefly stated by him on the acknowledgement portion of the money order form in continuation of the printed entry there “Received the sum of Rs. as specified on the reverse.”

NOTE 2: The provisions of the Note 1 will also apply to money orders issued by District Boards, Municipalities, Corporations and other local bodies on their official business.

219. Payee’s name and address. – The name and address of the payee must be entered with such completeness as shall secure identification and prevent risk of wrong payment. If a money order is payable from a post office in rural area, the name of father of the payee or the husband’s name in the case of women payee may also be indicated in the Money Order form to enable the correct party to be traced without difficulty. In the case of money orders payable in presidency and other large towns, the name of street, the number of the house in which the payee resides and the postal address should invariably be given. The occupation, rank, trade, or profession of the payee, any other particulars calculated to help in identifying him, should be added. The name of only one person may be entered as payee, except in the case of firms or corporations, whose usual designation must be given. A money order payable to a Government official, bank manager, or on editor of newspapers, etc., in his public capacity, should contain the designation and not the name of the person for whom the order is intended.

225. Re-direction. – If the payee of a money order has moved from the place at which the order was originally payable, and has left written instructions with the post office for the re-direction of articles to his address, the money order will be re-directed and will be payable at the revised address without any extra charge if the office of payment by an Indian Post Office.

NOTE 1: If an inland money order is re-directed to a foreign country the differences between the commission at the foreign rate that would have been chargeable if the money order had originally been drawn in a post office of that country and the commission at the inland rate already paid will be deducted from the amount of the re-directed order when it is advised to be country of destination.

NOTE 2: In the case of a money order in excess of the limit prescribed for remittance to a foreign country under any law or regulation in force at the time of such redirection, the remitter or the payee should obtain payment of the amount of the money order in India either personally or through a duly authorized agent or furnish the authority of the reserve Bank of India permitting the remittance of the amount of the money order out of India by means of a foreign money order.

226. Alteration in address or place of payment. – The remitter of a money order which has not been paid may require that the address of the payee shall be altered or that the name of post office at which the order was originally made payable, shall be changed. The required change will be made without additional charge on the remitter applying in writing to the Post Office at which the order was issued and producing the receipt and giving full particulars of the payees address as entered in the money order.

227. Alteration of payee's name. – The remitter of a money order which has not been paid may require that the amount be paid to some person other than the payee named in the order. The required change will be made, on payment of a second commission equal to the first, on the remitter applying in writing to the post office at which the order was issued and producing the receipt and giving full particulars of the payees' address as entered in the money order.

228. Stoppage of payment. – The remitter of a money order which has not been paid may stop payment and require that the money be repaid to himself. This will be done without additional charge on the remitter applying in writing to the post office at which the money order was issued and producing the receipt and giving full particulars of the payee's address is entered in the money order. Payment can be stopped by telegram if the remitter pays the telegram charges. In no case however will the Post Office be responsible for inability or failure to stop payment of a money order in compliance with the remitter's request.

229. Disposal of detained or refused money orders. – If the payee of a money order cannot be found or if the payee refuses to take payment on presentation of the Money Order to him, the amount of the money order will be returned at once to the remitter free of charge :

Provided that if the payee while refusing to take payment on presentation of the money order to him makes an application in writing to the post office of delivery for the detention of the money order or if the payee is not found at the address given on the money order, the money order will be detained in the post office for a period not exceeding seven days from the date of its presentation to the payee or from the date it is sent out for payment as the case may be. If the payee fails to take payment of the money order from the post office within the said period of seven days, the money order will be returned to the remitter on the first working day immediately

following the expiry of the said period of seven days. The commission will in no case be refunded.

230. Void Money Orders. – If payment of a money order to the payee cannot be effected and the amount cannot be repaid to the remitter owing to the latter not being found, the order will become void and its value be credited to the Central Government. But if the payee or remitter subsequently applies for payment, the amount of the order will be paid to him on the authority of the Postal Accounts Officer provided that application is made before the expiration of one year from the date of issue of the original order :

Provided that the amount of a money order other than a V.P. money order shall be repaid to the remitter in case the payee is dead:

Provided further that where the remitter or, in case of a V.P. money order the payee, is dead, the amount of the money order or money orders upto one hundred rupees shall be paid to the claimant on his executing a personal indemnity bond; and for amounts exceeding one hundred rupees, an indemnity bond with one surety shall be obtained from the claimant.

Exception: In the case of money orders issued from field post office and family allotment MOs remitted on behalf of seamen working on Indian merchant ships, the limit of time for making such an application shall be two years.

NOTE 1:- When payment of a void order is to be made in a country or at a place outside India with which money orders can be exchanged, a fresh commission is deducted from the amount of the order at the rates applicable to Inland money order expressed in sterling according as the settlement country or place where payment is to be made is on which money orders are drawn in rupee currency or in sterling currency.

NOTE 2:- In the case of a money order is in excess of the limit prescribed for remittance to foreign country under any law or regulation in force at the time of such redirection, the remitter or the payee should obtain payment of the amount of the money order in India either personally or through a duly authorized agent or furnish the authority of the Reserve Bank of India permitting the remittance of the amount of the money order out of India by means of foreign money order.

231. Special Money Order Forms. – Certain special types of Money Order Forms have been prescribed for remitting Government dues and some of them are current only within the limits of the State for which they are issued. These forms can be obtained from the Post Offices concerned.

232. Option of Post Office. – The Director General may, at any time, suspend the issue of money orders upon or by any particular post office, or group of post offices or direct that money orders should not be issued except on payment of special rates of commission higher than the ordinary rates.

233. Transmission of Money Orders. – All money orders are carried by air like letters and postcards without any surcharge wherever such a conveyance is available and is advantageous.

Telegraphic Inland Money Orders

(The foregoing clauses 220, 223 to 228 and 230 apply also to T.M.Os)

234. Authorised Offices. – Every post office which is a money order office may issue and pay telegraphic money orders with the exception of the offices specially excepted and marked (g) in the list of Post Offices published in Part III of this Guide and except in the cases mentioned in the note below this Clause. If there be no Government Telegraph Office at the station of payment the telegraphic money order will be sent by post from the nearest post office at which there is a Government Telegraph Office.

NOTE - A telegraphic money order payable at a Branch Office if ordered for issue at its account office or an order payable at the account office if tendered for issue at one of its branch offices will not be accepted.

235. Limit of value. – The amount for which a single telegraphic money order may be issued must not exceed Rs. 1,000 and must not include fraction of a rupee.

236. Fees. – A fee for the issue of a telegraphic money order will be charged at the rate of commission on an ordinary inland money order for the same amount added to a telegraph charge calculated at the rates for inland telegrams for the actual number of words used in the telegram advising the remittance according as the telegram is to be sent as an “Express” or as an “Ordinary” message. In addition to these charges a supplementary fee as prescribed will be charged on each telegraphic money order issued.

237. Telegraphic money order. – How obtained. – (1) The remitter of telegraphic money order must fill in ink on an ordinary inland money order form, the entries for the remitter, and write across the form the words “By telegraph express” or “By telegraph ordinary” according as to whether he wishes the telegram advising the remittance to be signaled as an express or as an ordinary message. If he omits to write the class of the telegram, the T.M.O. will be classed and charged as “Ordinary”. If he desires to have a private communication to the payee added to the telegram advising the remittance he should write it on the coupon of the money order and pay for the additional words at the rate in force for the time being for inland telegrams of the class to which the advice belongs. Abbreviated addresses, or Code Words to represent the name of the remitter or the name of address of the payee, must not be used. The money order form duly filled in together with the amount to be remitted and the fees for the T.M.O. and private communication (if any) must be presented at the post office window during the hours notified for telegraphic money order business.

(2) The booking of telegraphic money orders is subject to the following conditions :-

- (i) Telegraphic money orders are accepted on the understanding that if the telegraph office of dispatch, transit office if any, or the telegraph office of destination is closed at the time telegraphic money order is accepted, it will not be transmitted by wire until these offices open.

- (ii) An express telegraphic money order will, however, be accepted on payment of late fee for transmission during the hours when the office at which it is handed in or the office to which it is addressed or an intermediate office through which it must pass, is closed. The late fees will be at the prescribed rate for each closed office which is required to deal with the telegraphic money order. If the same sender presents or causes to be presented several telegraphic money orders for dispatch at an office which is closed, a single late fee only is payable for that office and a single late fee is payable for each closed office. If the attention of a closed office cannot be gained the late fee collected for that office only will be refunded.

NOTE :- In cases where the remitter of a telegraphic money order the space afforded by the coupon of the form of money order insufficient for the private message which he wishes to have telegraphed to the payee he may continue the message on one or both sides of a piece of paper to be pasted by him to the lower edge of the coupon provided that the size of the piece of paper does not exceed the size of the acknowledgement and coupon taken together.

238. Remitter's Receipt. – A receipt will be given to the remitter, showing the total amount paid by him the payee's name, and hour at which the telegraphic money order was presented.

239. Date and hour of payment not guaranteed. – Telegrams advising remittance are sent "express" or "ordinary" as noted by the remitter on the money order form, and postmasters are prohibited from giving assurance to the remitter as to the time within which the remittance will reach its destination or be paid to the payee. If the order is issued at a station where there is a Government Telegraph Office and the Telegraph Office is closed at the time the order is presented at the post office for dispatch, and there is any likelihood of the message being delayed in transmission, the remitter will be informed accordingly.

NOTE :- An "express" telegraphic money order is signaled sooner, than one that it sent "ordinary" but in the post office of payment both "express" and "ordinary" telegraphic money orders are paid as soon as practicable after receipt of the telegraphic advice without any distinction being made between the two classes of orders. Payment of all T.M.O.s is suspended on Sundays.

240. Payment and Signature of payee. – (1) The payment of a telegraphic money order will ordinarily be made as soon as practicable after receipt of the telegraphic advice by the office of payment, at the residence of the payee, on his signing a receipt for the amount and the acknowledgement in ink in the space provided for the purpose and returning these documents to the postman.

NOTE- See also para 2 of Clause 49.

(2) Telegraphic money orders amounting to more than Rs. 1,000 in one day will not be paid to a person who is not either permanently resident within the jurisdiction of the office of payment or personally known to the postmaster in charge of such office until confirmation of the telegraphic advice had been received by post; unless in the mean time the payee can get a respectable local resident to stand surety for him by executing in indemnity bond for the amount of such orders, in the prescribed form.

241. Procedure if payee cannot be found. – If the payee of a telegraphic money order refuses to take payment, or cannot be found, the telegraphic advice will be returned by post free of any further charge and the amount of the money order will be repaid to the remitter. The fees will not be refunded.

242. Redirection. - A telegraphic money order will be redirected to the payee by post, free of charge, on his written request.

Indian Postal Orders

243. Description. – Indian Postal Orders provide a convenient means of transmitting small sums of money by post.

244. Denomination of orders. – Indian Postal Orders are available in 6 denominations starting from 50 paise upto Rs.100. The various denominations and the commission chargeable in respect thereof are as follows :-

Denomination	Commission Chargeable per Postal order.
1. 50 paise, 1 Rupee & multiple of 1 rupee upto Rs/ 10	30 Paise
2. Rs. 20	60 Paise
3. Rs. 30	90 Paise
4. Rs. 40	1.20 Rupee
5. Rs. 50	1.50 Rupee
6. Rs. 100	3.00 Rupees

245. Broken Amounts. – To make up broken amounts not more than three unused postage stamps the total value of which must be less than Rs. 1, may be affixed on the face of Indian Postal Orders of all denominations, except Rs. 100 in the space reserved for the purpose. If one or more stamps exceeding 99 Paise in value are affixed to an Indian Postal Order, only 99 Paise or the highest aggregate value represented by any three of the stamps subject to a maximum of 99 Paise will be paid on account of those stamps. No payment will also be made for stamps which are not affixed in the space provided. Defaced stamps are not accepted for this purpose and perforated stamps are only recognized on orders presented by banks.

NOTE 1 -A postage stamp or stamps affixed to an Indian Postal Order presented for payment will not be regarded as defaced when it is clear that the defacement has taken place after the stamp or stamps were affixed to the order and when such defacement consists merely on the stamp or stamps being encroached upon by a portion of the issuing officer's signature or on the date-stamp of the issuing

office, or of the entries made by the payee in filling in or receipting the order or of the crossing of the bank stamp.

NOTE 2 -No payment shall be claimable in respect of any stamp use for the purpose of making up a broken amount unless it is proper stamp as envisaged in Clause 10.

NOTE 3 -The person presenting the postal order may remove those postage stamps from the postal order for which no allowance can be paid provided that there is no likelihood of fraud.

246. Offices authorized to sell and cash. – Indian Postal Orders for fixed sums from 50 Paise to 100 Rupees, are sold either for cash or for cheque, vide clause 94(a) and (b) and paid by all head and Sub-Post Offices in India. Branch Post Offices at which application may be made for Indian Postal orders, will obtain them and deliver them to the purchaser. The Branch Post Offices may also pay postal orders after obtaining an order of payment on the postal order from the account office.

247. Entries by purchaser. – The purchaser of an Indian Postal Order must before parting with it fill in ink the name of the person to whom the amount is to be paid and is recommended to fill in also in ink the name of the office of payment as a precaution in case the order should be lost or stolen. If the purchaser does not know which post office is most convenient to the payee he should insert the name of the town; village or district where the payee resides. The order will then be paid at any Head of Sub-post Office in the locality named. If the sender desires that payment should be made through a bank, he should cross the order in ink in the way in which it is usual to cross cheques. The sender may also write his name and address on the reverse of the order where provision has been made for the same.

248. Payment of Indian Postal Orders. – (1) Before a Postal Order can be paid, the name of the payee and the name of the office of payment must be filled in and the order must be properly receipted. If a Postal Order be crossed, payment will be made only through that Bank. No Indian Postal Order will be paid even though presented for payment by a Bank, unless the name of the payee be inserted in the body of the order. A crossed Indian Postal Order for payment through the Post Office Savings Bank account should be made payable at any post office within the same postal district as the post office at which the payee's Post Office Savings bank account stands open is situated and should bear after the payee's name the particulars of the payee's Post Office Savings Bank account. It should be presented, duly receipted by the payee, at the post office along with the pass book of the Post Office Savings Bank account of the payee. If the value of the crossed Indian Postal Order is less than a rupee, the depositor should pay the balance in cash to make up the amount to a rupee.

(ii) Banks which have entered into an express agreement, with the Post office, particulars of which may be ascertained on application to the Head of the Circle, are entitled to obtain immediate payment of all Postal orders presented by them, whether or not such orders have been receipted by the payee and without regard to the office at which they may have been made payable.

Exception.- This rule does not apply to crossed Indian Postal orders addressed to deceased members of the Defense Services, which may be paid under the sanction of Superintendent of Post

offices, a first class Postmaster or the Head of a Circle, as may be required to the Defense Department without their passing through a bank provided a commissioned officer of the unit to which the holder belonged, or a commissioned officer of the Effects Branch at 2nd Echelon 11 Army Group or at Central Record Office, Jhansi, signs the order as the representative of the deceased, and also signs an indemnity on the back of the order to refund the amount in the event of a claim in respect of the order being accepted at any time by the Postal Department.

NOTE :- Government offices or semi-Government offices which receive a large number of Indian Postal Orders crossed or uncrossed, may obtain payment of such orders by book adjustment. The orders duly received should be presented along with a prescribed form, duly filled in triplicate or quadruplicate (if presented at a sub-office) at any Head or Sub-Office which is in account with the treasury or a sub-treasury.

249. Counterfoils. – The purchaser of an Indian Postal Order should fill in the particulars for which provision has been made on the counterfoil, which he should tear off and retain. Although the possession of the counterfoil does not entitle the holder to compensation, it facilitates enquiry in the event of the order being lost.

250. Applications regarding miscarriage, loss or destruction of orders. – All applications for enquiry in respect of miscarriage, loss or destruction of Indian Postal Orders should be made within twelve months from the last day of the month of issue, and must be made to the Superintendent of Post Offices or the First Class Postmaster in whose jurisdiction the office of issue of the order is situated and be accompanied by the counterfoil. If the counterfoil cannot be produced, the Serial No. of the Order, office of issue and date of purchase must be quoted, otherwise no claim will be entertained.

NOTE :- In such cases, refund if justified, will not be granted before the expiry of sixteen months from the last day of the month of issue of the order.

251. Altered, mutilated or incomplete orders. – (1) If any erasure or alteration be made or if the order is not stamped or signed by the postmaster of the issuing office, or if the order is cut, defaced or mutilated, payment may be refused; and when payment is refused on any of these grounds, no refund of the order will be granted.

(2) Postmasters have authority, in case of doubt, to retain the postal order for further investigation after giving a receipt for it. The person presenting the order should furnish his name and address to the Postmaster to enable him to be contacted later.

252. Period during which orders are Payable. – (1) If an Indian Postal Order is not presented for payment within six months from the last day of the month of issue a second commission at the rates prescribed will be charged which must be paid in postage stamps affixed to the back of the order. Those authorized to use them may pay the second commission in Service Postage Stamps.

(2) Indian Postal Orders presented for payment more than twelve months after the last days of the month of issue will not be paid but will be forfeited.

253. Repayment to Purchaser. – The purchaser of an Indian Postal Order can obtain repayment of its value (but not the commission), on presenting the order and the counter-foil at the post office from which the order was purchased within six months from the last day of the month of issue. He will also be entitled to repayment of its value after six months, but not after twelve months, from the last day of the month of issue provided a second commission at the rates prescribed is paid. Should the order have been crossed for payment through a Bank the purchaser must first cancel the crossing by writing across the face of the order the words, “Please pay cash” and add in his initials.

254. Responsibility of the Post Office. – After an Indian Postal Order has once been paid to whomsoever it is paid the Post Office will not be liable for any further claim.

SECTION VI

PHILATELY

255. (i) Philately is the hobby of collection and study of postage stamps.

(ii) Postage stamps are issued primarily to pre-pay the charges for conveying articles to their destination. But from the time the first postage stamp was issued in England in 1840 collection of used postage stamps for recreation started. Postage stamps issued by a country mirror the traditions, heritage and wealth of its people as also its flora and fauna. In fact there is no facet of human life which is not portrayed on stamps and herein lies the secret of the universal appeal and great educative potential which stamps hold. The collection of postage stamps has become a universal hobby as also a means for profit, since many stamps, especially the rare ones) are sold at a very high price. It is a well-known fact that certain used and rare postage stamps are now sold in world markets at more than a lakh of rupees each. Philately is therefore, rightly terms as the king of hobbies and the hobby of kings. The collection of stamps has now grown to such proportions that there are regular “philately clubs” throughout the world helping their members to obtain stamps of other countries.

256. To enable the stamp collectors (Indian and foreign) to obtain their supplies of stamps and other items of philately (viz. First Day Covers, Information Sheets, etc.), the Postal Department has opened Philatelic Bureaux at all state capitals and important cities and philatelic counters at other important cities and towns. Old issues can also be had from these Bureaux and counter, subject to availability, upto six months from the date of issues. Those, who cannot personally obtain them can open deposit accounts in one of the philatelic Bureaux and obtain them regularly.

257. Domestic Philatelic Deposit Account system. – (i) Domestic Philatelic Deposit Account System is available at all the Philatelic Bureaux in India. Accountholders, can have new commemorative or special issue of stamps First Day Covers and information sheets, dispatched to them automatically when a new issue is brought out.

(ii) The account can be opened with a minimum deposit of Rs. 50/- paid in cash, by M.O. or by cheque/bank draft encasheable in India. With the remittance, an application in the proforma given in para 4 should be made indicating the types and quantities of the philatelic items desired, with each issue of new stamps. They can also indicate the quantities of any item to be dispatched to their friends or relatives in India. The names and addresses of such persons should also be mentioned in the application forms. They must also notify the philatelic bureau of all changes of address. The items indicated in the application form will be dispatched to account holder and/or to his friends and relatives without any further orders.

(iii) The items are dispatched free on ‘Postal Service’ by registered post. If desired, they will be sent by insured post. The actual insurance fee will, however, be debited against their deposit accounts. A handling charge & Rs. 2/- on each occasion, will also be levied. Such dispatches shall be made once a month, during the first week of the month and would include all the issues of the previous month. In case there is no issue during the previous month, no dispatch

will be made. If, however, any domestic deposit account holder desires dispatch of philatelic material immediately after every issue, the full postage and registration fee will be debited against the account. If the deposit account holders call at the philatelic bureau for collection of items, no handling charge is levied.

(iv) With each dispatch, a statement of account will be enclosed indicating the value of the supplies made and the balance of credit remaining in the account of the customer. It will be his responsibility to replenish the deposit when it approaches exhaustion. The deposit should be replenished by a sum of not less than Rs. 50/-. The account will become inoperative when the balance of the deposit is less than the value of a single order plus handling charges. The account will be brought into operation again only if a fresh deposit of a minimum of Rs. 50/- is made. The account will be closed on request or when it has become inoperative as stated above for a period of three months and the balance less M.O. commission, will be remitted to the depositor by money order.

(iv) To avail of the Philatelic Deposit Account Service, the application should be completed and sent to any of the Philatelic Bureaux at which it is desired to open the account, with the remittance.

258. (i) APPLICATION FOR PHILATELIC DEPOSIT IN INDIA

To
The Postmaster,
Philatelic Bureau,

Sir,

Please open an account with your Bureau under the Philatelic Deposit Account system. Initial deposit of Rs..... (figures) Rupees (in words) is sent herewith in cash/by cheque/Bank Draft/by M.O.

2. Particulars of remittance:
M.O./Cheque/Draft No..... for Rs.
/on P.O./Bank made payable to you.

3. The quantities and descriptions of the Philatelic items required, as and the dispatch instructions are given below:-

<i>Despatch instructions</i>		<i>Registered Post/Insured</i>	
Stamps	First Day Cover	Folder	Other Items

Self

Shri.....

(address given below)

To

.....
.....

Yours faithfully,
(Signature of the Holder)
Name :
Address:

(ii) The name of nearest Philatelic Bureau may be ascertained from the P.M.G. of your State/region.

259. Deposit Account service for foreign collectors.

(i) foreign Philatelic Deposit Account Service is available to foreign collectors at Philatelic Bureau, Bombay only.

(ii) Items supplied

Collectors may place standing orders for the supply of new commemorative or special issues of Indian Stamps. First Day Covers and Information sheets which would automatically be supplied by the Philatelic Bureau Bombay, as soon as a new issue is brought out. They can also place orders for Collectors' Packs issued annually by the Indian Post Office.

(iii) Opening and operation of Account.

An account may be opened with a minimum deposit of an amount in foreign currency, equivalent to Rs. 100/- by remittance, by cheque or bank draft encashable in India. In case the actual amount of cheque or bank draft realized in rupee currency is less than the prescribed amount of Rs. 100/- (on account of fluctuation in the rate of exchange), the depositor's account would be debited with the amount of the difference between Rs. 100 and the amount actually realized.

(iv) Along with the remittances, the customers should indicate clearly the types and quantities of Philatelic items they desire to purchase with each issue of new Stamps. The minimum order on each occasion should not be less than an amount equivalent to Rs. 20/-

(v) Mode of Despatch

The items will be dispatched under registered post unless the customer specifically desires otherwise. The actual postage prepaid will be debited against the deposit accounts. A handling charge at the rate of Rs. 2/- on each occasion will also be levied.

(vi) Statement of Account and its Replenishment

With each dispatch a statement of account will be enclosed indicating the value of the supplies made and balance at credit remaining in the account of the customer. It will be the customer's responsibility to replenish the deposit when it approaches exhaustion. The deposit should be replenished by a sum of not less than an amount equivalent to Rs. 100/-. The account will become inoperative when the balance of the deposit is less than the value of a single order plus postage and packing charges. The account will be brought into operation again only if a fresh deposit of minimum amount is made.

(vii) The collectors who wish to avail of the Philatelic Deposit Account Service may send the application duly filled in the Philatelic Bureau, Bombay G.P.O. (India) with necessary remittance.

SECTION VII

Postal Life Insurance

260. Postal life insurance was introduced on 1-2-1884 as a welfare measure for the benefit of Postal employees and now the scheme covers the employees of the following organizations :-

261. Eligibility for P.L.I.

- (i) Central Government employees.
- (ii) State Government employees.
- (iii) Employees of Railways.
- (iv) Employees of Defense – Armed Forces Personnel and civilians.
- (v) Extra-Departmental Agents of P&T Department.
- (vi) Industrial and workcharged employees of the P&T Department. All permanent and temporary employees with three years' service of the following establishments :-
 - (vii) Local Fund/local bodies.
 - (viii) Universities established by Government.
 - (ix) Government aided educational institutions.
 - (x) Kendriya Vidyalayas.
 - (xi) Council of Scientific and Industrial Research.
 - (xii) Indian Standards Institution.
 - (xiii) Medical Council of India
 - (xiv) Dental Council of India.
 - (xv) Nursing Council of India.
 - (xvi) Pharmacy Council of India.
 - (xvii) Provident Fund Organisation.
 - (xviii) Indian council of Agricultural Research and its subordinate organizations.
 - (xix) Agricultural Produce Marketing Committee.
 - (xx) Reserve Bank of India.
 - (xxi) State Bank of India and its subsidiaries.
 - (xxii) Nationalised Banks.
 - (xxiii) Five Central Financial Institutions i.e. :

- (a) Industrial Development Bank of India
- (b) Industrial Finance Corporation of India.
- (c) Industrial Credit and Investment Corporation of India.
- (d) Industrial Reconstruction Corporation of India.
- (e) Unit Trust of India.

(xxiv) Employees State Insurance Corporation.

(xxv) Khadi and Village Industries Commission.

262. The following types of policies are issued by the P.D.I.F. :

- | | |
|--|--|
| (i) Whole Life Assurance | Premium has to be paid monthly until the person reaches the age of 50, 55, 58, 60 or 70 years. The full value with the bonus accrued will be paid to the nominee assigns/successor on the death of the insurant (See Table –I) |
| (ii) Endowment Assurance | Premium has to be paid monthly until the person attains the age of 30, 33, 35, 40, 45, 50, 55, 58 or 60. the full value with the bonus accrued will be paid to the insurant when the policy matures. In case of earlier death the full value with bonus accrued till the time of death will be paid to the nominee/assignee successor. (See Table – II). |
| (iii) Convertible whole life assurance | Premium is required to be paid monthly at the rate applicable to whole life policy with premium ceasing at the age of 70. For the first five years, there will be an option to convert it into Endowment policy maturing at the age of 50, 55, 58 or 60, by agreeing to pay appropriate enhanced premium, at the end of 5 year from the commencement (See Table –III). |
| (iv) Anticipated endowment assurance. | This plan has two terms viz. 15 year term and 20-year term. In the case of policy for 15 years 20% of the sum assured is paid to the insurant at the end of 6 th , 9 th & 12 th years and the remaining 40% with bonus accrued at the end of 15 years. In the case of 20 year policy, 20% of the sum assured is paid to the insurant at the end of 8 th 12 th and 16 th year and the remaining 40% of the sum assured with bonus accrued at the end of 20 th year. In the event of death of the insurant during the currency of these policies, the full amount assured with the bonus accrued will be paid to the nominee/assignee/successor irrespective of the amounts already paid as survival benefits. (See Tables IV). The maximum age limit for a 15-year policy is 45 years and 40 years for 20-year policy. |

263. Eligible persons may insure for a sum not less than Rs. 100/- and not more than Rs. 100000 in the cases 3(i) (ii) & (iii) above, and a minimum of Rs. 5,000/- and a maximum of Rs. 1,00,000 in case of 3(iv) above.

264. P.L.I. offers the following special facilities :-

1. **Lower premiums.** – PLI premiums are lower. Extra premiums are not charged from Defense personnel, for war/aviation/high sea risk. Rebate at the rate of 5 paise per month per thousand is allowed on policies of Rs. 20,000/- and above. Rebate of 2 percent is admissible if premium for a year is paid in advance in cash.
2. Premium can be deducted at source from salary every month. The optional facility of payment of premiums in cash at the post office is also available. Premium Receipt Book is issued when premia are paid in cash.
3. Special concessions for payment of premiums to the insureds affected, by natural calamities.
4. There is provision for payment of premium by cheque when the amount is Rs. 20/- and above.
5. **INCOME TAX REBATE.** – PLI premiums are eligible for income tax rebate, under section 80-C of I.T. Act.
6. Loans can be obtained easily against PLI policies and repayment of principal before maturity is optional.
7. Whole life policy can be converted into an Endowment Policy.
8. Non-medical policies are also issued for those below 28 years of age under certain conditions.
9. Exemption from Stamp Duty.- PLI policies and loan bonds are exempt from stamp duty.
10. All PLI policies are with profit policies.
11. *Nominations.* – Facility of nomination and assignment is available at no extra cost.
12. *Higher Bonus.* – PLI gives higher bonus. The latest rates of bonus on postal life insurance policies declared for the valuation period 1978 – 81 are as under :-

(i) Endowment Policies Rs. 35.00	(Per thousand of
(ii) Whole Life Policies Rs. 44.00	(sum assured per
Bonus is paid on paid up policies also	(annum.
13. Credit is admitted on production of disbursing officer's certificate.
14. Exemption from production of succession certificate in hard cases.
15. Payments for claims are made from the nearest Post Office.

265. Proposal forms for effecting insurance are available at departmental Post Offices. The forms should be filled in by the proposer in the presence of his immediate superior Development Officer who will then affix his signature at the proper place. After the Principal Record Officer/immediate superior furnishes the required certificates on the proposal form, the same will be made available to the nearest Government Medical Officer, authorized private medical

practitioner. The Medical Officer, will after examination of the proposer will furnish the required certificates, to the P.M.G. for acceptance of the proposal in this regard.

266. Rates of Premia. – The tables of premium for all the four types of policies are furnished at the end of this Section.

267. Manner of realizing premia. – (i) The first premium should be paid in cash in the Post office selected by the proposer on or before the date intimated by the P.M.G. who accepts the proposal.

(ii) Subsequent premia can also be paid in cash in any post office selected by the insurant on or before 21st of every month, in case the insurant has exercised option to pay the premium in cash. In that case he will be issued a premium receipt book in which entries relating to the payment of each premium shall be made. Alternately, the premia can be recovered from the pay of the insurant. In such cases the premium for the month is recovered from the pay of the previous month (i.e. premia for February is recovered from the pay for January) and it will be the responsibility of the insurant to ensure that the premia are regularly recovered and credited to P.O.I.F. by his premia are regularly recovered and credited to P.O.I.F. by his employer every month. Until recovery from pay commences premia should continue to be paid in cash at the Post Office.

(iii) In case of any insurant whose premium is recovered from pay, ceasing to be an employee of the organization which made him eligible for PLI and does not join any other organization of this nature as an employee for any reason, after the insurance has been effected, he should pay further premia in cash at a post office selected by him. He should inform the PMG about the change and request for issue of a Premium Receipt Book.

268. Conversion. – Alteration of policy terms, reduction, discontinuance or commutation of premiums are permissible under certain conditions. Details can be ascertained from the P.M.G.

269. Revival of policies. – A policy becomes void, if any premium due on it remains unpaid. It can, however, be revised by the PMG at his discretion, if all the premia due with such fine as he may impose are paid and a medical certificate of continued good health is produced. An application for revival should be made to the PMG.

270. Loans. – Loans are granted on the security of the policies, provided the policy has been in force for at least three years, in the case of endowment policies; and five years. In the case of whole life policies, applications for loans should be made to the PMG.

271. Surrender. – A policy may be surrendered for an immediate payment in cash, provided the policy is of not less than three years duration and is in force on the date of application.

272. Settlement of claim. – **I.(a)** The face value of the policy together with the bonus accrued on it becomes payable either :

- (i) on the insurant attaining the age specified in the policy, or
- (ii) on the death of the insurant.

(b) In the former case, the sum assured alongwith the bonus accrued will be paid to the insurant on his applying for it in the prescribed proforma (see appendix) and enclosing the following documents alongwith the application: -

- (1) Policy document or the loan repayment book if a loan was taken.
- (2) Premium receipt Book, in case premia was paid in cash.
- (3) Certificate from the pay disbursing authority showing the recoveries of the last 6 instalment of premia, in case premium was paid through recovery from the pay of the insurant.

The application with the documents should be submitted immediately after paying the last premium to the Postmaster General.

(c) In the case of the death of the insurant, the sum assured and bonus accrued is payable to the nominee/assignee of the insurant. In the absence of the nomination or assignment on the policy, the total amount will be paid to the legal heir/successor on production of evidence to that effect. The claimant should apply in the prescribed proforma (see appendix) and forward it to the Postmaster General along with the following documents: -

- (1) Policy document or loan repayment book, if a loan was taken on the policy.
- (2) Certificate of death of insurant.
- (3) Premium receipt Book, if premia were paid in cash or pay recovery certificate for the last 6 months if premia were recovered from the pay of the insurant.
- (4) Legal evidence to show that the claimant is the successor/legal heir to the insurant, in case there is no nomination or assignment.

273. Bonus. – The rate of bonus for each type of policy is declared once in three years. The next valuation is due in 1984.

TABLE OF CONCORDANCE

TABLE – I

Old Clause	New Clause	Old Clause	New Clause
1	1	40	41
2	2	41	42
3	3	42	43
4	4	43	44
5	5	43A	45
7	7	44	46
7	7	45	47
8	8	46	48
9	9	47	49
10	10	48	50
11	11	49	51
12	12	50	52
13	13	51	53
14	14	52	54
15	15	53	55
16	16	54	56
17	17	55	57
18	18	56	58
19	19	57	59
19A	20	58	60
20	21	58A	61
21	22	59	62
22	23	60	63
23	24	61	64
24	25	62	65
25	26	63	66
26	27	64	67
27	28	65	68
28	29	66	69
29	30	67	70
30	31	68	71
31	32	69	72
32	33	70	73
33	34	71	74
34	35	72	75
35	36	73	76
36	37	74	77
37	38	75	78
38	39	76	79
39	40	77	80
39A	Deleted	78	81

Old Clause	New Clause	Old Clause	New Clause
79	82	120	127
80	83	121	128
81	84	122	129
82	85	123	130
83	86	124	131
84	87	125	132
85	88	126	133
86	89	127	134
87	90	128	135
88	91	129	136
89	92	130	137
90	93	131	138
91	94	132	139
92	95	133	140
93	96	134	142
94	97	135	143
95	98	136	144
96	99	137	141
96A	100	138	145
97	101	139	146
98	102	140	147
98A	103	141	148
99	104	142	149
99A	105	143	150
100	106	144	151
101	107	145	152
102	108	146	153
103	109	147	154
104	110	148	155
105	111	149	156
106	112	150	157
107	113	151	158
108	114	152	159
109	115	153	160
110	116	154	161
111	117	155	162
112	118	156	163
113	119	157	164
114	120	158	165
114A	121	159	166
115	122	160	167
116	123	161	168
117	124	162	169
118	125	163	170
119	126	164	171

Old Clause	New Clause	Old Clause	New Clause
165	172	210	217
166	173	211	218
167	174	212	219
168	175	213	220
169	176	214	221
170	177	215	222
171	178	216	223
172	179	217	224
173	180	218	225
174	181	219	226
175	182	220	227
176	183	221	228
177	184	222	229
178	185	223	230
179	186	224	231
180	187	225	232
181	188	226	233
182	189	227	234
183	190	228	235
183A	190(3)	229	236
184	191	230	237
185	192	231	238
186	193	232	239
187	194	233	240
188	195	234	Deleted
189	196	235	241
190	197	236	242
191	198	237	243
192	199	238	244
193	200	239	245
194	201	240	246
195	202	241	247
196	203	242	248
197	204	243	249
198	205	244	250
199	206	245	251
200	207	246	252
202	209	247	253
203	210	248	254
204	211	249	Printed
205	212	250	Separately
206	213	251	As P.O.
207	214	252	Savings
208	215	253	Schemes
209	216	254	

Old Clause	New Clause	Old Clause	New Clause
255			
256			
256A			
New Philately	255		
”	256		
”	257		
”	258		
”	259		
New PLI	260		
”	261		
”	262		
”	263		
”	264		
”	265		
”	266		
”	267		
”	268		
”	269		
”	270		
”	271		
”	272		
”	273		

TABLE OF CONCORDANCE

TABLE-II

New Clause	Old Clause	New Clause	Old Clause
1	1	41	40
2	2	42	41
3	3	43	42
4	4	44	43
5	5	45	43A
7	7	46	44
7	7	47	45
8	8	48	46
9	9	49	47
10	10	50	48
11	11	51	49
12	12	52	50
13	13	53	51
14	14	54	52
15	15	55	53
16	16	56	54
17	17	57	55
18	18	58	56
19	19	59	57
20	19A	60	58
21	20	61	58A
22	21	62	59
23	22	63	60
24	23	64	61
25	24	65	62
26	25	66	63
27	26	67	64
28	27	68	65
29	28	69	66
30	29	70	67
31	30	71	68
32	31	72	69
33	32	73	70
34	33	74	71
35	34	75	72
36	35	76	73
37	36	77	74
38	37	78	75
39	38	79	76
40	39	80	77
..	39A	81	78

New Clause	Old Clause	New Clause	Old Clause
82	79	127	120
83	80	128	121
84	81	129	122
85	82	130	123
86	83	131	124
87	84	132	125
88	85	133	126
89	86	134	127
90	87	135	128
91	88	136	129
92	89	137	130
93	90	138	131
94	91	139	132
95	92	140	133
96	93	141	134
97	94	142	135
98	95	143	136
99	96	144	137
100	96A	145	138
101	97	146	139
102	98	147	140
103	98A	148	141
104	99	149	142
105	99A	150	143
106	100	151	144
107	101	152	145
108	102	153	146
109	103	154	147
110	104	155	148
111	105	156	149
112	106	157	150
113	107	158	151
114	108	159	152
115	109	160	153
116	110	161	154
117	111	162	155
118	112	163	156
119	113	164	157
120	114	165	158
121	114A	166	159
122	115	167	160
123	116	168	161
124	117	169	162
125	118	170	163
126	119	171	164

New Clause	Old Clause	New Clause	Old Clause
172	165	217	210
173	166	218	211
174	167	219	212
175	168	220	213
176	169	221	214
177	170	222	215
178	171	223	216
179	172	224	217
180	173	225	218
181	174	226	219
182	175	227	220
183	176	228	221
184	177	229	222
185	178	230	223
186	179	231	224
187	180	232	225
188	181	233	226
189	182	234	227
190	183	235	228
	183A	236	229
191	184	237	230
192	185	238	231
193	186	239	232
194	187	240	233
195	188		234
196	189	241	235
197	190	242	236
198	191	243	237
199	192	244	238
200	193	245	239
201	194	246	240
202	195	247	241
203	196	248	242
204	197	249	243
205	198	250	244
206	199	251	245
207	200	252	246
209	202	253	247
210	203	254	248
211	204	P.O. Savings	249 & 256A
212	205	Schemes printed	
213	206	Separately	
214	207	255	New Philately
215	208	256	-do-
216	209	257	-do-

New Clause	Old Clause	New Clause	Old Clause
258	New Philately	266	(New PLI)
259	-do-	267	-do-
260	(New PLI)	268	-do-
261	-do-	269	-do-
262	-do-	270	-do-
263	-do-	271	-do-
264	-do-	272	-do-
265	-do-	273	-do-

INDEX

A	CLAUSE
Accounts with planters	62
Acknowledgements –	
of registered articles	168
of insured articles	181
of money orders	223
of parcels	168
Address – method of –	
particulars to be furnished	26
addresses –	
addition of senders	30
articles bearing indefinite addresses	29
intimation of – to correspondents abroad	31
Air- Mail Services –	
articles which are given air-lift	157
air parcels	161
conditions	158
limited air-lift	160
re-direction of air-mail correspondence	159
Articles –	
addressed to deceased persons	89
addressed indefinitely	29
maliciously sent unpaid	53
bearing matter prejudicial to the maintenance of law and order	213
having anything written, printed, impressed or attached	214
disposal of – in the Returned Letter Office	75
enclosed in transparent envelopes	104
<i>Poste restante</i> -	64
recall of – posted	34

Articles – <i>contd.</i>	CLAUSE
redirection of	67
redirection during transit of -	68
refusal of -	50
special treatment of -	21
treatment of <i>Poste restante</i> -	63
undeliverable – period of detention	74
 B	
Biological Specimens – dispatch by letter post	103
Blind literature packets –	
conditions of posting -	137
contents of -	137
definition	137
exemption from Postal fees	136
penalty for breach of conditions of posting	138, 214
Book packets –	
contents of -	120
conditions of accepting – containing printed books at special rates	128
conditions for charging special rates for packets containing periodicals	129
packing of -	126
penalty for breach of conditions of -	127
prohibited contents of -	123
special provisions of -	122
size of -	124
unpaid and insufficiently paid -	119
weight of -	125
Business hours –	
on holidays	6
on Sundays	7
on normal week days	5

Business Reply Envelopes and Cards –

conditions of posting of	117
description of -	116
penalty for breach of conditions of posting of -	118

C

Charges –

Obligation to pay	51
Obligation of sender to pay postage	76
Remedy of post office to recover – due	52

Cheques, acceptance of	94
----------------------------------	----

Cinematograph films, dispatch by letter post	102
--	-----

Certificate of posting -

Object in issuing	32
Manner of obtaining	33

Coins –

Acceptance of small -	88
Posting of -	17

Compensation –

For the loss of registered articles	170
For the loss of insured articles	183

Complaint book	77
--------------------------	----

Complaints –

Authority to whom – to be addressed	78
Circle Complaints officers	80
Period within which – should be preferred	81
Particulars to be given in -	82
Transmission of -	79
Of V.P. articles	196

Correspondence for Defense Services Personnel	54
---	----

	CLAUSE
Correspondence for the President, Vice President etc.	
Articles for persons accompanying the officers	207
Camp articles and Special Bags	205
Tour programmes of officers entitled to special bags	206
 Delivery –	
Definition of -	35
Of correspondence for Defense Services Personnel	54
Of registered articles	36
Of insured articles	43
Of articles of which Customs duty is payable	45
Of registered articles to Firms	38
Of registered parcels	41
Of registered articles addressed to purdahnashin women	39
Of registered articles to messengers and care of party	60
Of damaged registered articles	40
Of over- value articles at non-delivery post offices	46
Of ordinary articles to messengers	58
Of V.P. articles	44
Window delivery	57
Of articles through the Post Offices without any delivery agent	49
Detention of mails – liability of	90
Dutiable articles – treatment of	212
 E 	
Exchange of Stamps and Stationery	87
 F 	
Facilities provided by Village Postmen in rural area	91
Forms – issue by Post Office	92

	CLAUSE
Franking machine – use of	11
G	
Gold and Bullion declaration of value	185
H	
Holidays – Post Office	8
I	
Identification cards	63
Indian Postal Order -	
Broken amount	245
Counterfoils of -	249
Denomination of -	244
Definition, description of -	243
Entries on – by purchaser	247
Miscarriage, loss destruction of	250
Mutilated, altered or incomplete -	251
Offices where – can be purchased	246
Payment of -	248
Period of currency of -	252
Payment to purchasers of -	253
Responsibility of post office for -	254
Injurious articles, treatment of	211
Inland Post definition	96
Instructions –	
Regarding change of residence	72
Validity of -	73
Insurance-	
Acknowledgements of insured articles	181

	CLAUSE
Articles which can be insured	172
Cases in which insurance is compulsory	184
Compensation for insured articles	183
Conditions of size	177
Declaration of value of gold, coin or bullion in insured articles	185
Liability for insurance	173
Manner of insurance	178
Offices which can insure	174
Packing of insured articles	176
Penalty for failure to comply with conditions of	179
Prepayment of – fee	175
Receipts for insured articles	180
Responsibility of Post Office for insured articles	182
Value-payable articles – of	195

L

Latest date of Payment of dues	95
Legal responsibility of the Post Office	84
Letters –	
Enclosed in transparent envelopes-	104
Payment of postage	99
Unpaid and insufficiently paid -	101
Monopoly of Post Office for the conveyance of -	83
Letter Boxes –	
Posting in special -	19
Train and steamer	18
Letter Cards –	
Conditions for the transmission of -	108
Description of -	106
Of private manufacture	107

Liability –

Licence for the sale of postage stamps	86
Local delivery area	113

M

Mails –

1 st Class and 2 nd Class -	98
for Defence Services Personnel	27
for Navy Personnel	28

Money Orders (Inland)-

Alteration of payees name in -	227
Alteration to address or place of payment in -	226
Definition of -	215
How obtained	218
Non-responsibility of Post Office for -	220
Limit of value of -	217
Offices from and to which – can be issued	216
Option of post office	232
Payees acknowledgement of -	223
Payees name and address	219
Payment of -	47
Payment of – to illiterate payees	224
Payment of – to messengers	59

Money Orders (Inland) – *contd.*

Receipt for -	221
Re-direction of -	225
Repayment of – to remitter	229
Signature of payee	222
Special money order forms	231

	CLAUSE
stoppage of payment of -	228
transmission of -	233
void -	230
Monopoly of Post Office for conveyance of letters	83

N

Newspapers, Registered –

Conditions of posting of -	140
Definition of -	139
Packets of -	143
Posting of – without prepayment of postage	144
Procedure for posting of -	141
Renewal and termination of registration	142

O

Official Postal Articles –

Conditions	198
Letters from Govt. Officers to private persons	203
Local fund officials	201
Officials entitled to use Service Stamps	200
Postage – due articles	204
Procedure if ordinary stamps are used for Service Stamps	202
Unpaid and insufficiently paid articles	199

Organisation –

Control	
-------------------	--

P

Packing –

General conditions of -	15
Of celluloid	152
Of human and other viscera	148

	CLAUSE
of osmic acid	153
of parcels	147
of perfumes	154
of plague cultures	149
of strong smelling articles	151
of Tuberculosis sputum	150
Parcels (Inland)	
air parcels	161
contents of -	145
fee for redirections of -	71
manner of posting of -	156
Payment of dues	95
Philately	
Post Bags	56
Post Boxes	55
Post Offices -	
holidays	8
mobile -	4
night -	
monopoly for conveyance of letters	83
types of -	2
remedy of – for recovery of charges due	52
Postal articles definition of	98
Postmen, duties of	48
Poste Restante articles –	
definition of -	64
disposal of -	65
responsibility of post office for -	66
treatment of	65

	CLAUSE
Posting early	22
Post Card -	
description	109
of private manufacture	110
penalty for breach of conditions of posting of -	112
special rules	111
Postage stamps and stationery	10
Prepayment of postage –	
desirability of -	9
in cash	12
on parcels	155
on registered articles	164
Prohibited articles –	
general prohibitions	209
local prohibitions	210
treatment of	21
R	
Recorded Delivery	113
Redirection of articles	
air mail articles	159
conditions of fee redirection	69
fee for redirection of parcels	71
free redirection of -	67
interception of redirected articles	68
penalty for breach of conditions	70
place of -	68
Registration –	
acknowledgements	168
articles which can be registered	163

	CLAUSE
attested copies of receipts	169
cases in which – is compulsory	171
manner of -	165
object of -	162
of articles in bulk	167
prepayment of – free and postage	164
receipt for -	166
refusal to take delivery of articles	36
Responsibility of the Post Office for insured articles	182
Responsibility of the Post Office for V.P. articles	197
Restrictions and limitation of Post Office	63

S

Sample and pattern packets –	
contents of -	131
packing of -	133
payment of postage in cash	135
Sample and Pattern Packet –	
penalty for breach of conditions of -	134
size and weight of -	132
unpaid and insufficiently paid -	130
Sealing	16
Secrecy	85
Services which cannot be claimed	93
Stamps –	
fictitious -	14
licence for the sale of -	85
manner of affixing	23
non-postal charity, etc.	84
non-exchange of postage – and stationery	86

	CLAUSE
spoilt or defaced -	13
use of minimum number of -	25
Suggestion Book	77

T

Telegraphic Money Order –	
authorized offices	234
fees	235
how obtained	237
limit of value	235
non-guarantee of date and hour of payment	239
payment of -	240
redirection of -	242
remitter’s receipt for -	238
repayment of – when payee cannot be found	241

V

Value payable –	
article	187
complaints regarding – articles	196
conditions of posting	192
declaration of the value of – articles	188
detention of – in office of delivery	194
demurrage for detention of -	194
insurance of posting -	195
manner of posting -	190
delivery of -	44
offices from and to which – can be sent	189
payment of amount of -	193
post	186

	CLAUSE
posting of – in bulk	191
responsibility of Govt. for	197
Village Postman – facilities provided by	91