THE

INDIAN POST OFFICE MANUAL

CONTAINING

INSTRUCTIONS FOR POSTAL OFFICERS

AND

SPECIMENS OF FORMS IN USE IN THE DEPARTMENT

FEBRUARY 1873

Published under the authority of the Director-General of the Post Office of India.

CALCUTTA
OFFICE OF THE SUPERINTENDENT OF GOVERNMENT PRINTING
1873

TABLE OF CONTENTS.

PAGE

INTRODUCTORY REMARKS vii

CHAPTER I.

LETTER DEPARTMENT.

PRELIMINARY REMARKS 1

SECTION I.—DESPATCH OF LETTER MAILS 1

" II.—RECEIPT OF LETTER MAILS 12

" III.—DELIVERY OF LETTER MAILS 13

CHAPTER II.

PARCEL DEPARTMENT.

PRELIMINARY REMARKS 20

SECTION I.—DESPATCH OF PARCEL MAILS 20

" II.—RECEIPT OF PARCEL MAILS 25

" III.—DELIVERY OF PARCEL MAILS 26

CHAPTER III.

DEPOSIT.

PRELIMINARY REMARKS 29

SECTION I.—RE-DIRECTION OF LETTERS, &c. 29

" II.—COVERS FORWARDED TO SUBORDINATE DELIVERY . . . 32

" III.—COVERS DELIVERED FROM DEPOSIT, UNCLAIMED COVERS AND REFUSED COVERS SENT TO THE DEAD LETTER OFFICE . 33

CHAPTER IV.

REGISTRATION OF LETTERS. 36

TABLE OF CONTENTS.

PAGE

CHAPTER V.

SUBORDINATE DELIVERY: COMPRISING BRANCH AND DISTRICT POST OFFICES AND RURAL MESSENGERS.

PRELIMINARY REMARKS 43

SECTION I.—INSTRUCTIONS FOR THE GUIDANCE OF HEAD OFFICES IN THEIR DEALINGS WITH BRANCH OFFICES 44

" II.—INSTRUCTIONS FOR THE GUIDANCE OF BRANCH OFFICES IN THEIR DEALINGS WITH HEAD OFFICES 47

" III.—RURAL MESSENGERS 51

CHAPTER VI.

CONVEYANCE OF MAILS. 53

CHAPTER VII.

TRAVELLING POST OFFICES.

PRELIMINARY REMARKS 59

SECTION I.—LOCAL SECTIONS 60

" II.—FRONTIER SECTIONS 65

" III.—MAIL GUARDS 66

" IV.—RECORD OFFICE 67

CHAPTER VIII.

STOCK.

PRELIMINARY REMARKS 71

SECTION I.—BAGS 72

" II.—STAMPS AND SEALS 78

" III.—SCALES 87

" IV.—FURNITURE 89

" V.—GREEN TWINE 90

CHAPTER IX.

SUPPLY OF FORMS, LABELS, AND ENVELOPES. 91

CHAPTER X.

ACCOUNTS. 96

TABLE OF CONTENTS.

PAGE

CHAPTER XI.

CREATION, ALTERATION OR ABOLITION OF ESTABLISHMENTS.

SECTION I.—PROPOSITIONS 117
" II.—MONSOON CHARGES 117
" III.—EXPERIMENTAL ESTABLISHMENTS 118

CHAPTER XII.

APPOINTMENTS, LEAVE, PENSIONS AND PUNISHMENTS.

SECTION I.—APPOINTMENTS 120
" II.—LEAVE 125
" III.—PENSIONS AND GRATUITIES 128
" IV.—PUNISHMENTS 129

CHAPTER XIII.

SUPERVISING OFFICERS.

SECTION I.—INSPECTORS OF POST OFFICES 133
" II.—SUB-INSPECTORS OF POST OFFICES 145
" III.—CANDIDATE INSPECTORS OF POST OFFICES 148
" IV.—SUPERNUMERARY INSPECTORS OF POST OFFICES 150

CHAPTER XIV.

INVESTIGATIONS. 151

CHAPTER XV.

POSTAGE LABELS . 159

CHAPTER XVI.

RULES FOR THE MANAGEMENT OF DEAD LETTER OFFICES . 161

CHAPTER XVII.

MISCELLANEOUS. 175

CHAPTER XVIII.

ENUMERATION OF FORMS. 186

TABLE OF CONTENTS.

SUPPLEMENTS.

(Which are bound separately.)

A.—Foreign Post.

B.—Security.

C.—Travelling Allowance Rules.

D.—Post Office Buildings.

E.—Rules for the Custody, Distribution and Sale of Postage Labels.

F.—Administration Reports.

G.—Rules for Guidance in regard to the Passenger Service.

H.—Rules for Bullock Train Agents.

J.—Rules for management of Mail Cart and Bullock Train Establishment.

K.—Supplemental Enumeration of Forms.

INTRODUCTORY REMARKS.

THIS Manual has been compiled by Mr. E. R. Douglas, aided by Mr. Philip Sheridan, and having been approved by the Director General is issued under his authority. It will supersede the existing Manual and all previous circulars, rules, and instructions on the subjects herein treated of whether issued by the Director General or by Post Masters General.

Wherever in this Manual the term Post Master General is used, it should be understood as applying equally to a Chief Inspector.

This Manual does not profess to give information which is already contained in the *Postal Guide*, except when the subject matter treated of requires further explanation.

Officials of the Postal Department must always bear in mind, that it is one organized for the convenience of the Public, and that every effort consistent with the regulations of the Department is to be made to meet that convenience. The necessity of observing courtesy in all dealings with the Public, and of a willingness to give all reasonable information and to meet all reasonable requirements cannot be too strongly impressed on officials of the Department.

THE

INDIAN POST OFFICE MANUAL.

FEBRUARY 1873.

CHAPTER I.

LETTER DEPARTMENT.

PRELIMINARY REMARKS.

1. The mails consist of the following classes of articles, *viz.* :—

LETTER MAIL	1. Letters. (*a*) Inland letters. (*b*) Foreign post letters. 2. Newspapers. (*a*) Registered inland newspapers, and proof sheets. (*b*) Unregistered inland newspapers. (*c*) Foreign post newspapers.
PARCEL MAIL	3. Parcels. (*a*) Parcels (inland). (*b*) Packets (ditto). (*c*) Foreign post book and pattern packets.

A definition of each of the above-mentioned classes of covers will be found in the *Postal Guide.*

SECTION I.

DESPATCH OF LETTER MAILS (COMPRISING LETTERS & NEWSPAPERS).

Opening of the Letter Box.

2. The letter box should be opened at convenient intervals in the day, the contents being stamped and sorted, so that at the hour fixed for the final closing of the mail there may be little remaining to do beyond closing the packets.

Hours fixed for closing Packets.

3. The packets for all mails to be despatched during the course of the night should be closed after 6 P. M., the letter box being cleared for the last time at that hour, (except under special orders to the contrary);

but for mails which usually pass during the course of the day, the packets should be made up half an hour before the time appointed for the arrival of such mails.

Letter Box to be locked.

4. The letter box should be kept locked, the key being in the possession of the postmaster, or deputy postmaster, and the box being opened only in his presence; but in the case of large post offices, the duty of supervising the opening of the letter box may be entrusted to the head clerk of the despatch department.

Separation of Covers.

5. The covers taken from the letter box should be placed on a table, or the end of a table. The letters should then be separated from the newspapers; all covers, whether letters or newspapers, after being faced, *i. e.*, placed with the face or address side upwards, should be divided into

(1.) Letters having postage labels, whether ordinary or service, on them.

(2.) Letters having no postage labels.

(3.) Letters for transmission by foreign post.

(4.) Inland newspapers (registered and unregistered), and proof sheets.

(5.) Newspapers for transmission by foreign post.

Letters having Postage Labels.

6. The letters having postage labels should then be examined; such as appear to be insufficiently paid being put aside for subsequent examination, and those bearing service labels without a proper superscription and official signature, being also put aside to be treated as unpaid letters. The others, *i. e.*, those fully prepaid, should be passed on to be stamped, and to have the postage labels obliterated. For this purpose the stamp to be used will be the combined obliterator (where such is supplied), or the single obliterator and the round dated stamp. The letters should then be removed to the sorting table.

Insufficiently Paid Letters.

7. The insufficiently paid letters put aside as above stated should then be carefully examined, and weighed if necessary, the postage due stamp* being affixed on the back and the amount of postage being marked in plain figures in black ink in the appropriate place within the stamp. The postage labels should then be obliterated with the combined obliterator (where such is supplied), or the single obliterator and the round dated stamp. The letters should then be transferred to the sorting table.

* The Presidency and all large Provincial post offices should be supplied with postage due stamps, with figures denoting the amount due.

Unpaid Letters.

8. Unpaid letters, including any treated as unpaid in consequence of the service labels being unsupported by a proper superscription and official signature, should then be stamped on the back with the round dated stamp and also with the postage due stamp,* the amount of postage due on each being marked in plain figures in black ink within the postage due stamp. Service labels unsupported by proper superscription and official signature should be obliterated. The letters should then be passed on to the sorting table.

Foreign Post Letters.

9. In respect of letters for transmission by foreign post all that is necessary is to stamp them (if they bear postage labels) with the combined obliterator (where such is supplied), or with the single obliterator and the round dated stamp, or (if they bear no postage labels) with the round dated stamp only. They may then be removed to the sorting table. The treatment of letters for transmission by foreign post posted in the offices of foreign exchange, *i. e.*, offices where foreign mails are made up, will be separately described in Appendix A.

Inland Newspapers.

10. Inland newspapers (registered and unregistered) and proof sheets should be examined in view to seeing that they are fully prepaid, and any registered newspaper not fully prepaid should be forwarded in the first packet to the dead letter office, the postage labels, if there be any thereon, being previously obliterated. Those fully prepaid should have the postage labels obliterated with the combined obliterator (where such is supplied), or with the single obliterator and the round dated stamp. They should then be passed on to the sorting table.

Foreign Post Newspapers.

11. Newspapers for transmission by foreign post will be treated in the way already directed for letters of like destination.

Registration of Letters.

12. Covers to be registered must be presented at the window within the hours fixed for registration. Letters found in the letter box containing coin or currency notes, &c. (see *Postal Guide*), whether prepaid or otherwise, should be transferred to the registration department, and there dealt with under the registration rules.

Covers posted in outside Letter Boxes.

13. Covers posted in the pillar and outside letter boxes should be brought to the post office immediately before the time fixed for

* In Presidency and the large Provincial post offices the postage due stamp referred to in the note to paragraph 7 may be used instead.

preparation of the mails for despatch. They should be treated in exactly the same way as has been prescribed for covers taken from the letter box at the post office.

Registered Letters.

14. Letters received from the registration branch having been duly stamped, taxed (if necessary) and otherwise prepared in that branch, should be made over under receipt to the officer superintending the preparation of the mails, who should see them placed in the proper packets. In the Presidency and other large post offices the registration branch sorts and packets its covers independently (*vide* registration rules, Chapter IV).

Letters received from the Foreign Post Department.

15. At Presidency and other offices of foreign exchange letters from places abroad for transmission to destination in India, will be received from the foreign department in a regular sorting packet and will be dealt with in the same way as sorting packets received from other post offices. The covers will therefore be treated exactly like ordinary covers posted in India, those marked by the foreign department with unpaid postage being classed with ordinary unpaid covers.

Covers received from the Dead Letter Office.

16. At Presidency and other head quarter post offices where there are dead letter offices, covers for transmission to destination, *i. e.*, those covers of which the proper destination has been ascertained, as well as those under return to senders, will be received from the dead letter office in a regular sorting packet (*vide* Chapter XVI, dead letter office rules), which will be dealt with in the same way as sorting packets received from other offices.

Covers received in Sorting Packets.

17. The sorting packets received from other post offices as described in Section II of the present Chapter under the head "Receipt of Mails)," will be opened and their contents (consisting of forward letters and newspapers, *i. e.*, those for onward transmission) compared with the sorting chalan (Form I 1 a), which should then be receipted and disposed of as described in para. 49. The letters and newspapers contained in such packets should then be stamped on the back with the octagonal dated stamp and passed on to the sorting table.

Registered Letters received in Sorting Packets.

18. The registered letters received in sorting packets should be carefully examined, weighed and compared with the list at bottom of the chalan (Form I 1 a); any remarks that may be necessary being written on the lower portion of the chalan. They should then be entered in the book of registered letters received in transit (Form IV 3) and kept in safe custody until the closing of the several packets in which they are to be

Forwarded Covers.

19. When a sorting packet is opened, the claim bundle (see Chapter III, Section I) should be sought for, and the original postage on forwarded covers previously charged against the despatching office and for which it is entitled to credit, should be carefully calculated, the correct amount being entered in the certified column of the claim bill. This is an important duty and should be attentively performed.

Covers, the contents of which render Registration compulsory.

20. If any unregistered covers received in the sorting packets are observed to contain coin, currency notes, &c., (see *Postal Guide*), whether prepaid or otherwise, they should be transferred to the registration department and there dealt with under the registration rules.

Covers received from Deposit.

21. Redirected letters, missent letters, and sorting letters received in station packets, having been stamped, and the non-service redirected covers taxed with postage and fully prepared in the deposit branch (see Chapter III, DEPOSIT) will be placed by the clerk of that branch in their appropriate compartments in the sorting almirah, the covers on which postage was previously charged against, and for which credit is now claimed by, the despatching office being separately tied up in claim bundles.

Late Letters.

22. Late letters are those which are posted after the hour fixed for the last clearing of the letter box. Such letters should be stamped "Too late" and detained until the next mail is made up for the post offices to which they are addressed. But letters may be received at the window after the hour fixed for the closing of the mail, and at least 15 minutes (or such longer interval as may be specially prescribed by the Postmaster General for any particular office) before the despatch of the mail, provided they are fully prepaid by means of postage labels so as to include not only the ordinary postage, but a late letter fee. The late letter fee is eight annas, except where any lower rate or scale of rates may be specially authorised by the Postmaster General for any particular office.

Covers containing Telegrams.

23. Officers in charge of telegraph offices when posting telegraph messages for onward transmission by post, are entitled to get receipts for them. Such receipts must be presented ready written in the form ordinarily used by telegraph offices, when delivering telegraph messages to the addressees. The postmaster will compare the receipt, so presented, with the address of the cover accompanying it, and, if correct, will affix the round dated stamp in acknowledgment of receipt. All covers for which receipts are claimed under this rule, must be superscribed with the word "Telegram" (in addition to the usual official superscription)

and must be fully prepaid. The covers will be treated as ordinary service prepaid covers posted in the letter box.

Sorting of Covers.

24. Each class of covers having been dealt with as described above and having arrived at the sorting table, it remains to indicate the process to be then followed. It should first, however, be mentioned that the process of sorting, although precisely the same for all the above classes of covers, may have to be gone through separately for some of them; for instance, the covers posted at the office will ordinarily be sorted in the evening, whereas the covers received in sorting packets may have to be sorted either before or after, according to the time of arrival.

Preliminary Sorting.

25. The sorting clerks will first perform what is called the preliminary sorting, *i. e.*, a separation of the covers according to the several lines of transit which diverge from the office. For each line of transit there will be a separate compartment in the preliminary sorting almirah, and in placing the covers in these compartments care should be taken by the sorters not to disturb the facing, and to keep separate the fully paid (including covers for transmission by foreign post), and the unpaid (including the insufficiently paid inland covers).

Final Sorting.

26. The next step is that of final sorting, which consists of a separation of the covers intended for each transit line, according to the several offices on that line, for which mails are made up. The final sorting almirah will have a compartment for each such office, and in respect of those offices which are also sorting offices there will be two compartments, one for station letters and the other for sorting letters. In this work also the sorters should be careful to preserve the facing and to keep the paid and unpaid covers separate, as above described.

Covers with illegible addresses or without addresses.

27. In the course of sorting covers may be found the address on which is not easily legible, or which have incomplete addresses, or no address at all. Such covers should be sorted into a compartment of the sorting almirah marked "Doubtful;" after the sorting is completed, they should be re-examined and with the assistance of other clerks and by reference to the transit list (Form I 2) the addresses deciphered, or destination ascertained if possible. If the address or destination can be read the cover should be put into the appropriate compartment. Those covers which cannot be deciphered, or which have no address, should be placed in the first packet made for the dead letter office. Such of these covers as have been posted in the office need not be taxed with postage, or entered in the office or station chalan.

Labelling of Compartments of the Sorting Almirah.

28. The compartments of the final sorting almirah should be labelled; for instance, the sorting almirah of the Dacca post office will be marked as follows, with reference to Patna.

PATNA	Into this compartment will be placed all covers for delivery at Patna, or through branch or district post offices subordinate to Patna, whether posted in Dacca or received in sorting packets.
PATNA SORTING ...	Here will be placed all letters which are to be sorted in Patna for onward transmission thence, whether posted in Dacca or received in sorting packets.

The Transit List.

29. The transit list with its Supplement (Form I 2) affords information for guidance both in respect of preliminary and final sorting, and a copy of this list should be suspended or kept in a place convenient for reference.

Preliminary preparation.

30. In order to save time in closing mails, a chalan (Form I 1) or (Form I 1 a) and a packet label should be placed in each compartment of the final sorting almirah before the sorting begins, the date and names of offices of despatch and destination being written and stamped both on the chalan and the label. The packet bag or bags to be used in despatching the mail should also be selected and placed in the compartment or hung on a hook attached in a convenient place to the sorting almirah, the number of the bag being entered on the chalan, and, also, if it belong to the despatching office, in the register of bags despatched (Form VIII 2) as explained in Chapter VIII under the Section "Bags." Some chalans, with the claim bundles of re-directed, missent, and mispacketed letters, will already have been placed in the compartments by the clerk of the deposit branch (see Chapter III, DEPOSIT).

Letters addressed in Vernacular.

31. Letters addressed in the vernacular and sorted into the sorting compartments should be taken out and the name of the post town of address written on them, clearly, in English, with red ink. It is very important that the name of the post town of destination be legibly written, and this duty should, therefore, be performed by the chief despatching clerk. The letters should then be replaced.

Use of Unpaid Sorting Stamp.

32. The unpaid covers sorted into sorting compartments should then be taken out and impressed on the back with the unpaid sorting stamp, the object being to prevent the office in advance from claiming credit for the postage (as a deduction from receipts) on the pretence of the covers having been received in the station packet. It is not necessary, however, to use this stamp in the case of letters sent in a sorting packet

to a section of the travelling post office, that office having no station letters with which the sorting letters could be confounded.

Final Examination.

33. The contents of the several compartments of the final sorting almirah should a second time be examined with a view to detect mistakes in sorting.

Packing of Mails.

34. The final sorting and examination being complete, the packing of the mail should be commenced. Fully paid covers (including, as before mentioned, covers for transmission by foreign post) should be tied up in conveniently sized bundles secured by thin but strong twine. The unpaid covers (including, as before mentioned, the insufficiently paid inland covers) should be similarly made up in bundles, a slip of paper indicating the postage due on the covers being put on the top of each bundle. In the case of post offices to which a large number of letters are sent, these bundles should be put into separate packet bags, one for the station covers and one for the sorting covers. In cases where the number of covers are few, paper-packets should be made of the station and the sorting letters, and these packets should be put into the same transit bag. The packet bag, or the paper-packet containing sorting letters, will invariably have a red label, to distinguish it from the bag or packet containing station covers.

A Chalan to accompany every Packet.

35. A chalan (Form I 1 or Form I 1 a) must accompany every mail whether station or sorting. Where there may be no postage due on the contents, and no registered covers to be sent, the chalan will show only the names of the offices, number, date, &c.; but even in such cases a chalan must accompany the mail.

Preparation of Station Packets.

36. In preparing the station chalan (Form I 1) the serial number should first be taken from the index (Form I 3) and entered on the chalan and in the index. The postage due on the unpaid correspondence should be very carefully calculated and the amount entered in the chalan. The amount of postage due shown on the label on the claim bundle containing redirected covers, should also be entered in the appropriate place on the chalan, which should then be signed by the clerk making it, and placed in the packet or the packet bag to which it appertains. It may be here mentioned that the chalans will be numbered in consecutive series, commencing from the 1st April of each year.

Preparation of Sorting Packets.

37. The mode of preparing sorting packets is similar to that of preparing station packets, the only difference being in the sorting chalan (Form I 1 a), which is printed in red ink to distinguish it more readily

from the station chalan (Form I 1), and that it contains no particulars of the postage realisable on the unpaid articles which accompany it. The serial numbers of sorting chalans will be entered in the same index (Form I 3) as those of station chalans, but the series will be separate and distinct, "Agra Sorting" being, for instance, entered in the index as an office distinct from "Agra." When the number of covers for transmission to the same office on the same day (*e.g.*, on the overland mail day) is considerable, they may be made up in more than one bag, the chalan being placed in one of them.

Facing to be preserved.

38. Throughout the above process, every care must be taken to preserve the facing, and to keep the paid and unpaid covers quite separate. The object of preserving the facing is to facilitate the disposal of the covers by the office to which they are sent. Care should also be taken that no despatch is made to any office without a chalan (Form I 1 or I 1 a), and that the entries in the chalan are complete as well as correct.

Registered Letters.

39. The registered letters which have to this point been in the custody of the officer supervising the preparation of the mail, will be fully detailed in the lower portion of the appropriate station or sorting chalan (Form I 1 or I 1 a) and then placed by him in the corresponding packets, as they are completed and just before they are closed. The supervising officer will himself do this and see each packet finally closed.

Closing of Station Mails to be delayed till arrival of Mails to be sorted.

40. As already mentioned in a previous paragraph, the process of sorting may have to be performed separately for letters received from other post offices for onward transmission. When such letters arrive at a time different from that fixed for closing the station mails, the station covers or the sorting covers, whichever are first available, should be stamped, sorted and prepared for despatch, the contents of each compartment being tied up in bundles, and the postage on unpaid covers being noted on a small slip put on the top of each bundle. The bundles will be left in the compartments of the sorting almirah until the time fixed for closing the mail, when the covers last received will be sorted and amalgamated with those previously sorted.

Sorting Almirah to be locked.

41. In order that there may be no opportunity to tamper with covers after they have been sorted and before they are put up in packets, the sorting almirah should be furnished with a lock, and the key should always be in the custody of the postmaster, or deputy postmaster, or, in large offices, with the clerk entrusted with the despatch of mails, who will be responsible for the safety of the covers.

Definition of the terms Packet and Transit Bag.

42. A packet, as above described, consists of all the station covers, or of all the sorting covers sent from one post office to another. In some cases the covers despatched are put up in packet bags, in other cases packets are made up of wax-cloth, cloth or paper. The term packet, as above used, should be understood to include every description of packet, whatever may be the covering. It is recommended that bags be used for packets in preference to any other covering. A transit bag comprises all the packets despatched from one office to another for final disposal, or for onward transmission. The contents will always be detailed in a packet chalan which will be placed inside. When a packet is made up in cloth or paper the size of it must not be less than 6" × 4", as very small packets are liable to be lost.

Packets to be closed according to Lines of Transit.

43. Packets should be closed and labelled according to lines of transit, that is, all the packets for despatch on one line of mail should be closed and made over to the packet clerk before commencing on the preparation of packets for another line. As the packets are completed they will be sorted into the appropriate compartments of the packet almirah. All packets or packet bags should be carefully bound with twine and secured by the letter mail seal bearing the name of the office of despatch and, in the case of large offices, the date.

Amalgamation of Transit with Station Mails.

44. At this stage the packets and mail bags received from other post offices in transit, *i. e.*, for the purpose of onward transmission, (as described in Section II, Receipt of Mails) will be amalgamated with the packets and mail bags made up in the office as above explained.

Entries in Packet Register and preparation of Packet Chalans.

45. The packet clerk will then enter all the packets and mail bags in the packet register (Form I 5), prepare the packet chalans (Form I 4), and enclose the packets with the appropriate packet chalan in the appropriate transit bag, each transit bag having thus inside it a packet chalan detailing its contents. He will do this in the order of transit, *i. e.*, he will fill in the packet register, prepare the packet chalan, and make up the transit bag for one line of transit, before commencing with those of another line of transit. He will be guided in this work by the transit list (Form I 2) already referred to when treating of the sorting of letters. Each bag, as it is closed, will be securely tied and sealed with the letter mail seal having the name of the office of despatch and also, in the case of large offices, the date. The packet chalans will be numbered in a consecutive series for each office, commencing from the 1st April of each year, the numbers being entered in the register of packets despatched (Form I 5). The number of the transit bag should

office, in the register of mail bags despatched (Form VIII 2), as explained in Chapter VIII under the Section "Bags."

Loose Packets.

46. Packets will be sent loose, that is, without being enclosed in transit bags when they are addressed to the post offices, for which there is only a single packet, and between which and the despatching office no transit office intervenes.

Responsibility of Supervising Officer.

47. The officer supervising the preparation of the mail (*i. e.*, in ordinary cases, the postmaster or deputy postmaster himself) is especially required to see to the secure tying and sealing of the bags, and to take care that torn and otherwise unsuitable bags are not used: (see Chapter VIII, Section I, "Bags").

Delivery of Mail to Carrier.

48. The last process in respect to despatch of mails is the preparation of the duplicate packet chalan (Form VII 5) or road time bill (Form VI 2) by the packet clerk, *vide* Chapter VII on the travelling post office and Chapter VI on the conveyance of mails. They will be handed over by the packet clerk with the bags or packets to the officer to whom they are entrusted for conveyance, his receipt being taken for them in the duplicate packet chalan, in the despatch packet register, or in a separate receipt book. In some cases an outside packet chalan (Form I 4), detailing the bags and loose packets, is given to the carrier; in such cases the outside chalan is prepared at this stage.

Disposal of Sorting Chalans.

49. The chalans (Form I 1 a) received with sorting packets will have the round dated stamp impressed both in the upper and lower portions, and the lower portions will be detached. The upper portions will, after being alphabetically arranged, have a strong thread passed through the upper left hand corner and be sent by the first mail to the check branch of the Compiler's office. The lower portions will have a receipt for the registered covers received written on them, the number of covers received being written both in letters and figures, and will, by the first mail, be returned to the post offices from which they issued.

Mail Guards attached to Post Offices.

50. When a mail guard is attached to a post office, he will, before starting on a journey, receive from a clerk of the office prepared packet chalans (Form VII 5) sufficient for his use on both the outward and inward journey. When he returns to the post office, he will make over the sheet register of mails received and delivered (Form VII 4) and the packet chalans (Form VII 5) to the clerk of the post office. The relations between a mail guard and the post office to which he is attached are more fully described in Chapter VII on the travelling post office.

Number of covers for which Direct Packets are to be made.

51. In all cases where on an average twenty-five letters are posted daily in one post office for another post office, they must be made up in a direct packet and not be forwarded through the intervention of a sorting office, except where the intervening sorting office is one of the first class. When a first class sorting office intervenes, the limit of the number of covers for which a direct packet must be made is one hundred. The Postmaster General will decide and intimate to the post offices concerned what sorting offices are deemed to be first class sorting offices. Sorting offices on the railway lines are generally of the first class.

Special Letter Boxes.

52. Letter boxes in which, for special reasons, it is not desirable that covers other than letters should be posted, should be marked on the outside with the words "For letters only;" and, if necessary, a local notice should be issued on the subject, copies thereof being especially sent to any newspaper agencies which have been in the habit of using them.

SECTION II.

RECEIPT OF LETTER MAILS (COMPRISING LETTERS & NEWSPAPERS).

Receipt of Mails.

53. On arrival of a mail, the hour should at once be noted in the road time bill (Form VI 2). The seals should be looked at, and the bags otherwise carefully examined to ascertain that they have not been tampered with in transit. They should be compared with the entries in the accompanying way bill (Form VI 1) or the receipt book of the mail cart mohurir or the duplicate packet chalan (Form VII 5) presented by travelling post office clerks or mail guards, and an acknowledgment granted to the carrier. The transit bags addressed to the office should then be opened, and the packets enclosed in them put out on a table, and compared with the packet chalans (Form I 4) found inside the bags. The bags should be turned inside out to ensure a complete emptying.

Mails received damaged or imperfect.

54. If the mails be damaged, or any article be missing, the postmaster or deputy postmaster must be summoned at once, whether it be by day or night, and an investigation made without loss of time (see Chapter XIV, INVESTIGATIONS).

Responsibility of a Mail Carrier ceases on obtaining a receipt.

55. As soon as a mail carrier obtains a receipt, and is allowed to leave the office, [illegible]

of the office establishment begins; if, therefore, proper arrangements for the careful examination of mails, and timely notice of losses or tampering be not made, the head of the office will be held personally responsible.

Description of Mails received.

56. The mails received comprise—

1. Transit bags addressed to the office, which contain—
   (*a*) Sorting packets.
   (*b*) Forward packets.
   (*c*) Station packets.
2. Forward transit bags addressed to other offices in advance.

The packet clerk will deal with these in the following order:—

Disposal of Sorting Packets.

57. The sorting packets will be made over to the despatch department, to be there opened and disposed of as already described in Section I, Despatch of Letter Mails.

Disposal of forward Transit Packets and Bags.

58. The forward packets and the forward transit bags, *i. e.*, those addressed to post offices in advance, will be sorted unopened into the appropriate compartments of the packet almirah, as already described.

Disposal of Station Packets.

59. If the mail can be delivered at once, the station packets will be made over to the delivery department. When delivery cannot be at once effected, the station packets should be placed unopened in a strong box provided for the purpose, the key of it being retained in the custody of a responsible and trustworthy officer.

Entries in Receipt Packet Register and disposal of Packet Chalans.

60. The packet clerk will then write the details of the transit bags and packets received in the receipt packet register, (Form I 6) and endorse an acknowledgment on each packet chalan (Form I 4), returning it by the first mail to the despatching office.

SECTION III.

DELIVERY OF LETTER MAILS (COMPRISING LETTERS AND NEWSPAPERS).

Opening of Station Mails.

61. When the station packets are to be opened they should be placed on a table before the postmaster, who, after comparing them with the receipt packet register (Form I 6), will open them, or cause them

to be opened in his presence, by a clerk or by the head peon. In opening bags or packets care should be taken not to break the seal, and the bags, or covers of the packets, should not be thrown aside until the contents are ascertained to be correct. The postage due on unpaid covers, including paid covers redirected, should be carefully calculated and the amount ascertained to be correct entered in the verification column of the chalan (Form I1). The claim bundle should then be taken up, and both the original and additional postage due on the covers found therein calculated, the correct amounts being written into the verification column of the chalan, and the correct amount of original postage previously charged against the despatching office, for which it is entitled to credit, entered in the certified column of the claim bill. In opening mails the separation of paid and unpaid covers should be maintained. The registered letters should be put on one side for subsequent attention, the lower portion of the chalan, which will contain the details referring to them, being cut off and placed with them. The postmaster should then attach his initials to the chalan, and pass it to be stamped with the round dated stamp.

Stamping and Distribution of Covers.

62. The covers will all be passed to the other end of the table and there stamped on the back with the dated delivery stamp or with the round dated stamp where the office has only one delivery daily, the separation between paid and unpaid covers being maintained. They should then be passed to the semi-circular table and be distributed to the delivery peons. If up to this point care is taken to preserve the facing of the covers, and the separation of paid from unpaid, the distribution will be much facilitated.

Entry of Chalans in Receipt Register.

The chalans (Form I1) should be arranged alphabetically and entered in this order in the receipt letter register (Form I7).

Registered Letters.

63. The registered letters laid aside as before stated should be disposed of as directed in Chapter IV on registration. If any unregistered covers received in the station packets are observed to contain coin or currency notes, &c., (see *Postal Guide*), whether prepaid or otherwise, they should be transferred to the registration department and there dealt with under the registration rules.

Postage taxed on Service Covers to be attested.

64. If there be postage taxed by the despatching office or the receiving office on any cover either "Service Bearing" or on "Her Majesty's Service," the postmaster will certify the amount due by attaching his initials immediately under the postage due stamp.

A Packet received without a Chalan.

65. If a packet be received without a chalan (Form I 1), the postage due on the unpaid covers should be carefully calculated, and a chalan prepared; all the registered letters being fully detailed, and the amount of original postage due on redirected covers entered in the certified column of the claim bill. This chalan should be treated as chalans received are treated; a copy of the chalan being sent to the despatching office with a request that the correctness of it may be ascertained. A report should also be made to the inspecting postmaster, to whom the office which omitted to send the chalan is subordinate.

Qualifications of Distributing Clerk.

66. In order that the work of distribution of mails may be performed as rapidly as possible, it is necessary that the distributing clerk should be familiar with the names of the inhabitants, and know the residences comprised in each peon's beat. Those covers the addresses of which cannot be read easily, should be put aside till the close of the distribution, and then be deciphered with the assistance of other clerks if necessary.

Covers placed in Deposit.

67. Covers which cannot be sent out immediately for delivery, *i. e.*, covers received missent, sorting covers received in the station packets, covers to be redirected owing to the addressee having gone to another post town, covers to be sent to district and branch offices or given to rural messengers, and covers to be deposited in the office till called for by the addressees, should at the time of distribution be placed in the deposit compartment provided on the distribution table in view to their being transferred to the deposit branch. Covers for delivery from the window should be placed in the compartment set apart for them. It may be noted here that covers delivered by the peons to addressees or their servants in waiting at the post office, need not be separately entered; but may be regarded exactly as if they had been delivered at the houses of the addressees.

Account of Delivery.

68. The covers having all been distributed, and the entries in the receipt register (Form I 7) completed and totalled, the postmaster should (to avoid erasures in the daily postage account of the peon's book, Form I 8) take down in a rough book the amount of postage for which each peon is responsible, and also the postage due on the covers to be transferred to the deposit branch and the window delivery. A total should be made: if it agrees with the total of the receipt register (Form I 7) the account is correct, if there is difference, the covers with each peon and in each of the divisions noted above, should again be examined and the difference reconciled. The daily postage accounts of the peon's book should then be written in from the rough account. The initials of each peon should be affixed to the peon's book opposite his number in acknowledgment of the postage for which he is responsible.

Covers transferred to Deposit.

69. Covers transferred to deposit as provided in paragraph 67 include (1) covers received missent, (2) sorting covers received in a station packet, (3) covers to be redirected, (4) covers for the subordinate delivery, and (5) covers to be kept till called for. These should be treated under the rules for the deposit branch, *vide* Chapter III; those coming under heads (1), (2), (3), and (4) being at once disposed of thereunder.

Letters returned by Peons.

70. When the peons return to the office, all the covers remaining undelivered with them should be received from them *by the Postmaster himself;* this is an important part of his duty, and should never be entrusted to any one else except in the Presidency post towns, where it will be done by the head clerk of the receipt department. The number of the peon returning it, should be written on each cover: the peon should be required to assign satisfactory reason for non-delivery of every cover, the stated reason being noted on the cover; in cases where the explanation is not satisfactory, the cover should be again sent out at the next delivery, and the peon ordered to make further endeavors to find the addressee. The letters returned as undeliverable by one peon, should sometimes be given to another for enquiry. In large offices a peon may with advantage be employed especially to take out letters returned as undeliverable. The supervision of the delivery peons is a duty requiring the postmaster's careful attention, and he should adopt every means to make it efficient.

Preparation of Peon's Book.

71. The postage due on the covers returned by each peon should be entered opposite his number in the appropriate column of the daily postage account of the peons' book (Form I8), and deduction made from the amount charged to the peon; the balance showing what the peon is liable to pay. The amount of postage credited to the peons as due on articles returned will be debited to the deposit account and the balance carried out as postage to be accounted for. The postage realised on articles delivered from deposit should be written in and the total realisation of postage for the day completed. These entries being inserted, the postmaster should proceed to complete the peon's book; every part of this account must invariably be written by himself, and the account must be perfectly made up before the office is closed for the day.

Covers delivered at the Window.

72. In post offices to which the window delivery ticket rules (given in the *Postal Guide*) are made applicable, no cover should be delivered at the post office window except to those who have paid for window delivery tickets. The window delivery rules need not be put in force in the smaller Provincial post offices; but persons wishing their letters to be delivered to themselves or their servants at the post office and intimating their wishes in writing will be accommodated: their requests

by the peons. At such offices applications for letters by addressees or their messengers may also be complied with, provided no delay is thereby caused to the distribution of the mail generally. It will frequently be convenient to let such persons obtain their letters from the peon on the latter's leaving the office. Covers delivered at the window of the post office, will be entered in the daily postage account of the peon's book (Form I8) under the head "Window Delivery."

Manner of making Window Delivery.

73. One of the objects of window delivery under delivery ticket, is to put into the hands of the addressees the covers to their addresses as expeditiously as possible; therefore, as the distribution proceeds, covers for the window delivery should be made over in instalments to the window delivery clerk, who will at once sort them into the several boxes. The window delivery should commence the instant the distribution is complete, there being no necessity to wait till the peon's account is made up.

Covers not to remain with Peons at night.

74. Covers should be made over to peons only when they are prepared to proceed at once to deliver them. It is highly objectionable for peons or rural messengers who go out to their beats early in the morning to receive covers for delivery over night; if a postmaster does so give over covers for custody during the night to peons or rural messengers, he will be held personally responsible should loss occur.

Covers for Regiments and Detachments.

75. All covers addressed to the officers and men of regiments and detachments of troops, should be delivered at the post office window to an orderly appointed by the officer commanding to receive them. Covers on which postage is due, will not be so delivered unless the orderly pays the postage due on them.

Delivery Peons not to be detained.

76. Delivery peons are forbidden to deliver any letter, newspaper, or other article without immediate payment of the full amount of postage marked on it. If the addressee considers that an overcharge is made, he should nevertheless pay the amount, submitting a complaint on the subject, when, if necessary, a refund will be ordered. The delivery peons are prohibited from giving change. If postage is not paid immediately, or the peon is detained, the article on which the postage is due, should be taken back to the post office and deposited to be sent out by the next delivery. Delivery peons should on no account deviate from the prescribed route.

Number of Peons required.

77. The number of delivery peons employed in an office should be adequate to the prompt delivery of the covers entrusted to them

Under ordinary circumstances, it is possible for an active and intelligent peon to deliver eighty covers in a day; but this of course must much depend on the relative distance from the post office, and from each other of the residences he has to visit; and if the peon has in his beat one or more large offices, whether public or private, or gets a considerable number of covers for which private messengers are usually sent to meet him on leaving the post office, such circumstances must be taken into account in estimating his work.

Number of Deliveries and hour of Delivery.

78. In the Presidency towns there will be three deliveries from the General Post Office, and the hour fixed for each delivery should not be altered without the sanction of the Director General, except in urgent cases, when such sanction may be anticipated; an immediate report being made to him. In the large Provincial towns there will ordinarily be two deliveries, and in the smaller towns one delivery per diem. The inspecting postmaster will regulate the hours for the delivery of mails according to the mail arrivals and the requirements of the place. Ordinarily there should be no delivery after 5 P. M., but in cases where an important daily mail cannot be distributed by that hour, a later delivery may be fixed: and extra deliveries may, when possible, be made of overland mails, or even of important inland mails, the arrival of which may have been delayed to an unusual hour.

Attendance of Establishment.

79. When a late delivery is to be made, the establishment of a post office may be absent for a part of the day, in order that they may be able to attend beyond the usual hour.

Disposal of Chalans.

80. The chalans (Form I 1) after being alphabetically arranged in the order in which they are entered in the receipt register (Form I 7), should have a strong thread passed through the upper left hand corner, and then be sent with the sheet of the receipt register (Form I 7) to the check branch of the Compiler's office. The detached lower portions of the chalans will have receipts written on them for the registered letters received. In writing the receipts any irregularity in respect to the weight, condition, &c., of the registered letters will be noted, and the number of covers received will be written both in letters and figures: if no registered letters are received, the word "None" should be written. The round dated stamp will be impressed, and the documents will be sent by first mail to the offices of issue.

Supervision of Peons.

81. The punctual and safe delivery of covers by the delivery peons is one of the first objects of the Post Office, and it is that which is most difficult of attainment; the chief part of the work of the peons being performed out of the office and out of sight of the

only by constant vigilance that the superior officers of the Department can hope to prevent or even to check the occurrence of thefts, delays, and irregularities in delivery of covers by the peons. The postmaster must take special precautions to supervise the peons; he should always test the correctness of their statements when they assign reasons for returning covers undelivered. He should frequently examine the contents of each peon's wallet or bag to ascertain whether any letters in his possession have been unnecessarily detained. In cases where carelessness or dishonesty is suspected, letters returned should be sent out by some one unconnected with the establishment. When several letters posted in different post offices and addressed to persons residing within the beat of one peon miscarry, the responsibility for their loss must be divided between the peon and the distributing clerk; but in the majority of cases the circumstances attending each, will relieve one or the other from suspicion. When there are grounds for suspicion against any peon he should be strictly watched; marked letters should be given to him, inquiries made of the addressees, and all lawful means adopted to detect or exonerate him. If detected, a full report of the case should be made to the inspecting postmaster or to the Postmaster General.

CHAPTER II.

PARCEL DEPARTMENT.

PRELIMINARY REMARKS.

1. The parcel department deals with the following articles, *viz.* :—

(*a*) Paid inland parcels.
(*b*) Unpaid or insufficiently-paid inland parcels.
(*c*) Paid inland packets.
(*d*) Paid foreign post book or pattern packets.
(*e*) Unpaid foreign post book or pattern packets.
(*f*) Registered foreign post book or pattern packets.

2. The postage rates, conditions, &c., applicable to each class being laid down in the *Postal Guide*, all that is required here is to describe the mode of dealing with them, and for this purpose it is necessary only to consider—

(1) Inland parcels paid and unpaid.
(2) Inland packets paid.
(3) Foreign post book or pattern packets.

3. The last mentioned class (foreign post book or pattern packets) will be treated of separately towards the end of the chapter; the remarks now to be made, apply only to the two first mentioned classes of inland parcel mails.

SECTION I.

DESPATCH OF PARCEL MAILS.

Definition of terms Parcel Mail and Parcel Bag.

4. In what follows the term parcel mail should be understood to comprise both parcels and packets, and the term parcel bag to mean a bag containing either parcels or packets or both.

Prepayment of Parcels and Packets by Postage Labels only.

5. Prepayment of parcels and packets can be made only by means of postage labels affixed to them, the pre-payment of parcels in cash, heretofore allowed, having been prohibited.

Posting of Parcels and Packets.

6. Parcels and packets may be posted either in the parcel or letter box, or at the window; those posted in the boxes after the prescribed hours are treated as too late and detained for the next day's mail.

Hours of Posting Parcels and Packets.

7. Parcels and packets will be received at all post offices every day, except Sunday, from 7 A. M. to 8 A. M. and from noon to 5 P. M. On

Sunday they will ordinarily be received from 7 A. M. to 8 A. M., and one other hour of the day, which will be fixed by the inspector, or independent postmaster, with a view to meet the convenience of the public. The letter or parcel boxes will be open for the receipt of parcels and packets day and night, and will be cleared at the hours fixed for closing the parcel mails.

Distinction between Parcels and Packets.

8. The distinction between parcels and packets is as follows, *viz.*:—

(1.) Packets must be packed in open covers, while parcels may, at the option of the sender, be packed in closed covers; packets also have a limit of size, while the limit in respect of parcels is by weight;

(2.) The prepayment of parcels is optional, while that of packets is compulsory;

(3.) The parcel rates of postage are double the rates chargeable on packets;

(4.) The addresses of parcels are detailed in the registers and chalans, while packets are not so detailed.

The question of whether a cover is to be treated as a parcel or a packet will, therefore, be decided by the following rules:—

To be treated as parcels.—All covers fully prepaid at parcel rates.
All covers marked or tendered by the sender for transmission as parcels.
All covers which, owing to deficient prepayment or excess of size, or mode of packing cannot be forwarded as packets.

To be treated as packets.—All others.

Receipts for Parcels.

9. Receipts will be given only for such parcels as are presented at the window, within the prescribed hours, securely packed in cloth, wax cloth, or tin, and when packed in cloth or wax cloth, having distinct impressions of some device (not that of a current coin) at intervals, not exceeding five inches, along the lines of sewing.

Form of Receipts for Parcels.

10. The forms of receipts (Form II 1) to be given for parcels when tendered under the conditions prescribed above, will be in a book with counterfoils; in the receipt should be written the particulars provided in the form, including the name and address of the sender, when these are given. Similar details should be written into the counterfoil; the receipt should be signed by the receiving clerk and given to the poster.

Stamping of Parcels and Packets.

11. Parcels after weighment will have any postage labels which are pon them obliterated with the single obliterator, and be stamped with

the parcel stamp; the name of the despatching office, the weight (in tolas), the date and the postage due (if any), being written in the appropriate spaces within the stamp. Packets should have the labels on them obliterated with the combined obliterator and dated stamp (where such is supplied), or with the single obliterator and the round dated stamp. The stamps, when impressed, afford a ready means of distinguishing parcels and packets.

The Advice Chalan.

12. Every parcel, whether it be prepaid or unpaid, must be entered in an advice chalan (Form II 2). Redirected packets having postage due on them, will be entered in lump without the addresses being detailed. Packets should not be entered in advice chalans. The advice chalan conveys intimation that one or more parcels have been despatched from one office to another, and it creates a claim for unpaid postage, if there be any, against the office of destination; it should be sent by letter post on the day on which the parcels invoiced in it are despatched. Advice chalans should have a consecutive series of numbers for each office to which they are sent, commencing from the 1st April of each year. A memorandum is attached to the bottom of the advice chalan, in which should be entered the total amount of postage, for the realisation of which the receiving office is responsible, and the *original* postage on unpaid parcels redirected, for which the despatching office claims credit.

The Despatch Register.

13. When the advice chalans are all prepared, the details of the parcels and the lump entry of redirected packets on which postage is due, should from them be written into the despatch register (Form II 3). A daily total of the number of parcels despatched should be made, and this total daily carried forward, until a general total for each month is completed.

Despatch Parcel Index.

14. The despatch parcel index (Form II 5) is a record of the number of advice chalans (Form II 2) sent to each post office and of the unpaid postage for which the receiving office is responsible: it should be written up from the chalans before they are despatched. On the last day of each month the totals of the several columns should be cast up. A copy of the index should be sent not later than the 3rd of the succeeding month to the check branch of the Compiler's office.

Preparation of Parcel Mails for despatch.

15. All the parcels and packets posted in the office being prepared as described above, the parcels and packets received in transit, and to be sent forward, should be amalgamated with them; the whole being sorted for the different lines of transit agreeably to the parcel transit list (Form II 15). When this is done, they should be entered in the transit chalan (Form II 7); the parcels and closed parcel [illegible]

being detailed in full, and the total number of packets, ordinary and redirected, being entered in lump in the space provided for the purpose at the top of the chalan. Thus the transit chalan contains a lump entry of all packets (whether posted at or redirected from the office and received in transit), and a detail of all parcels posted in the office, as well as of all parcels and parcel bags received from offices in rear and passed on in transit. After preparation, the entries in the transit chalan should be carefully compared with the despatch register (Form II 3), and the names of the offices to which parcels and bags passing in transit are sent, and the number and date of the chalan, should be written into the transit register (Form II 8). The transit chalans (Form II 7) should be numbered in a consecutive series for each post office to which they are sent, commencing from the 1st April of each year. The numbers of the transit chalans will be entered in the index of transit chalans despatched (Form II 9). The number of the parcel bag used in the despatch should also be entered on the chalan, and also, if it belongs to the despatching office, in the register of bags despatched (Form VIII 2), as explained in Chapter VIII under the Section "Bags." The transit chalan is required for comparison immediately on arrival of the parcel mail, and it should, therefore, be placed in the parcel bag. In Presidency post offices and in some post offices where many parcels are posted, it will perhaps be necessary to make up several parcel bags for one and the same office. When this is done, a transit chalan detailing the contents should be sent in each bag. On the label attached to each bag should be entered the number of it, the weight of it, and the number of parcels or packets which it contains. The color of the paper on which labels are printed must be yellow. The officer supervising the preparation of the parcel mail will be held responsible that the bags used are in good order and carefully closed and sealed. When the several parcel bags are ready for despatch, they should be entered in the memorandum of parcel mails despatched (Form II 13), the number on the transit chalan placed inside being the number of each parcel bag.

Despatch of Parcel Mails.

16. In the case of parcel mails conveyed by railway, they will be accompanied by packet chalans (Form VII 5) prepared in duplicate, as prescribed in Chapter VII on the travelling post office. In the case of parcel mails conveyed by mail cart, they will be handed over to the mohurir, his receipt being taken in the memorandum of parcel mails despatched (Form II 13). He will despatch them as prescribed in Chapter VI on conveyance of mails. The parcel mails conveyed by boats and banghy burdars, will also be despatched as therein described.

Copy of Transit Chalan not necessary.

17. It is not necessary to make a copy of the transit chalans despatched (Form II 7), but when they are received back, they should be

carefully filed for record. If a chalan is lost, a copy can be prepared from the despatch register (Form II 3) and transit register (Form II 8), including all entries, except the lump entry of packets, of which the record is of little use. When a transit chalan is returned, the remarks and the receipt written on it should be carefully examined. An office is relieved of responsibility only when it obtains the receipt of the office in advance. The prompt and regular return of transit chalans should be carefully watched, and irregularities and delays brought to notice.

Redirection of Parcels and Packets.

18. It will sometimes be necessary to redirect parcels and packets owing to the addressee having gone to another post town, and in such cases the changed address should be written in red ink by the postmaster. The parcel or packet should be taxed with postage at the rate appertaining to the class to which it belongs, *i. e.*, if originally posted as a parcel, it will be charged at parcel rates, and if originally posted as a packet, it will be charged at packet rates. Service packets and parcels are not liable to be taxed with forward postage when redirected. The total amount of postage, both original (if there be any) and redirected, should be entered in the advice chalan. If there be original unpaid postage due on a parcel or packet redirected, it should be noted in the advice chalan (Form II 2) and in the memorandum of original postage due on parcels forwarded (Form II 11). At the end of the month this memorandum should be totalled and sent to the check branch of the Compiler's office. A copy need not be kept.

Missent Parcels and Packets.

19. Missent parcels and packets may be described under three different heads, *viz.*: (1) parcels missent and also wrongly entered in the advice chalan (Form II 2), (2) parcels merely sent in a wrong parcel bag, and (3) packets missent. In the first case, the parcels will be treated exactly in the same way as if they had been redirected, except that no additional postage will be charged. In the second case, the parcels will be forwarded to destination; the usual details being given in the transit chalan (Form II 7) only. In the third case, the packets will be forwarded to destination and included in the lump entry in the transit chalan.

Packing of Parcels and Packets.

20. The earnest attention of all officers of the Department is necessary to the packing of parcels and packets despatched, especially during the rainy season. Care should be taken that the parcel bags are in good repair. Before the commencement of each rainy season, a notice should be issued by the Postmaster General, calling the attention of the public to the necessity of protecting parcels by a covering of good wax cloth or other watertight material.

SECTION II.

RECEIPT OF PARCEL MAILS.

Examination of Mails received.

21. On the arrival of a parcel mail the postmaster should carefully examine the bags; he should observe whether the seals are perfect, and make note of any appearance of injury or tampering in the packet chalan (Form VII 5) in case of conveyance by railway, and in the way bill (Form VI 1) when the mails are conveyed in mail carts or parcel vans, and in the agent's book if they are conveyed under contract. The parcel bag addressed to the office should after weighment be opened and the transit chalan (Form II 7) taken from it. Every other bag should also be weighed; the weight in the offices in rear being checked, and the correct ascertained weight on arrival being entered in the appropriate column of the transit chalan. The parcel bags for offices in advance should be placed on one side, if they are in good order; but if there be any cause to suspect that they have been tampered with, or if the bags be cut or injured in transit, they should be opened, the contents compared with the transit chalan found in the bag, remarks made in the chalan, if necessary, and securely re-packed; any apparent loss or tampering being dealt with under the rules for investigations, Chapter XIV. The contents of the bags addressed to the office should then be turned out, the bags being reversed to ensure complete emptying. The packets should be counted and the number checked with the lump entry in the transit chalan. Each parcel should be examined and weighed, and the correct weight marked in the chalan. If any parcel be missing, or received injured or tampered with, steps should at once be taken under the rules for investigations. Except in the Presidency post offices and in other large Provincial offices specially named by the Postmaster General, where parcel bags will be opened before the head clerks of the parcel department, parcel mails must invariably be opened under the personal supervision of the post master.

Treatment of Mails received at night.

22. When parcel mails are received at night and have not to be forwarded till next day, the bags should at once be examined and weighed by the deputy postmaster or the clerk on duty. If the weight agrees with the entry on the label, and there be no reason to suspect that there is anything wrong with them, they may be locked up in a strong box or almirah for disposal when the office opens in the morning. If the deputy postmaster or the clerk on duty has reason to suspect that the bags have been tampered with, owing to their being torn or cut, the seals being imperfect, or the weight short, he should at once (if he be a clerk) call up the postmaster, who will act as directed in Chapter XIV on investigations. When the office opens in the morning the parcel mails will be examined and opened as described in the

preceding paragraph. In cases where it is necessary to dispose of and send forward transit mails immediately after they arrive, the course prescribed in the preceding paragraph must at once be adopted, whether it be by day or night, and a trustworthy official must be present to perform or supervise the work. Except in Presidency post offices, and in offices specially selected by the Postmaster General, this work must be done or superintended by the postmaster or deputy postmaster himself.

Index of Transit Chalans.

23. The numbers of transit chalans received will be entered in the index (Form II 10); this record will indicate when parcel bags are delayed in transit, or not received. If it is observed that a parcel bag has been delayed, or is missing, a report should at once be made and enquiry set on foot.

Station Parcels and Packets.

24. The station parcels and packets or those to be delivered will be dealt with in the manner described in the Section "Delivery of Parcel Mails." If they cannot be at once sent out for delivery, they should be locked up in a secure box or almirah until the time for delivery arrives; the key being kept by the postmaster, or, in the large offices above referred to, by the head clerk of the department.

Sorting Parcels and Packets.

25. The sorting parcels, or those received in transit to be sent forward, will be stamped with the octagonal dated stamp. They will then be amalgamated with the parcels posted in the office and made up in bags for despatch.

Disposal of Transit Chalans.

26. Any necessary remarks relative to particular bags or parcels having been written on the transit chalan (Form II 7), it should be copied into the transit register (Form II 8), receipted, and returned to the office from which it was issued. It is essential that transit chalans be returned punctually and without delay.

SECTION III.

DELIVERY OF PARCEL MAILS.

Disposal of Parcels and Packets received for delivery.

27. If the parcel mail is received at night, or at an hour when the parcels and packets to be delivered cannot at once be sent out for delivery, the bags should, after examination, be carefully locked up. When the time for delivery arrives the parcels or re-directed packets

taxed on each parcel should be tested, and, if necessary, correction made; the correct postage being also written into the verification column of the memorandum at bottom of the advice chalan. They should be stamped with the round dated stamp.

Receipt Register.

28. All the advice chalans (Form II 2) containing details of the parcels to be delivered should be written into the receipt register (Form II 4). This register should contain a complete record of all parcels received for delivery. It should be totalled daily, and this total daily carried forward, until a monthly total is made.

Delivery of Parcels and Packets to Peons.

29. Particulars of the parcels should then be written into the peon's delivery book (Form II 14), and the parcels made over to the peons; a receipt being taken from them in the receipt register (Form II 4). It is not necessary to enter packets, whether paid or re-directed, in the peon's delivery book, or to obtain receipts for them from the peons or the addressees. In some post offices the peons who deliver letters also deliver parcels and packets; in others it is found to be more convenient to employ one or more peons specially for the delivery of parcels and packets. When the peons return to the office, their delivery books should be carefully examined to ascertain that every parcel has been delivered and the addressee's receipt obtained for it.

Irregularity in transit of Parcels.

30. Advice chalans (Form II 2) will generally be received some time before the parcels invoiced in them; they should be carefully filed till they are required. Much confusion is caused when all the parcels invoiced in one advice chalan do not arrive at destination together. This can happen only when there is neglect in some office on the line, or when there is an accumulation of parcels for one line. When it does happen, the parcels received should be delivered without delay; but the chalan should not be entered in the receipt register (Form II 4) or index (Form II 6) till all the parcels invoiced in it are received. Every instance of irregular receipt of the kind above referred to should be reported to the inspector or to the Postmaster General, and in every case strict enquiry should be instituted by them to ascertain the cause of the irregularity and to prevent its recurrence.

The Receipt Index.

31. After the advice chalans (Form II 2) have been entered in the receipt register (Form II 4), the receipt index (Form II 6) should be filled up. The receipt index is a record of the numbers of the advice chalans received, and of the postage due on unpaid parcels and re-directed packets, for which the receiving office is responsible. At the end of the month it should be completed by having the totals of the several columns cast up. A copy of it should be sent to the check branch of the Compiler's office before the 3rd of the succeeding month.

Memorandum of original postage on re-directed Parcels and Packets.

32. The original postage due on parcels and packets that have been re-directed, and for which the re-directing office is entitled to claim credit, should be noted in the sheet of memorandum of original postage due on re-directed parcels and packets received and delivered (Form II 12). At the end of the month this memorandum should be totalled, and the original sent to the check branch of the Compiler's office. A copy need not be kept.

Disposal of the detached memoranda.

33. The advice chalans (Form II 2), having been entered in the receipt register (Form II 4) and the receipt index (Form II 6), should be detached from the memoranda at foot; the correct amount of postage on unpaid parcels and re-directed packets received, and the original postage on re-directed articles, should be written into the verification columns of the memoranda; a receipt acknowledging the parcels should be written on the detached memoranda, which should then be sent by the first mail to the post offices from which they issued.

Disposal of Advice Chalans.

34. The advice chalans (Form II 2) should also have a receipt written on each, and should be filed in the order they are entered in the receipt index (Form II 6). At the end of the month the entire bundle of original advice chalans should be sent with the copy of the receipt index to the check branch of the Compiler's office.

Foreign Post Packets for places abroad.

35. Packets of books or patterns posted in India for transmission by foreign post (see *Postal Guide* as to conditions in respect of contents, packing &c., as well as rates of postage, conditions of pre-payment, and registration) will, whether paid or unpaid, be treated in exactly the same way as inland packets and parcels; those that are registered being fully detailed in the transit chalan, and those that are unregistered being included in the lump entry of packets; they will not, however, be entered in any advice chalan.

Foreign Post Packets from places abroad.

36. Packets of books or patterns received from abroad for delivery in India will be treated as follows:—

(1.) If no postage be due on them, they will not be entered in an advice chalan (Form II 2); those that are registered will be detailed in the transit chalan (Form II 7), a receipt being taken on delivery; and those that are unregistered will be included in the lump entry of packets.

(2.) If postage be due on them, they will be made over to

CHAPTER III.

DEPOSIT.

PRELIMINARY REMARKS.

Description of Covers included in the Deposit Account.

1. The deposit account comprises all covers which are not at the time of distribution of the mail disposed of in the peons' delivery: it also includes the covers returned undelivered by the peons or from the subordinate delivery.

Manner of disposing of Covers from Deposit.

2. Covers which have been received into deposit, as stated in the preceding paragraph, are sent out from deposit—

(1).—By immediate re-direction to other post offices.
(2).—By subsequent re-direction to other post offices.
(3).—By being sent to the subordinate delivery.
(4).—By being subsequently delivered by peons.
(5).—By being sent to the dead letter office.

The operation necessary for the disposal of each class of covers described above will be treated of in the following sections.

SECTION I.

RE-DIRECTION OF LETTERS, &c.

Definition of the terms "Re-directed Article" and "Re-direction."

3. When an article received in a post office cannot be delivered, owing to the addressee having gone to another post town, and is forwarded to the new place of residence, it is termed a re-directed article, and the changing of address is re-direction.

Instructions by Addressees.

4. A register of instructions regarding changes of residence or address, covers to be kept in deposit, &c., should be kept in every post office; it should be arranged alphabetically, in order to facilitate reference. A separate written instruction is required for every change of address, and no instruction should be considered to be in force longer than three months from the date of its receipt. When complicated or conditional instructions are received, the postmaster should inform the person who gives them that such instructions cannot be attended to in the post office, and that the proper way is to employ an agent, to whom, if he so desires, all letters received to his address will be delivered. A postmaster should see that the instructions received by him are clear, and that no doubt is left as to whether they

apply only to the person giving them, or to other members of his family or household.

Forwarding of Covers.

5. Those covers for the re-direction of which the instructions of the addressees are on record may be re-directed immediately. Covers received missent may be forwarded to their correct destination without delay. Covers received in the station, instead of the sorting packet, can also be sent forward to destination at once. Other covers may be subsequently re-directed, on the residences of the addressees being ascertained. Covers should be re-directed only when instructions from addressees have been received, or when the postmaster has *reliable* information of the addressees' changed residence. Covers marked by the sender "Not to be re-directed" should not be re-directed, but placed in the first packet made up for the dead letter office.

Re-direction of Covers to Foreign Countries.

6. When specific instructions are left at a post office, letters can be re-directed to any foreign country, and forwarded by the usual route for such letters; it resting with the office of foreign exchange to forward them if there is provision in the letter bill for the transmission of re-directed correspondence.

Re-direction of Covers.

7. When covers are to be re-directed, the changed address must be written on them in red ink by the postmaster himself, or, in Presidency post offices, by the head clerk of the deposit branch. They should be stamped on the back with the re-directed stamp, and, with the exception of service covers which are not chargeable with additional postage on re-direction, should be taxed with postage at re-directed or single rates, and stamped on the back with the postage due stamp; the full amount of postage, original and re-directed, due on each cover being written into the space within the stamp, and any postage due stamps which may have been previously impressed on it being scored across with red ink. The round dated stamp should also be impressed on the back to denote the date of despatch. Missent covers do not require to be re-directed or taxed with additional postage. The missent stamp and the round dated stamp should be impressed on the back. The covers received in station, instead of sorting packets, need no re-direction, nor will they be taxed with additional postage. They should be stamped on the back with the round dated stamp.

Sorting of Covers and preparation of Claim Bundles.

8. The prepaid covers, or those on which no postage was previously charged against the forwarding office, will be separated and placed in the compartments of the sorting almirah appropriated to the post offices to which they are re-directed. The unpaid covers, or those on which postage was previously charged to the forwarding office, will be put up in claim bundles; one such bundle being made for each office in the

packet for which such covers have to be included. Each bundle will have on it a label of the following form printed on blue paper.

CLAIM BUNDLE.

*To*_____*Post Office.*

Number of covers.

Original postage ... ... Rs. A. P.

Additional postage ... ... Rs. A. P.

The amount of postage previously charged on, and for which credit is claimed by, the forwarding office, and also the additional re-directed postage, will be marked on the label.

Examination of Covers by Postmaster, and preparation of Claim Bill.

9. The claim bundles having been prepared by the clerk should be laid before the postmaster, who will personally prepare the claim bill. The claim bill forms part of the station and sorting letter chalans (Forms I 1 and I1a). The number, date, &c., of the chalan will also be the number, date, &c., of the claim bill; there need not be a separate index or a separate series of numbers of claim bills. The postmaster will see that the covers in the claim bundle are correctly taxed with re-directed or additional postage, and that the postage due stamps previously impressed on the covers are scored across with red ink. He will calculate the postage on each class of covers previously charged against his office, and for which credit is now claimed by it, entering the amounts in the appropriate lines in the column of the claim bill headed "Amount Claimed." The total of these amounts will be entered in the claim column of the index to letter chalans despatched (Form I3). The original postage, as per claim bill, and the additional postage on re-directed covers, will be entered in the letter chalan. He will then attach his signature to the chalan. The claim bundles and the chalans will be placed in the appropriate compartments of the sorting almirah to be made use of when the mail is prepared for despatch. A copy of the index to letter chalans despatched will be forwarded at the end of each week and on the expiry of each month to the check branch of the Compiler's office.

Unpaid Sorting Stamp.

10. The unpaid sorting stamp is intended to check fraud in claiming credit for original postage on letters sent in a sorting packet, and, therefore, not charged against the office making the claim; it will be impressed on all unpaid covers sent in sorting packets, and the postmaster should carefully observe that it is not on any cover put before him in the claim bundles to be forwarded from his office.

Covers not to be needlessly re-directed.

11. Very great inconvenience is frequently imposed on the addressees and on the postal establishments by covers being carelessly re-directed; they go from office to office, thereby increasing work, and ultimately do not

arrive at destination. The book of instructions should be carefully referred to when covers are re-directed. Covers are sometimes re-directed on information supplied by delivery peons and others; and, in such cases, the postmaster must satisfy himself that the information given him is correct and reliable. If he has no reliable information, it is much better to treat the cover as unclaimed; nothing is more objectionable than the practice of re-directing a cover without reliable information; and every postmaster or deputy postmaster, who receives covers which have been obviously sent to him without good reason, should consider it an important duty to forward such covers with the next weekly packet to the dead letter office, entering them in the space provided for "covers re-directed to this office" in the dead letter bill (Form III 1), and attaching to them slips of paper with such remarks as will attract the attention of the dead letter office. The dead letter office has instructions to report to the Postmaster General all instances of carelessness which come under its notice, either in re-directing or passing on covers which are not likely to find the addressees. Any office which attempts to save itself trouble or responsibility by forwarding unclaimed covers to another office, either with unreliable re-direction or without re-direction, should be reported by the receiving office to the inspector or the Postmaster General.

Covers delivered and re-posted.

12. Covers delivered at the known residence of an addressee are sometimes re-directed and posted afresh: such covers should be treated as if posted for the first time, no account being taken of any obliterated stamps which may be borne by them. If, however, a cover tendered at the place of address is at once returned to the post office peon who delivers it (whether with or without an indication of revised address), it is treated as a re-directed article; the postage chargeable for further transmission being at prepaid rates only.

SECTION II.

COVERS FORWARDED TO SUBORDINATE DELIVERY.

Covers for Subordinate Delivery are placed in deposit.

13. In all the post offices of sufficient importance to be head offices of branch and district post offices there are almost invariably more deliveries than one a day. Also, as a rule, one despatch is made to branch and district post offices, and covers are only once in the day, and sometimes once in two or three days, given to rural messengers. It is, therefore, prescribed that all covers for the subordinate delivery should, at the time of distribution of the mail, be placed in deposit to be subsequently issued therefrom.

Issue of covers to the Subordinate Delivery.

14. Covers issued from deposit to the subordinate delivery, and covers returned from the subordinate delivery, which are, as has been stated, again taken into deposit, will be controlled by the rules laid down in Chapter V relating to the subordinate delivery.

SECTION III.

COVERS DELIVERED FROM DEPOSIT, UNCLAIMED COVERS AND REFUSED COVERS SENT TO THE DEAD LETTER OFFICE.

List of unclaimed covers to be placed on Notice Board.

15. A list of all unclaimed covers, alphabetically arranged, must be prepared every Monday morning and placed on the post office notice board: in large offices two copies may be prepared, one in English, and the other in the vernacular. It must be corrected daily, by striking out the covers that are delivered, or re-directed, and by adding those returned unclaimed by the peons or from the daily distribution. The lists of past weeks should be filed in the office for the inspection of the inspector.

Postmasters to seek for Addressees.

16. It is the duty of a postmaster to use every means to obtain information regarding the addressees of unclaimed covers. If the addressees can be found, the covers should be delivered; if their addresses in another post town are *reliably* ascertained, the covers should be re-directed.

The number of covers sent to the Dead Letter Office will indicate efficiency of establishment.

17. The number of covers, the addressees of which are not found and which are, in consequence, sent to the dead letter office, will indicate the efficiency or otherwise of the establishment, and the degree of supervision over the peons exercised by the postmaster. The inspector should give attention to this when making inspection of a post office, and the superintendent of the dead letter office should report every instance in which an excessive number of covers is received.

The Deposit Almirah.

18. All disbursing and non-disbursing post offices should be supplied with a deposit almirah having compartments labelled alphabetically. The unclaimed covers in deposit and the covers which the addressees desire to be retained till called for, should be sorted into the compartments, so as to be easily found when required for delivery. There should be a separate compartment in the deposit almirah for all refused covers, and all other covers to be sent in the first packet made up for the dead letter office.

Balance of Deposit Account to be checked.

19. The postmaster or deputy postmaster should frequently check the balance of postage shewn in the deposit account by calculating the postage marked on the covers in deposit: he will be able to make the calculation more readily if the unpaid covers are kept tied up in conveniently sized bundles with a label on each bundle, having a note on it of the postage due on the covers contained in it.

Unclaimed covers to be retained for three weeks.

20. All unclaimed covers must be retained in the post office for three weeks, and then if not claimed, or re-directed, and if they have appeared on the unclaimed list for at least two weeks, they should be impressed on the back with the round dated stamp and sent to the dead letter office of the circle as hereafter explained.

Refused Covers.

21. In large offices, where the stamp is supplied, the refused covers will be stamped on the face, with the refused stamp, and in small offices the word "Refused" will be written on the face of the covers with red ink. The round dated stamp should be impressed on the back. They should be forwarded to the dead letter office in the first packet made up.

Illegibly or imperfectly addressed covers.

22. Covers posted illegibly or imperfectly addressed or without any address, will be stamped with the round dated stamp. They will be forwarded to the dead letter office in the first packet made up; but there will be no postage taxed on them for which credit can be claimed.

Preparation of Packets for the Dead Letter Office.

23. Packets will be made up for the dead letter office in disbursing post offices on the 3rd, 10th, 17th, and 24th, and in non-disbursing post offices on the 1st, 8th, 15th and 22nd of every month. Each packet will be accompanied by a dead letter bill (Form III 1). The dead letter bills will be numbered in a consecutive series, commencing from the 1st April of each year. It will be understood that the dead letter office referred to, is the dead letter office of the circle in which the office sending the packet is situated, or to which it is attached. Before being made up in packets for the dead letter office, the covers should be faced, separated according to class, and tied in separate bundles of convenient size. Labels should be placed on the bundles containing unpaid covers, the number of covers in each bundle, and the postage due on them, being noted on the label. In the smaller offices the packets for the dead letter office will be made up in paper or cloth, and in the larger post offices, when necessary, bags may be used, in which case the numbers of the bags will be entered in the dead letter bill.

Dead Letter Bills to be promptly returned from the Dead Letter Office.

24. Packets received in the dead letter office will be opened immediately and disposed of as prescribed in the rules for the management of a dead letter office, Chapter XVI; the dead letter bills having the amount of postage due on unpaid covers, as admitted by the dead letter office, entered in the verification column, should be returned without delay. It is of importance that dead letter bills be punctually returned to the despatching post office, and instances of delay should be brought to the notice of the Postmaster General,

through the inspector, in the case of those post offices which are subordinate to him.

Entry of Disallowments in Dead Letter Bills.

25. The postage due on unpaid covers, as detailed in the dead letter bill of a post office (Form III 1), will be entered as a deduction in the deposit account, and in the abstract of the postage account, on the date on which the bill is prepared. These accounts will go on daily, intimations of deductions in the dead letter bill not being received for some days subsequently; therefore, any sum less verified in the dead letter bill by the dead letter office, cannot be brought into account by correction of the entries already made, but must be separately added in the abstract of the postage account by entry in the line provided for the item, the amount being thereby added to the cash collections of the office.

Entries of Disallowments in the Monthly Abstract of the Postage Accounts.

26. In preparing the monthly abstract to accompany the account current (Form X 3), the postmaster or deputy postmaster will be careful to deduct for "postage due on articles sent to the dead letter office," the total amount of *postage claimed* on the several dead letter bills for the month as prepared by him, and to add the total of the several amounts *disallowed* on the dead letter bills by the dead letter office.

Check of deductions and disallowments in Abstracts of Non-disbursing Post Offices.

27. The dead letter bills (Form III 1) returned to non-disbursing post offices, having the lower portions detached for record, will, at the end of the month, be re-submitted with the monthly abstract of the postage account (Form X 3) as vouchers for the deductions claimed for postage due on covers sent to the dead letter office. The disbursing postmaster will check the deductions in the abstracts of the post offices subordinate to him with the dead letter bills, and also see that the sums disallowed in the dead letter bills are added in the abstracts. The dead letter bills of the disbursing and non-disbursing post offices will be forwarded attached to the account current of the disbursing office (Form X 1) as vouchers, to the Compiler's office, there to be used in making a similar check.

Punctuality in despatch of packets to the Dead Letter Office.

28. Postmasters and deputy postmasters should not on any account fail to despatch packets to the dead letter office on the dates prescribed. If there are no covers for despatch (which will seldom or ever be the case) a report should be made to the dead letter office, a copy being sent to the inspector for information. The inspector can test the correctness of the statement by calling for and referring to the lists of unclaimed letters put on the notice board.

CHAPTER IV.

REGISTRATION OF LETTERS.

Conditions of Registration.

1. Letters and newspapers may be registered in any post office, provided that the registration fee of four annas, and the postage, are fully prepaid, by means of stamps. The mode and conditions under which parcels, as well as foreign post packets of books or patterns, are transmitted having already been explained in Chapter II relating to parcels, no reference to them will be made in this chapter.

Hours of Registration.

2. Covers can be registered only if they are tendered at the window. They are received at all post offices every day, Sundays excepted, from 7 A. M. to 8 A. M., and from noon to 5 P. M. On Sundays they will ordinarily be received from 7 A. M. to 8 A. M., and one other hour which will be fixed by the inspector or independent postmaster. Registered covers intended for despatch by a particular mail must be presented at the post office at least half an hour before the hour fixed for the closing of the mail. If brought after that time they will be stamped "Too late" and retained for the following mail.

Sender's name and address.

3. The sender of a registered cover is not bound to give his name and address, but the postmaster should always ask for it (if it is not given on the cover or otherwise) in order to its being recorded, so that, if the cover miscarries or suffers damage in transit, or cannot for any other reason be delivered, intimation may be given to the sender.

Instructions for Office of Despatch.

4. On receiving a letter for registration, the postmaster will in the first place see that the postage and registration fee are fully prepaid. He will then obliterate the postage labels with the combined obliterator and dated stamp (where such is used), or with the single obliterator. If the address be in the vernacular, and if the cover has to pass through a sorting office, he will write the name of the office of destination clearly *in English in red ink*. There should then be impressed on the back of the cover the registered stamp described in Chapter VIII, Section II. He should then weigh the letter carefully, entering the weight in tolas and eighths of a tola in the space of the stamp impression marked W. He will then enter the name of the post office in the space marked O, the registration number in the space marked N, and the date and month in the space marked D. In the larger offices the stamps used will have the name of the office cut thereon.

Book of Registered Letters despatched.

5. The next step will be to make the entries in the book of registered letters despatched (Form IV 1). The receipt for the sender (Form IV 1 a) should be first made out, initialed, stamped and handed to the person waiting for it. The counterfoil (Form IV 1 b) can then be filled in.

Numbering of Registered Letters.

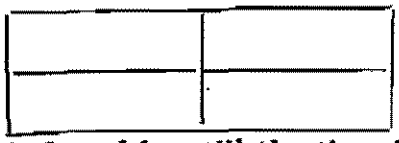
6. The registered letters will be numbered in a consecutive series, commencing from the 1st April of each year. In large post offices where the number of registered letters despatched annually exceeds 10,000, the series of numbers should commence afresh on the first of each month.

Documents to accompany the Letter.

7. The duplicate receipts which are to accompany the cover should then be prepared. These receipts are on one sheet of yellow paper, the form of which is given in (Form IV 2).

Letter to be tied with twine.

8. The letter will then be tied with green twine, as per diagram on the margin, and the receipts having been folded up, will be placed with the letter inside the twine. The letter is then ready for despatch, and should be placed under lock and key till the time for closing the mails.



Despatch of Registered Letters.

9. When the mails are about to be closed the registered letters will be entered in the chalan (Form I 1 or I 1 a) by the postmaster or registration clerk or the despatcher in the presence of the postmaster; the total number of covers should be written in figures and letters, under a line drawn immediately below the entry of the last letter and attested by the signature in full of the officer who supervises the preparation of the mail. The registered covers must be tied together, and the ends of the twine fastened by sealing-wax to the chalan.

In large Offices separate packets to be made.

10. In large offices where the number of registered letters despatched is considerable they should be sorted and made up in separate packets or bags, with the lower half of an ordinary chalan (Form I 1), or one or more sheet lists (Form I 1 b) inside showing the addresses, &c., and with the number of covers and the amount of unpaid postage due (if any) marked on the outside. In preparing the letter chalans (Form I 1) the postage due on registered covers will be included with the postage due on ordinary covers, the amount being obtained from the figures outside the packet and entered in the upper portion of the letter chalan; the entry in the lower half will be merely for the closed packet of registered covers without details. The closed packet will be fastened to the chalan by twine and sealing-wax. Registered letters should never be allowed to go into the hands of sorters, or of any one else than the postmaster or deputy postmaster or the responsible registration clerk or clerks.

Instructions for Transit Offices.

11. Registered letters received in a sorting packet must be taken out by the postmaster or deputy postmaster himself. He will examine and

re-weigh each cover, stamping it with the octagonal dated stamp, noting the exact weight in the chalan and making any remarks that may be necessary on it. The letters will be entered in the book of registered letters received in transit (Form IV 3), any remarks made on the chalan being also copied into this book. In large offices where clerks are permitted to do the work, the receipts only need be made over to them; they will make the entries in the transit register from them, the letters being kept under lock and key by the postmaster. In the despatch of registered covers from sorting offices Rules 9 and 10 will be observed.

Instructions for Receiving Offices.

12. Registered letters received in a station packet must be taken out by the postmaster himself. He will examine and re-weigh each letter, stamping it with the round dated stamp, noting the exact weight, and making any remarks necessary in the chalan (Form I 1). The requisite entry will then be made in the book of registered letters received for delivery (Form IV 4), all remarks which have been made in the chalan being copied therein. In large post offices where a clerk is permitted to write the receipt register, the receipts only should be given to him; he can make the requisite entries from them and the lower portions of the chalans, the letters remaining under lock and key.

Office number to be entered in Receipts.

13. The office number given to each cover in this book, will then be entered in the appropriate place in the duplicate receipt (Form IV 2). The numbers will be in one consecutive series, commencing from 1st April of each year. In large offices where the number of registered letters received annually exceeds 10,000, the series of numbers should commence afresh on the first of each month.

Receipts to be stamped.

14. The two receipts should then be stamped, folded up, and placed with the letter, which is now ready to be made over to the peon. If there be not an immediate delivery, it should be kept under lock and key till the time for delivery comes.

Receipt of Peon to be taken.

15. When the letter with the two receipts is made over to the peon, his receipt should be taken in the appropriate column of the "book of registered letters received" (Form IV 4).

Mode of distributing Letters to Peons in large Offices.

16. In large offices where the number of registered letters received is considerable, and where they are distributed to the peons by a separate establishment, it will be convenient on the arrival of registered letters to write at once the address of each on a slip of paper and give the slips out for distribution to the peons. These slips will be brought receipted by the peons, before leaving the office, and in return for them they will receive the registered letters. In this way the work of the

registration department can proceed simultaneously with the work of distribution. When this plan is adopted, the slips signed by the peons will take the place of the signature otherwise taken, in the book of registered letters received, the slips being filed for reference.

Receipts of illiterate Addressees.

17. In the case of delivery of letters to an illiterate addressee, the addressee should be required to make a mark on the receipt, and the peon should record thereon under his signature a remark to the effect that the addressee cannot write, and he has consequently attached his mark in substitution for a signature. The postmaster should observe all receipts so signed, and check any apparent abuse or fraud by making such inquiry as may be necessary.

Disposal of Addressee's Receipt.

18. The peon must get the addressee's signature on both the receipts, and when these are brought back duly signed, one of them (the duplicate) should be filed in a guard book in the order of the office serial numbers, and the other (the original) should be returned by the first mail to the office of despatch. The receipts should be returned in envelopes, all those sent to the same office being put in one envelope. When the receipt reaches the office of despatch, it will be pasted in the book of registered letters despatched (Form IV 1) in the space "C" assigned for that purpose.

Registered Letters intended for delivery from a Branch or District Post Office.

19. All registered letters intended for delivery from a branch or district post office must be forwarded in the station packet of the head office, and the head office will deal with them exactly as if they were delivered direct, the letter with attached receipts in duplicate being forwarded to the branch or district office and a note to that effect made in the book of registered letters received (Form IV 4).

Letters tendered for Registration at a Branch, a District Post Office or Receiving House.

20. Letters tendered for registration at a branch or district post office or at a receiving house, will be forwarded for formal registry to the head office. All that the branch or district post office or receiving house will do, is to give a receipt to the sender, (Form IV-5 a) retaining a memorandum for record (Form IV 5 c) and sending another (Form IV 5 b) with the registered letter to the head office. For this purpose a branch office book of registered letters despatched (Form IV 5) will be supplied to each branch or district post office or receiving house. The forms in this book contain full instructions for their use. The middle form marked B is the one to be sent to the head office, and on receipt, the head office will enter its own number, date, &c., (in the place assigned) and then paste the form on its own book of registered letters despatched (Form IV 1) over the form marked B.

The letter will then be stamped with the registration stamp of the head office, and treated in all respects like a cover tendered there for registration, except that when the addressee's receipt arrives, it will, instead of being pasted in the space C of the book of registered letters despatched, be forwarded to the branch or district post office or receiving house in which the letter was originally posted, a note to that effect being made in the space C. When the addressee's receipt reaches the branch or district post office or receiving house it should be pasted on the book of registered letters despatched so as to lie over the office record relating to the despatch of the letter.

Re-direction of Registered Letters.

21. When a registered letter is returned by a peon or from the subordinate delivery as undeliverable, the original weight should be carefully tested. If it has to be re-directed, the name of the revised office of destination should be written on it in red ink by the postmaster. The postage due stamp should be impressed on it, and the re-directed postage, calculated at the ordinary prepaid rates, written into the space within the stamp. Fresh receipts should be made out to accompany the letter; they will be copies of the receipts received with it, the name of the office of re-direction being written across. The original receipt received with the letter should have a remark written across it indicating the office to which the letter has been re-directed, and the date of re-direction, and attested by the signature of the postmaster or deputy postmaster; it should be forwarded to the office of original despatch. The duplicate receipt with similar remarks written on it should be filed in the appropriate place in the guard book. A note should also be made in the register of registered letters received (Form IV 4) giving the date of re-direction and the office of revised address. When the letter reaches its revised address and is delivered, the original receipt signed by the addresssee will be forwarded *to the office of original despatch* where it will be filed with the receipt received from the office of re-direction in the appropriate space C in Form IV 1.

Compulsory Registration of certain Letters.

22. Inland letters which contain coin, currency notes, &c., (see *Postal Guide*) must be registered, and any such cover when found unregistered in the letter box or among the mails either passing in transit or received for delivery, should be taken to the postmaster for the purpose of registration. It should then be dealt with in the same way as a cover presented by the sender for registry, postage being charged at the usual rates less the value of any stamps borne by it, and a fine of eight annas in addition to any postage that may be due being taxed on it. The amount due for postage and the fine should be separately entered on the cover in red ink immediately below the registration stamp. In form A of the book of registered letters despatched, (Form IV 1) under the head "Sender's name" should be entered the words "From letter box" or "From packet" and also the words "Believed to contain."—The same words should be entered on the duplicate receipts (Form IV 2).

Registration of Newspapers.

23. It is seldom that newspapers are tendered for registration, but when tendered fully prepaid at newspaper rates with the registration fee of four annas, they should be registered in the same way as letters, the word "Newspaper" being substituted for that of "Letter" in the forms.

Registration of Letters to Foreign Countries.

24. Letters can be registered to those foreign countries for which registration rates are given in the foreign postage schedule. In some cases a separate registration fee is chargeable, and in others double postage is charged. In all cases the amount due for postage and registration must be fully prepaid. The registration of letters for foreign countries will be carried on exactly in the same way as that of inland letters; except that the receipts to be signed by the addressees will be signed and returned from the office from which the registered covers are forwarded by sea. The weight should be entered in tolas and eighths of a tola as in the case of inland letters.

Registered Letters which cannot be delivered.

25. When a registered letter cannot be delivered, and the residence of the addressee is not known, it should be entered in the list of unclaimed letters, and on expiry of the usual period of three weeks, should be forwarded to the dead letter office with fresh receipts; the receipts which accompanied it being disposed of as prescribed in the case of a re-directed letter, and a note being also made in the register of registered letters received (Form IV 4). If the addressee's residence be not known in the dead letter office, the cover will be forwarded to the office of original despatch for delivery to the sender. If the office of original despatch does not know the name and address of the sender, the cover should be returned to the dead letter office

Registered Letters which are refused.

26. On registered letters which are refused, the word "Refused" should be written in red ink on the face: or in large offices the refused stamp should be impressed on the face in black ink. Intimation should be given to the office of original despatch in the same way as prescribed above, and the cover with two fresh receipts should be forwarded to the dead letter office, a note to that effect being made in the book of registered letters received (Form IV 4). The dead letter office will forward the letter to the office of original despatch to be delivered to the sender. If the sender is not known to the postmaster, he will return the letter to the dead letter office.

Registered Letters missing or tampered with.

27. When a registered letter is missing or has been tampered with, the postmaster must immediately report the circumstance to the inspector and the Postmaster General and also to the offices of despatch and destination. Further instructions on this point will be found in Chapter XIV.

"INVESTIGATIONS." The Postmaster General will, without delay, inform the Director General of the loss of, or reported tampering with, a registered letter, and on completion of the enquiry will report the result.

Responsibility of Government.

28. Although under Section 65 of the Post Office Act, the Government is not responsible for any loss, even in the case of a registered letter, every effort must be made to trace the delinquent, and if there has been any irregularity or negligence in dealing with such letters, the officers in fault will be severely punished and, if necessary, held responsible for the value of the contents.

Return of Addressees' Receipts.

29. There can never be any excuse for delay on the part of the office of destination in returning the receipts for registered letters, and it is the duty of every postmaster or deputy postmaster who does not receive receipts punctually to report the fault of the office which ought to have returned them. Any unusual delay in returning the receipt signed by the addressee should be noticed, the office of destination should be called on for explanation, and the circumstance reported to the inspector to which the office is subordinate and the Postmaster General of the circle in which it is situated. In all such cases a note of each call and each report should be written in the book of registered letters despatched (Form IV 1). An inspector when inspecting a post office must carefully examine the book of registered letters despatched, and take notice of any failure on the part of the postmaster or deputy postmaster to report the negligence of post offices in not returning receipts. He will also examine the receipts of addressees for letters received and delivered or re-directed and satisfy himself that an acknowledgment for every cover entered in the register of registered letters received (Form IV 4) is on record.

Officers by whom duties to be performed.

30. Whenever it is stated in this chapter that certain duties must be performed by postmasters or deputy postmasters, it will be understood that in the case of Presidency post offices the duties connected with registration are performed by a separate establishment the head of which is primarily responsible for them; but this does not relieve the postmaster from the responsibility of supervising and controlling the working of the registration branch of his office. In other large offices the registration duties may be made over under the same conditions to a separate registration establishment with the *special permission* of the Postmaster General; but such permission will not be granted unless it can be shewn to be clearly expedient and without risk.

Senders may inspect Addressees' receipts.

31. Applications made by the senders of registered letters for inspection of the addressees' receipts may be complied with.

CHAPTER V.

SUBORDINATE DELIVERY:

COMPRISING BRANCH AND DISTRICT POST OFFICES AND RURAL MESSENGERS.

PRELIMINARY REMARKS.

1. The rules for the management of branch and district post offices are divided into two parts. The one contains instructions for the guidance of postmasters and deputy postmasters in charge of the head offices to which the branch and district post offices are made subordinate; and the other contains instructions for the guidance of deputy postmasters, or other officers in charge of branch and district post offices.

2. In what follows, the term branch post office will be used as applying equally to a district post office, and the term deputy postmaster as applying equally to the mohurrir, or other officer in charge of a district post office.

3. The following rules govern the charge of forward postage on covers which it may be necessary to re-direct from a head office to a branch office and *vice versâ*:—

(1.) When covers are re-directed from a head office to a branch office within its subordinate delivery, forward postage will not be charged.

(2.) When covers are re-directed from a branch office to its head office, or any other branch office within the subordinate delivery of its head office, forward postage will not be charged.

For example,—

A, a head office, will not charge forward postage on covers sent to B and C, branch offices, within the subordinate delivery of A.

The branch post office B will not charge forward postage on covers re-directed to A, its head office, or to C, another branch office, within the subordinate delivery of A.

4. In all other cases, forward postage will be charged under the ordinary rules on re-directed non-service covers. The principle of this rule is, that the head office and its subordinate delivery are treated in respect of re-direction charge as one, no charge being made for re-direction within its limits, just as no charge is made for re-direction of a letter from a particular street of a city to another street of the same city.

5. Branch offices being prohibited from sending covers on which postage is chargeable direct to any office other than its head office, it follows

that a branch office can forward re-directed covers by direct mail, only *firstly*, in respect of paid service covers whatever be the revised address, and *secondly*, in respect of paid ordinary covers when the revised address is within the limits of the subordinate delivery. All other re-directed covers must be sent through the head office, and in such cases the revised address only should be given by the branch office, it being left to the head office to tax them with such forward postage as may be due.

6. Where the district dâk is managed by local officers independently of the imperial post office, the latter has nothing to do with the treatment of official correspondence, except when it passes through an imperial office, and then the usual postage is chargeable, even though the transit is entirely by means of district dâk-runners. Where the district dâk is maintained by means of a local cess, and is nevertheless supervised by the imperial postal establishment, a relaxation of the above rule is made in so far that official covers which, though passing through an imperial office, are nevertheless conveyed *entirely* by means of district dâk lines, are allowed to pass under an authorized frank without payment of postage.

SECTION I.

INSTRUCTIONS FOR THE GUIDANCE OF HEAD OFFICES IN THEIR DEALINGS WITH BRANCH OFFICES.

Relation of Branch to Head Office.

7. A branch office, as far as regards its relation to the head office, will be considered in the same position as a delivery peon or a rural messenger attached to it, and the postmaster or deputy postmaster in charge of the head office will be responsible for the proper adjustment of the postage due on covers sent for delivery to the branch post offices subordinate to his office.

Invoicing of Covers for delivery in Branch Offices.

8. All letters, newspapers, &c., intended for delivery through a branch post office, will be enclosed in the station packets addressed to the head office to which the branch post office is subordinate. Any postage due on unpaid covers to be delivered through branch offices will be charged in the chalans (Form I 1) with which they are sent: the chalans will be entered in the receipt register (Form I 7) and brought to account exactly as if all the covers invoiced in them were for delivery through the head office itself. Parcels for branch offices will also be invoiced in the advice chalan (Form II 2) to the head office and accounted for accordingly.

Invoicing of Covers sent to a Branch Office.

9. Letters, newspapers and parcels sent from the head office to a branch office subordinate to it, will be invoiced in a chalan (Form V 1), which will be receipted and returned by the latter to the former office: and until the receipt of a remittance, or the return of undelivered covers, the amount of postage due on the covers so forwarded will be shewn in the subordinate delivery account of the head office (Form V 2). These chalans will be numbered in a consecutive series for each branch office, commencing from 1st April of each year.

Manner of treating Registered Letters.

10. Registered letters intended for delivery through a branch post office will be dealt with in the head office in the same manner as registered letters delivered directly from the head office; the letter with attached receipts in duplicate being forwarded to the branch office fully detailed in the chalan (Form V 1), and a note to that effect made in the register of registered letters received (Form IV 4). When the receipts are returned signed by the addressee, the original will be forwarded to the office of original despatch and the duplicate filed, with the receipts for registered letters delivered, in the appropriate place in the guard book.

Manner of treating Parcels.

11. Parcels forwarded from the head to the branch office will be invoiced in the same chalan (Form V 1) as letters and newspapers; the full address and weight of the parcels should be detailed in the lower portion of the chalan appropriated for this purpose.

Account with Branch Offices.

12. In addition to the abstract entries in the abstract of the postage account and the deposit account in the peon's book (Form I 8), a detailed register (Form V 2) will be kept in the head office, showing the despatches made to branch offices as well as the remittances of postage and undelivered covers received from branch offices. A separate page of this register will be allotted for the account of each branch office in each month. On one page an amalgamated account of the totals of the several branch offices will be prepared, and will be termed the subordinate delivery account, the names of the branch offices being written in the place of the dates. The net balance of this account ought always to agree with the entry (No. 14) in the abstract of the postage account (Form I 3) as balance of the subordinate delivery account.

Remittances received from Branch Offices.

13. On receipt of a remittance or on the return of undelivered covers from a branch office, the necessary entry will be made in the individual branch office account (Form V 2), and the balance held against the branch office concerned will be reduced to the extent accounted for by it. The total amount received in one day from all the branch offices will be entered in the subordinate delivery account (Form V 2), and also in the peon's book (Form I 8) under items 7 and 20.

Account on back of Chalan to be checked.

14. As the remittances of cash and undelivered covers made by a branch office will be detailed in the memorandum on the back of each day's chalan (Form V 1) received from the head office, the postmaster of the head office should see that the balance of postage shewn by the deputy postmaster of the branch office to be due by him is correct and corresponds with the branch office account (Form V 2) kept in the head office, after allowing for discrepancies on account of mails in transit.

Covers returned undelivered.

15. All undelivered covers received back from branch offices will be carefully examined by the postmaster of the head office, who will place them in deposit and dispose of them as prescribed in Chapter III "DEPOSIT."

Remittance of collections in Branch Office.

16. The postage collected by a branch office will be remitted to its head office daily or weekly, or as often as possible; but when a deputy postmaster in charge of a branch office delays his remittance beyond a week, the postmaster of the head office will report the case to the inspector of the division, who will adopt prompt measures to ensure immediate adjustment and to prevent a recurrence of the irregularity.

Covers received from Branch Offices.

17. Letters, newspapers and parcels posted at a branch office will be received in the head office enclosed in two separate packets and accompanied by chalans (Forms V 3 and V 3 a), the one containing all covers for delivery through the head office or any of its branch offices, and the other containing covers to be sorted and forwarded to other post offices for delivery. The entries of unpaid postage in the chalan relating to the former will be accounted for by entry in the letter and parcel receipt registers (Forms I 7 and II 4) of the head office, in the same way as covers received from other post offices for delivery. The letter portion of the branch office chalan (Form V 3), received with such covers will be forwarded as usual to the Compiler's office along with other chalans and the receipt register of the day. The parcel portion of the chalan will be detached, entered in the index of parcel advice chalans received (Form II 6) and retained to be forwarded at the end of the month with the other advice chalans to the Check branch of the Compiler's office; the lower portion of the chalan will be cut off and returned, signed, to the despatching branch office. The second packet will contain letters, newspapers and parcels to be sorted, and will be treated by the head office in the same way as covers for despatch to other post offices posted in that office. The chalan in this case, though of the same form, will be printed in red, and the lower half will, in the same way, be returned, signed, to the despatching branch office, the upper half being filed in the head office.

SECTION II.

INSTRUCTIONS FOR THE GUIDANCE OF BRANCH OFFICES IN THEIR DEALINGS WITH HEAD OFFICES.

Responsibility of a Deputy Postmaster.

18. The deputy postmaster of a branch office must account to the head office to which he is subordinate for the postage due on all letters, &c., forwarded to him for delivery.

List of Forms.

19. The following is a list of the forms which will be kept in a branch office :—

1. Branch office chalan to the head office (Form V 3).
2. Ditto. sorting ditto. (Form V 3 a).
3. Direct branch office chalan (Form V 5).
4. Receipt register, being a nominal register of letters, &c., received (Form V 4).
5. Despatch register, being a nominal register of letters, &c., despatched (Form V 7).
6. Remittance book (Form V 6).
7. Book of registered letters despatched (Form IV 5).
8. File of chalans received with paid covers from post offices other than the head office.
9. File of the lower halves of the station chalans sent to the head office.
10. File of the lower halves of the sorting chalans sent to the head office.
11. Parcel delivery book (Form II 14).
12. Index of the numbers of chalans received and despatched (Form V 8)

Treatment of Mails received.

20. All letters, &c., intended for delivery through a branch office will be forwarded to it by its head office accompanied by a chalan (Form V 1). The deputy postmaster of the branch office will enter all the covers so received in detail in his nominal receipt register (Form V 4), and then make them over to the delivery peon or rural messenger for delivery. When returning the chalan duly receipted to the head office, the postage account on the back of it must be carefully written, and the balance shown in this account as due to the head office made to tally with the balance shown in the last column of the remittance book (Form V 6).

Treatment of Registered Letters.

21. Every registered letter forwarded for delivery to a branch post office will be accompanied by two receipts which will be returned to the

head office after the addressee's signature has been obtained on the delivery of the registered letter. The date of return of the registered letter receipts will be duly entered by the branch office opposite to the entry of the registered letter in the last column of its receipt register (Form V 4), with remarks, if necessary, regarding the condition, weight, &c., of the cover. If any registered letter is not delivered, the receipts will be returned to the head office along with the registered letter, stating the cause of non-delivery.

Direct Mails from other Branch Offices.

22. When a branch post office has direct communication with any offices other than the head office, the deputy postmaster in charge of the branch post office will be permitted to send and receive *fully prepaid* ordinary letters and newspapers and *fully prepaid* parcels and packets direct to and from such offices; the chalans (Form V 5) sent in such cases being filed in the office of receipt. All unpaid and registered covers (letters, parcels or packets) must be forwarded through the head office.

Delivery Fees not to be taken.

23. No separate delivery fee will be levied on letters, &c., delivered from a branch post office by any person receiving pay from Government as a deputy postmaster, peon or rural messenger.

Remittance of Postage collected.

24. The postage collected by a branch post office will be remitted daily or weekly, or as often as possible. If the branch post office be at, or close to, a tehsil station, the postage will be paid into the tehsil treasury, and the tehsildar's receipt forwarded to the head office; in other cases remittances from a branch post office to the head office will be made in cash, the necessary entry of the remittance, whether in cash or by means of a tehsildar's receipt, being invariably made in the memorandum on the back of the chalan (Form V 1).

Mis-sent and Re-directed Covers.

25. Covers received at a branch post office as mis-sent, or to be re-directed, will be returned to the head office on the same day that they are received. Covers required to be kept in deposit awaiting the arrival of the addressees will be retained for a period not exceeding a week, and the postage due thereon will be shewn under the head "Balance" in the remittance book (Form V 6), and the memorandum on the back of the chalan (Form V 1) which is daily returned to the head office. If any of the covers so retained be not delivered within the prescribed time, they will be returned to the head office; the cause of their non-delivery being duly noted against the entry of each in the column of remarks in the receipt register (Form V 4), as well as on the covers themselves or on a piece of paper attached to them.

Invoicing of Covers returned.

26. All covers returned by a branch post office to its head office will be shewn under the head appropriated for the purpose, on the back of the chalan (Form V 1), and should on no account be entered in the despatch register (Form V 7) of the branch post office, or in the chalan (Form V 3) sent by it to the head office with the covers posted at the branch office.

Documents returned to be entered in Chalan.

27. The chalans and registered letter receipts returned to the head office will be detailed in the lower portion of the chalan (Form V 3) sent from a branch post office with the letters posted there for despatch, so that the branch office may obtain an acknowledgment for the same from the head office.

Despatch of Mails.

28. Letters, newspapers and parcels posted at a branch post office will be entered in the detailed despatch register (Form V 7) and forwarded to the head office enclosed in two separate packets, *viz.*, one a station packet and the other a sorting packet, the former containing covers for delivery through the head office itself or any other branch post office subordinate to it, and the latter containing covers to be sorted and forwarded to other post offices. The chalans (Forms V 3 and V 3 a) sent with such station and sorting packets will be numbered in two separate series and will be distinguished by being printed—the former in black and the latter in red ink. The full addresses, weight, &c., of registered letters and parcels will be detailed in the lower portion of the chalan which will always be receipted, cut off, and returned by the head office to the branch post office.

Index of Chalans.

29. To prevent errors in numbering the several chalans issued from a branch post office, as also to enable the deputy postmaster in charge of that office to detect the miscarriage of any packet or any mistake in numbering the chalans committed by the head or any other office with which there is a direct communication, an index (Form V 8) of all the chalans received and despatched will be kept in each branch post office.

Register to be sent to Head Office.

30. The receipt and despatch registers (Forms V 4 and V 7) will be kept in manuscript books, there being separate books for each month. The daily totals of these registers should be carried forward and added to the total of the previous day, so that on the last day of the month the monthly total will be complete. The original registers should before the 3rd of the succeeding month be sent to the head office. The remittance book (Form V 6) will also be kept in manuscript and in a separate book for each month. The account should be closed on the last day of the

month, the balance due to the head office being carried forward to the new book for the succeeding month. The original remittance book for the past month should then be sent to the head office. The postmaster or deputy postmaster of the head office will examine the registers and the remittance book to see that they have been correctly and neatly kept, and whenever he observes inaccuracies or carelessness, he must bring the matter to the notice of the inspector or sub-inspector.

Return to be prepared for the Postmaster General.

31. The postmaster or deputy postmaster of the head office will before the 10th of the succeeding month prepare for submission to the Postmaster General a return (Form V 9) of the numbers of covers of each description received at, despatched from, and returned undelivered from the several subordinate branch post offices. In this return covers received in, despatched from, and returned undelivered from branch offices which are imperial post offices, will be entered first, and a total made. The covers received in, despatched from, and returned undelivered from district branch offices, or those post offices the establishments of which are paid from district funds, will then be entered, and a total made. The two totals will be amalgamated and a grand total made. This return will be prepared from the registers and the remittance book which will be sent in from the branch post offices. If the head office be a non-disbursing office, the return will be sent to its disbursing office to be attached to the return of that office and sent to the Postmaster General.

Large Offices exempted from recording Addresses.

32. In the case of the larger branch offices where the time necessary for recording, in the receipt and despatch register, the address of each cover cannot be spared, the Postmaster General may specially exempt them from doing so, the column "Address on each Cover" being left blank in both registers. The detailed record of addresses forms a very useful check upon the work of branch offices in which there is generally ample time for doing the work. The Postmaster General should not, therefore, dispense with it in any branch office unless he is satisfied that such a course is rendered advisable by the amount of work to be performed. Ordinarily a branch office, which receives and despatches the aggregate number of 60 covers a day may be held to be eligible for exemption from the duty of recording the address of each cover.

Deputy Postmaster or Mohurrir to take part in work of delivery.

33. In small offices, where the office work is inconsiderable, the deputy postmaster or mohurrir ought to be required to take part in the work of delivery by himself delivering covers, the addressees of which reside near the post office; the peon taking the covers for delivery in the more distant parts of the village or town, or in neighbouring villages.

SECTION III.

RURAL MESSENGERS.

Description of Rural Messengers.

34. Rural messengers are peons employed to deliver letters, &c., beyond the limits of the usual beats of the delivery peons; they not only deliver covers, but they collect covers for despatch. Rural messengers should generally be of a class superior to ordinary delivery peons. They ought to be able to read and write the vernacular of the part of the country they are employed in.

Beats of Rural Messengers.

35. Rural messengers may be attached to disbursing, non-disbursing, or branch post offices; they will be under the immediate control and orders of the postmaster, or deputy postmaster who should carefully supervise their work. The beat of each rural messenger should be fixed by the inspector of the division, and he should also assign the days on which the rural messenger shall depart from, and return to, the post office, and also the days on which each village in the beat is to be visited. The usefulness of a rural messenger will, in a large measure, depend on the confidence reposed in him by the residents of the villages he visits.

Rate of Travelling and Arrangement of Beats.

36. Rural messengers are expected to travel at the rate of at least 10 miles a day, and as a rule their beats should be so arranged as to give not less than one, and commonly two, or three deliveries in the week at the villages they are required to visit. The extent of the beats and the frequency of the visits should be regulated by the amount of the correspondence. They must visit a particular round of villages on the day allotted, whether there be letters for them or not, their work being that not merely of delivery but also of collection.

When a Rural Messenger leaves.

37. When a rural messenger is leaving the post office after receiving the covers for delivery, the postmaster or deputy postmaster should make over to him his small portable letter-box* sealed, he should give to him the keys of the letter-boxes (if there be any) situated in the villages he is to visit. He should enter in the visit book (Form V 10) the names of every village the rural messenger is expected to visit, and also enter a detail of the covers to be delivered in each. He should see that he carries with him at least one rupee's worth of postage labels.

* Approved patterns of such boxes can always be obtained at the Allygurh workshops.

Duties during the Journey.

38. On every journey the rural messenger will obtain the signature of the head man, or some respectable resident of each village he goes to, in the visit book, and get him also to write in the date in testimony of his having been there. If there be a letter-box in the village he will clear it in the presence of that man, showing him the covers he takes from the box, and making a note of their number in his book. The covers will immediately be put into the portable letter-box carried by the rural messenger. If there be no letter-box in the village he will receive the covers the residents may have to post in his portable letter-box. A letter-box should be placed in every village where 30 covers are posted in a month.

When a Rural Messenger returns.

39. When a rural messenger returns to the post office, the postmaster or deputy postmaster should carefully examine the visit book, to see that the signatures of the several head men of villages visited are in it. He will sign the book in testimony of having examined it. He will see that the seal he put on the portable letter-box is intact. He should then open the box and take out the contents, and examine them in the presence of the rural messenger. The covers returned undelivered by a rural messenger should be entered by him in a book (Form V) with remarks written opposite, stating the cause of non-delivery. If the reasons assigned for non-delivery of a letter are not satisfactory, the messenger should be ordered to make further endeavor to find the addressee.

Account with Rural Messengers.

40. An account must be kept with each rural messenger in the Form V 2. The accounts of the several rural messengers will be included in the amalgamated subordinate delivery account (Form V 2).

CHAPTER VI.

CONVEYANCE OF MAILS.

Means by which Mails are conveyed.

1. Mails are conveyed from one post office to another—

By steamers or Indian mail packets.
By railway.
By mail carts and parcel vans, under supervision of postal officers.
By ditto ditto ditto under contract.
By boats.
By runners.
By banghy burdars.

Mails conveyed by Indian Mail Packets.

2. The mails conveyed under contract by Indian mail packets are made over to and received from the commander or one of the officers under receipt. They are packed in bags or mail boxes, the chalan invoicing the contents being placed inside. The time occupied in the voyages between post offices is regulated by the terms of the contract, and is checked by a time bill which starts from the first office of despatch, is filled in at intermediate post offices, and is ultimately completed at the office of final destination. These time bills are used by the agents of the contracting company in preparing their monthly bills.

Mails conveyed by Railway.

3. Mails are conveyed by railway in charge of clerks of the travelling post office, and in closed packets in charge of mail guards. It is not necessary to check the speed on railways, and therefore these mails are not accompanied by time bills.

Nature of Work in the Travelling Post Office.

4. The clerks of the travelling post office give receipts for the mails they receive. Some of the bags are to be opened and the contents sorted on the journey; others are transit bags, which are passed on closed. Some covers are posted in the letter-boxes attached to the mail vans; others are cleared from letter-boxes placed at railway stations. The work of the travelling post office, although necessarily governed in many respects by special conditions (see Chapter VII), is in its object and main features the same as what has already been described under the rules laid down in Chapter I, Section I, "Despatch of Mails." When the clerks of the travelling post office make over mail bags and packets they obtain receipts for them.

CHAPTER VI.—CONVEYANCE OF MAILS.

Duties of Mail Guards.

5. Mail guards travel on some railway lines in charge of mails made up in closed bags and packets, the chalans invoicing the contents being inside. They receive some bags and packets, and deliver others at each intermediate post office, exchanging receipts for them.

Parcels not sorted on Railways.

6. Parcels are never sorted on the railway; they are always conveyed in closed bags addressed to the post offices of destination, or to intervening post offices which are constituted transit offices for parcels.

Mails conveyed by Mail Carts and Parcel Vans.

7. Letter and parcel mails are on some lines conveyed in mail carts and parcel vans. The establishment employed is controlled by postal officers, ordinarily designated superintendents of mails, and by overseers, under special rules which are described in Supplement J. The letter and parcel mails are made over to the mail cart mohurrirs or clerks in closed bags and packets, the chalans invoicing them being placed inside. The mail cart mohurrir gives a receipt for the transit bags, packets and parcel bags made over for despatch, and obtains a receipt for those that arrive. The mohurrir forwards a way bill (Form VI 1), prepared in vernacular, with the mails despatched which is receipted by the mohurrir of the office in advance and is forwarded to the superintendent. The mails are also accompanied by a road time bill (Form VI 2) which is intended to check the time occupied by the mails in transit. The road time bill is prepared by the despatching clerk of the office from which the mail starts, who enters the date and hour of despatch. The date and the hour of arrival at and despatch from each intermediate post office is added on the same document by the officers in charge of such offices. When it arrives in the office of final destination, the date and hour of arrival are noted on it, and it is then completed by having the totals of the several columns cast up, and the average rate of speed per hour filled in. The monthly time statement (Form VI 3) is filled up from it, and it is then forwarded to the superintendent of mails.

Mails conveyed by Mail Cart under Contract.

8. Letter and parcel mails conveyed by mail carts and parcel vans under contract are made over to the contractor's agent in closed bags and packets, the contents being invoiced in the chalans placed within them, and a receipt taken from the agent. At each intermediate office the agent or the coachman acting as agent gives or takes receipts for what he receives or delivers. The agent at the office of destination obtains a receipt for the bags and packets made over. The speed at which such mails are conveyed, is regulated by the terms of the contract and is checked by means of a road time bill (Form VI 2), despatched with each mail and disposed of as is described in the preceding paragraph.

Mails conveyed by Boats.

9. Where the communication between post offices by road is difficult or impracticable, mails are conveyed in boats on rivers. The arrangements for boat establishments vary according to circumstances. In some places there are relays of boats and boatmen, and in others one boat, with a large crew of boatmen, performs the entire journey. The establishment is supervised under the orders and control of the inspector of the division, by overseers who are held responsible that the mails are safely conveyed, and that the prescribed speed is attained. The mails are always made over for conveyance in closed bags which contain the chalans in which the contents are invoiced. Receipts are not ordinarily taken from, or given to, boatmen for mail bags, because they are generally ignorant men, and their receipts would be valueless. Road time bills (Form VI 2) accompany mails conveyed by boats; they are prepared and disposed of as has been explained in a previous paragraph.

Mails conveyed by Boats require protection from damp.

10. Mail bags conveyed in boats are generally much exposed to damp; the bags therefore should be water-tight, and every reasonable appliance should be provided to protect them from damp.

Mails conveyed by Runners.

11. Letter mails conveyed by runners are despatched in closed mail bags, the chalans detailing the contents being placed inside. Receipts are not exchanged for mails made over to and received from runners, because the men are invariably ignorant, and such receipts would be valueless. A road time bill (Form VI 2) is given to the runner who starts from the office of original despatch, the date and the hour of despatch being written in it. The date and hour of arrival and departure are written in the road time bill at each intermediate post office. The office of final destination writes in the date and the hour of arrival, makes up the several totals, and copies the necessary entries into the monthly time statement (Form VI 3). The road time bill is then forwarded to the inspector by the first mail.

Control of Runners' Lines.

12. Except in a few special cases in which it is convenient to give the control of a runner's dâk line to a local postmaster, all the lines of runners and banghy burdars will be under the immediate supervision of the inspector of the division, who will be held responsible that the arrangements are efficient, and that the mails are conveyed safely and at the prescribed rate of speed. He will be assisted by sub-inspectors and overseers.

Length of Stages and Number of Runners employed on Main Lines.

13. On all the main through lines where speed is an object of great importance, the runners' stages should not ordinarily be more than

five or six miles in length. The number of men employed in each stage will be regulated by the bulk of the mails to be conveyed. A runner can ordinarily carry ten seers or twenty pounds, and with this weight an average speed of five miles an hour should be attained.

Length of Stages and Number of Runners required on Branch Lines.

14. On branch and other lines of less importance the runners' stages may be as much as eight miles apart, and the speed to be expected will not be more than four miles an hour. On short lines and on district lines it is generally possible to do with one runner per stage; arrangements being made for each man waiting at the stage to which he has carried a mail until the return mail arrives which he carries back.

Runners' Huts.

15. Huts for the accommodation of runners and banghy burdars should be erected at each stage at the public expense. The runners should be required to keep the huts in repair and to pay the expenses of renewal, if by their neglect such becomes necessary. The huts should be built on the road side, and the runners should be compelled to live in them. Frequently when their homes are in neighbouring villages, they will not live in the huts, and are therefore not present to carry on the mail when it arrives at their stage, thereby causing much delay. When making an inspection the inspector should examine each hut and report the state of repair in which it is in his diary, or, if necessary, make a special report to the Postmaster General.

Extra Despatches.

16. When necessary, extra despatches of accumulated mails may be made, but no despatch should be sent on a line at a less interval than twelve hours. Extra despatches should be avoided if possible, because they cause disorganization of the establishment and delay in transit of the regular mail, the transmission of which should always be considered to be of paramount importance.

Runners' Staffs.

17. Every runner should be supplied with a staff, having an iron spike at the end, and bells attached to it. He will hang the mail bags on the staff which he will place on his shoulder.

Arrangements for crossing Mails over Rivers and Nullas.

18. The means and appliances provided for crossing the mails over unbridged nullas or rivers, must have careful attention from the inspector and the overseers. They will be responsible that they are effective and sufficient, and that delays do not takeplace. Whenever a difficulty or delay is reported, the overseer should at once hasten to the spot and exert himself to overcome the obstruction.

Distribution of Pay to Runners.

19. The efficiency of a runner's mail line will depend greatly on the men being paid punctually and in full. The overseers are sometimes dishonest and make unauthorized deductions from the pay of the runners for their own profit, or they insist on their supplying them with food when they halt at their stages. The runner who permits the deduction or supplies food, does so only if he is permitted some unauthorized indulgence, such as living at his home in the village instead of living in the hut on the road side. Dishonest overseers have been known to require runners to pay them a fee of so much as a month's pay for their appointment. Such practices on the part of overseers are not only dishonest and grossly irregular, but they interfere directly with a proper control over subordinates. Great care should be taken in the selection of overseers, and when making inspections inspectors should listen to complaints made to them by the runners, and should make enquiries respecting the amount of pay received by them, and the regularity of its distribution.

Overseers to move about and daily sign Road Time Bills.

20. Overseers ought to be required to be constantly moving up and down the line; whenever they meet the mails, whether it be by day or night, they should take note of any delay or irregularity and should always, in such cases, sign the road time bill (Form VI2) which accompanies the mail.

Banghy Burdars.

21. Banghy burdars are employed to carry the parcel mails only. They are almost invariably placed on the same line of road as the runners who carry the letter mails, and are under the same supervision. The stages will ordinarily be 10 or 12 miles in length, *i. e.*, double the length of an ordinary runner's stage. By arranging that the banghy burdars' and the runners' stages be at the same place, the men can occupy the same hut and assist each other. The weight carried by a banghy burdar will ordinarily be from 20 to 30 seers, and banghy mails ought to travel at an average speed of three miles per hour.

Parcel Bags.

22. Bags containing parcels and packets will be made over to the banghy burdars with a road time bill prepared in a form similar to the road time bill (Form VI2) sent with the letter mails, and it will be treated similarly in each post office through which it passes and at the terminal office.

Selection of Runners and Banghy Burdars.

23. In selecting men for employment as runners or banghy burdars care should be taken that they are young, strong, healthy and able to perform their work. The character and antecedents of every man employed should be ascertained from the lumberdar or headman of the village he resides in, and no man should be employed, who is not held to be of good character by the chief men of the village.

Disposal of accumulated Parcels.

24. It sometimes happens that parcels to be despatched from a post office on a certain line are heavier than the ordinary establishment can carry. Endeavour should be made to clear off the accumulation by making extra despatches, or by sending with the letter mail as many of the parcels as can go by it without over-weighting it. When there are parcels which cannot be disposed of in these ways, special banghy burdars or coolies may be employed. With each special despatch a transit chalan headed with the words "Extra Despatch" must be forwarded, and a receipt obtained from the office in advance. This receipted chalan will be the voucher for the charge of hire of the extra men employed. Inspectors must satisfy themselves that extra coolies, or banghy burdars are not unnecessarily employed.

Monthly Time Statements.

25. The monthly time statements for each line of mail (Form VI 3) having been filled in daily from the road time bills (Form VI 2) will, at the end of the month, be completed by the totals being cast up, and an average struck of the rate of speed at which each mail has been conveyed. Copies of the several monthly time statements will be sent to the Postmaster General's office not later than the 3rd of the succeeding month. The time statement will be examined in the Postmaster General's office, and explanation called for from the superintendent of mails or the inspector whenever the mails are shown not to have been conveyed at the prescribed rate of speed.

District Post Lines.

26. The remarks made above in regard to lines served by runners and banghy burdars apply primarily to Imperial lines; but they also apply generally to district post lines, except that these are ordinarily of a less expensive organization, the stages being longer, and having usually only one man per stage, and the parcel mails being almost invariably carried with the letter mails.

Supervision of District Post Lines.

27. District post lines will generally be under the immediate charge of a sub-inspector acting for and in subordination to the inspector. The road time bills (Form VI 2) forwarded with district post mails, will be forwarded by the office of final destination to the sub-inspector, who will himself prepare from them the monthly time statements, (Form VI 3) which he will forward to the inspector. Such time statements will not, except under special orders, be forwarded by the inspector to the Postmaster General.

CHAPTER VII.

TRAVELLING POST OFFICES.

PRELIMINARY REMARKS.

Description of Travelling Post Offices.

1. Sorting offices are established on railway lines with the object of supplying convenience in the transit of mails, and the disposal of local correspondence. They are designated travelling post offices. Each railway line is divided into sections which are generally about 200 miles in extent. Each section has the position of a distinct sorting office, and is distinguished by locality and numbers as is explained in Chapter VIII, Section III on Stamps. When it is necessary to indicate a distinction from a frontier section, an ordinary section is termed a local section. Parties of clerks work on each section; each party being termed a set. The number of sets who work on each section and the number of clerks comprising each set, are regulated by the amount of work to be performed. Generally each set works on an outward journey one day, on an inward journey the next day, and rests on the third day.

Constitution of Frontier Sections on the East Indian Railway.

2. On the East Indian Railway, frontier sections are formed specially for the disposal of mails passing from one province or provincial area to another.

Duties of Local Sections.

3. The main duties of a local section are—

(1). The work connected with the transit of closed mails (letter and parcel) addressed to post offices beyond the limits of the section.

(2). The receipt, sorting, and disposal of letter mails destined for post offices within the sectional limits.

(3). The receipt (only from small post offices on the line), sorting, and disposal of covers destined for post offices beyond the sectional limits.

Duties of Frontier Sections.

4. A frontier section receives mails at the commencement of its trip, and also from the local section during the trip. It sorts them without the interruption of delivery during transit, and gives them out at the end of the trip. The mails, so disposed of, consist solely of covers passing from places in rear to places in advance of the sectional limits. On a section where there are both a local and a frontier staff, the work of the two establishments is quite distinct, although it may be performed in the same mail van.

Duties of Mail Guards.

5. On slow trains and on railway lines where travelling post offices have not been established, mails are transmitted in charge of mail guards. They consist only of closed packets, transit bags, and parcel bags. Mail guards also work on sections and in sets, although ordinarily the set consists of only one mail guard.

Record Office.

6. A record office is assigned to each section and is, so to speak, the head quarter office of that section in which are kept its registers and records. All the chalans issued from the section should be returned to the record office, and all inquiries or correspondence relative to the work of the section should be sent to the record office and disposed of by the record clerk. The station and sorting letter chalans, (Forms I 1 and I 1 a), used in travelling post offices, need not have the form of claim bill; it is not necessary, and the space will be useful in writing in the details of registered letters.

SECTION I.

LOCAL SECTIONS.

Detail of books kept.

7. The following books will be kept for each local section of the travelling post office.

(1). Index of letter chalans despatched (Form VII 1).
(2). Index of packet chalans despatched (Form VII 2).
(3). Index of packet chalans received (Form VII)
(4). Register of registered letters passing in transit (Form IV 3).
(5). Register of mails received and despatched (Form VIII 4).
(6). Register of bags (Form VIII 2).

Prepared Chalans to be given to Clerks before starting.

8. Before a set of clerks start on duty, the record clerk will furnish them with station and sorting letter chalans (Form I 1 and I 1 a) and packet chalans (Form VII 5) sufficient for the out-ward and the in-ward journey; the dates, the names of the post offices to which the chalans are to be sent, and the appropriate numbers, as hereafter explained, being previously written in by him. He will also write the numbers of the chalans into the despatch indices (Forms VII 1 and VII 2). In the packet chalans the details of mail bags and packets to be given out during the journey should also be entered.

Responsibility of Senior Clerk.

9. The senior clerk of each set is primarily responsible for the correct performance of the work of receiving, sorting, packing and delivering

mails. He will be specially responsible for the registered covers passing in transit, and will dispose of them personally.

Mails received from other Sections.

10. The clerks of those sections which adjoin other sections, (whether they be local or frontier), will when starting on a journey receive from the sections in rear sorted covers either placed in the compartments of the sorting case, when the same mail van goes on, or in tied bundles, when the mail van is changed: these covers should at once be stamped and examined, in view to checking errors in sorting. They will also receive registered covers with letter chalans, (Form I1) in duplicate in the manner more fully described in a subsequent paragraph when treating of transfer of mails from one section to another section.

Receipt of closed Mails.

11. Whenever a transfer is made to a local section of closed mails, whether from a post office on the railway line, an adjoining local section, a frontier section or a mail guard, a packet chalan (Form VII5), prepared in duplicate, will accompany the mails. The clerk of the local section will carefully examine the condition of the bags and packets and the seals on them; he will compare them with the entries in the chalan, and, if all is correct, stamp the original copy and sign it making it over to the person who delivers the mail. The duplicate copy which will bear the stamp of the despatching post office or section, and the signature of the official who despatched the mail, will be cut off and retained by him. Parcel mails will be similarly made over. When convenient, they may be entered in the same packet chalan as the letter mails; when this is not convenient, a separate chalan may be sent with them, the same form being used.

Treatment of suspected Articles.

12. If the clerk receiving mails has reason to take exception to the condition of any bag or packet owing to its outward appearance attracting suspicion, he will, if there be time, at once open it in the presence of the person tende ing it to him, compare the contents with the chalan and notice discr pancies, if there be any; if there is not time to open the bag or packet, he will point out what he considers objectionable to the person tendering the mail and make a note on the receipted chalan, copying the note on the duplicate which he retains. He will open the bag or packet as soon after as possible, and when doing so will invite the attention of one or two others to witness the examination of the contents, obtaining from them a record of what they observe, should any portion of the contents be deficient or suspicious in appearance.

Treatment of Mails received.

13. Closed packets, transit bags and parcel bags addressed to other post offices, will at once be separated and arranged in their appropriate compartments. The packets and transit bags addressed to the section

will be opened; where more than one clerk is working, this will always be done by the senior clerk. He will pass over the ordinary covers to be stamped with the octagonal dated stamp and sorted, and take possession of the registered covers and bundles of forwarded articles, for the original postage due on which credit is claimed by the despatching office.

Original Postage on Forwarded Articles to be carefully checked.

14. The original postage due on forwarded articles should be carefully calculated, and the correct amount entered in the verification column of the claim bill. This, though a very important duty, is often negligently performed, and inspectors should notice instances of inattention, and punish the clerks in fault.

Treatment of Registered Letters.

15. The address and the numbers on registered letters should be carefully compared with the chalan; each cover should be carefully examined to detect any appearance of tampering, and those to which suspicion is directed should be weighed; a record being made of the weight and the state of the cover on the chalan. Registered letters will be entered in the chalans (Form I 1 or I 1 a) for onward transmission by the senior clerk, and will remain in his custody until they are put up in packets or bags.

Station Letter Boxes.

16. At each railway station, two letter boxes will be placed, one painted red, with the words "Letter box for up-mail," and the other painted black, with the words "Letter box for down mail." When starting on a journey, the senior clerk will take with him a spare red or black letter box according to the train in which he is proceeding. On arrival at a station, he will hand out the spare box, duly locked or sealed, to the person who delivers mails to him, and take in the box of that station. He will see that the seal or the lock on the box is perfect and then open it, disposing of the contents as will presently be described. He will then re-seal or lock the box and have it ready to be given out at the next station when the box of that station is taken in.

Mail Van Letter Boxes.

17. Immediately after leaving a station, the letter box of the mail van should be opened by the senior clerk, and the covers found in it, with those found in the station box taken in, should be separated. Such covers as have postage labels, should have the labels obliterated with the combined obliterator. The unpaid covers should be stamped with the round dated stamp, such covers and also the insufficiently paid covers being stamped with the postage due stamp, and the postage due on each written into the space appropriated for it. All the covers should then be sorted into the appropriate compartments.

Treatment of Covers, the registration of which is compulsory.

18. A cover found to contain any thing which renders registration compulsory, (*vide Postal Guide,*) should be entered as a registered cover in the lower portion of the chalan, a remark which will draw the attention of the receiving postmaster to it, being made on the cover.

Labels on compartments of the Sorting Case.

19. Before the work of sorting is commenced, appropriate labels should be placed in the sockets at top of each compartment of the sorting case to indicate the post offices to which the several compartments are assigned, and thereby prevent mistakes in sorting. Chalans (Form I 1 or I 1 a) and packet labels should be placed in the several compartments with the contents of which they are to be used.

Making up of Packets and Bags.

20. Covers received in packets and transit bags and covers taken from the letter boxes should, as soon as they come to hand, be sorted into the compartments of the sorting case. Those covers the address on which cannot be deciphered, will be placed in a compartment of the sorting case marked "Doubtful," and at the end of the journey such covers will be made up in a packet for the dead letter office, or, in the case of sets of clerks working on the East Indian Railway, in a packet for the railway enquiry office at Allahabad. As each station at which a mail is to be delivered is approached, the covers to be made up in packets and transit bags to be delivered at that station should be finally examined, and any mis-sorting detected. The packets and transit bags should then be closed under the supervision of the senior clerk who will personally place the registered letters (should there be any) in them.

Preparation of Packet Chalans and Delivery of Mails.

21. The packet chalans (Form VII 5) with which mails will be delivered, already prepared in duplicate by the record clerk, should be checked by comparison with the packet chalans received as they come in. When a station at which a mail is to be delivered is approached, the packet chalan should be completed by checking the packets and transit bags made up, and making a total. The original chalan stamped and signed by the clerk who delivers the mails, will be given out with the mails, the receipt of the agent or deputy postmaster, who receives the mails being taken on the duplicate chalan. Both the letter and the parcel mails will be entered in the one packet chalan.

Treatment of Letters posted after packets have been closed.

22. Letters posted in the letter box of the mail van addressed to post offices for which no packets are made up or for which the packets have been closed, should have the postage labels, if there be any on them, obliterated with the combined obliterator. Those which have no postage labels should be stamped with the round dated stamp; such covers and also the insufficiently paid covers should

be stamped with the postage due stamp, and the amount of postage taxed on each should be written into the space within the stamp. A note of the number of letters, and the postage due (if any) should be written at foot of the packet chalan (Form VII 5) with which mails are sent to the post office to which the letters are addressed. The letters will be handed loose to the person who receives the mail. The postmaster or deputy postmaster will deliver the letters including the postage due (if any) in the station chalan (Form I 1) made for his own office.

Covers for places beyond Sectional limits.

23. When a section is working up to an adjoining section, the covers received from small post offices on the line for places beyond the sectional limits, should, as the sorting progresses, be placed into one compartment. After the local mails have been closed, these covers will be sorted into appropriate compartments of the sorting case, in accordance with the transit list of the section in advance.

Disposal of Packet Chalans.

24. In the case of hand to hand exchange of closed mails the original packet chalans (Form VII 5) which accompany them will not be returned either from the sections of the travelling post office or from post offices. In the case of mails received from and sent to post offices in closed transit bags off the railway line, the sections of the travelling post office will retain the original packet chalan received for record, forwarding in lieu thereof a copy duly stamped and receipted to the despatching post office; and the post offices receiving mails from the sections of the travelling post office will treat the packet chalans received in the same way as they do similar chalans received from other post offices.

Exchange of Mails at a Terminus or between Sections.

25. If the terminus of a section is also the terminus of the travelling post office, the mails will be made up in closed packets and bags, and finally delivered to the terminal post office. If the terminus adjoins another section of the travelling post office, and the same mail van goes onwards, the transfer of mails to the section in advance will be made in the following manner. Closed packets, transit bags, and parcel bags will be made over to the relieving section exactly in the same way as if they were being made over to a post office on the line. The ordinary covers for post offices beyond the sectional limits which have been sorted into the appropriate compartments of the sorting case, will be taken charge of without receipt. The registered letters will be made over with a letter chalan (Form I 1,) in duplicate, in which they will be detailed; the duplicate copy having merely the numbers and not the addresses on the covers. After comparison of the covers with the chalan, the duplicate will be signed, stamped and returned to the relieved section, the original being retained for record. If the terminus adjoins another section of

the travelling post office and the same mail van does not go onwards, the mails will be made over to the section in advance in exactly the same way as has just been described, except that ordinary covers for offices beyond the sectional limits in place of being left sorted into the compartments of the sorting case will, after sorting, be made up in bundles, and placed in a bag for conveyance to the mail van of the relieving section.

Transfer of Mails to be effected directly between Clerks.

26. The transfer of mails from one section of the travelling post office to another should be effected between the relieved and relieving clerks, without the intervention of a station mohurrir or a mail agent, except in the case of one train missing another, when the mails may be made over to the station mohurrir or mail agent in closed bags with chalans (Form VII 5) placed inside of the bags. The relieving clerks will after examination and comparison of the mails, sign, stamp, and return the chalans to the record office of the section from which they were received.

Record Clerk to superintend transfer of Mails.

27. When mails are exchanged at stations where a record clerk is located, he should invariably be present at the station and superintend the transfer of mails from one set to another.

Work to be done on tables or ledges of the Sorting Case.

28. The supervising officers should strictly enforce the rule that all the work of opening packets and transit bags, stamping covers, sorting covers, and making up mails for onward transmission be done on tables or ledges of the sorting case, and not on the floor of the mail van.

SECTION II.

FRONTIER SECTIONS.

Extent of Frontier Sections on the East India Railway.

29. The frontier sections on the East India Railway work from—

(1). Dinapore to Allahabad and back.
(2). Etawah to Allahabad and back.
(3.) Jubbulpore to Allahabad and back,

Allahabad being the central station.

Work of a Frontier Section when travelling towards the Central Station.

30. When working to the central station, the mails received and disposed of are for places beyond the central station; the covers are stamped and sorted into the appropriate compartments of the sorting

case, and made over to the sections in advance, either in the compartments, if the mail van goes on, or in tied bundles, when the mail van is changed. The sections in advance above referred to, are the frontier and local sections working out of Allahabad, the former taking charge of covers destined for places beyond their sectional limits, the latter of those destined for places within their sectional limits.

Work of a Frontier Section when travelling from the Central Station.

31. When working from the central station the sorted covers received as described above are examined, and errors of sorting corrected. Covers received during the journey are amalgamated with them. Before arrival at the terminal station the mails are finally closed. Packets and transit bags are made for some selected post offices, and all the remaining covers are put up in packets for disposal by the several local sections in advance, except the adjoining local section to which covers are made over sorted into the appropriate compartments of the sorting case agreeably to its transit list. The packets and transit bags are made over to the local section working with the frontier section for disposal.

Exchange of Mails.

32. When closed packets or transit bags are exchanged between a frontier and a local section, the exchange will be effected by duplicate packet chalans (Form VII 5) as already described for hand-to-hand transfers. When unclosed mails, merely sorted into compartments or bundles, are exchanged between a frontier and a local section, or between two frontier sections, the exchange will be effected in the way already described for similar exchanges between the local sections.

Work of Local and Frontier Sections quite distinct.

33. Although the sets of clerks of the frontier and local sections travel in one mail van, their work is quite distinct, and there should be no interference one with the other, except in cases of articles received damaged, or in a suspicious condition, when the senior clerk of one section may call on the senior clerk of the other section to examine and witness the condition of the suspected article.

SECTION III.

MAIL GUARDS.

Receipt of Mails by a Mail Guard.

34. When closed mails are made over to a mail guard, whether by a post office, a local section of the travelling post office, or another mail guard, they will be accompanied by packet chalans (Form VII 5)

prepared in duplicate. The mail guard will compare the articles he receives with the entries in the chalan, carefully examine their condition and especially the seals on them, and make such remarks on the chalan as may be necessary. He will sign the duplicate chalan and return it to the person tendering the mail. The original which will have the signature of the official who made up the mail will be retained. The mail guard will, without delay, sort the packets, transit bags and parcel bags, according to the stations on the railway line at which they are to be delivered, and at once check the corresponding entries in the chalans (Form VII 5) which are to accompany them.

Prepared Chalans to be given to Mail Guard.

35. Before a mail guard starts on a journey, he will receive packet chalans (Form VII 5) prepared in duplicate sufficient for both the outward and inward journies: the chalans will have the dates on which they are to be used, the names of the offices to which they are to be sent, and the numbers written on them, also the details of mail bags and packets to be given out during the journey. If the mail guard is attached to a travelling post office establishment, the chalans will be prepared and made over to him by the record clerk of the section; if he is attached to a post office, the chalans will be prepared and made over to him by a clerk of that office.

Delivery of Mails by a Mail Guard.

36. As a station at which mails are to be delivered is approached, the mail guard will complete the packet chalan (Form VII 5) to be given out with the mails by comparing the entries with the articles, and making a total; the official to whom mails are made over, will compare the articles with the entries in the chalan, will sign the duplicate, and return it to the mail guard; the original, signed by the mail guard, will be retained by him. The official who receives mails will be careful to examine the articles made over to him, and will make remarks describing their condition on the chalans if such be necessary.

SECTION IV.

RECORD OFFICE.

Duties of Clerks on return to Rest Station.

37. As soon after returning to the rest station as possible, the clerks of a set will prepare two sheets of the register of mails received and delivered (Form VII 4) from the packet chalans (Form VII 5); one sheet will appertain to the outward journey, and the other to the inward journey. The abstract on the back of the sheet register will show

whether or not the number of packets and transit bags received and made up equalled the number given out and opened, and the deficiency of one or more packets or transit bags will be brought to notice. They will also from the letter chalans (Form IIa) write up the transit register of registered letters (Form IV 3), and write receipts on the lower portions of the chalans. They will then make over all the papers to the record clerk.

Duties of Mail Guards on return to Rest Station.

38. When a mail guard returns to a rest station, he will immediately fill up the register of mails received and despatched (Form VII 4) from the packet chalans (Form VII 5), and make all the papers over to the record clerk or the clerk of the post office to which he is subordinate.

Examination of Documents by Record Clerk.

39. The record clerk is responsible that the papers made over to him are correctly and neatly prepared, he will therefore carefully examine them without any delay. He will check the entries in the transit register of registered letters (Form IV 3) by comparison with the lower portions of the chalans, (Form IIa). He will cut off the lower portions of the chalans, place them in envelopes, and send them to the post offices in which they originated. The upper portions of the chalans will be arranged in alphabetical order, have a strong thread passed through the upper left hand corner, and be sent by the first mail to the check branch of the Compiler's office.

Sheet Registers to be checked.

40. The record clerk will check the sheet register, (Form VII 4) prepared by clerks of sections, and the abstracts on the back of them with the packet chalans (Form VII 5) received and despatched. The number of bags or packets opened in the section will be checked by the letter chalans (Form IIa). He will also check with the packet chalans the registers of mail guards. If the examination and check is made at once in the presence of the clerks or mail guards concerned, they will be able verbally to explain discrepancies and inaccuracies. Whenever the explanation is not satisfactory, the record clerk will immediately submit a report to the inspector.

Indices and manner of preparing Chalans.

41. The record clerk will keep two indices of letter chalans despatched for each section (Form VII 1). One will appertain to all chalans despatched in the outward journies, and the other to those despatched in the inward journies. Before a set of clerks start on a journey he will make over to them letter chalans prepared by stamping them with the distinguishing stamp of the set, and by writing on them the numbers, the dates on which they are to be used, and the names of the post offices to which they are to be sent. He will write the numbers into

both the indices. A section makes up packets daily for certain post offices in the outward journey, and certain other post offices on the inward journey; it will seldom or ever occur that a set of clerks will not have mails for a post office for which packets are made. If this does happen, a blank chalan with the remark "No mail to-day" should be sent in an envelope. The manner of preparing packet chalans (Form VII 5) will be the same as that which has been described for letter chalans except that the details of mail bags and packets to be given out will also be entered. They will be prepared by the record clerk and made over to the clerks or mail guards of a set before they start on a journey, the numbers being written into the two indices (Form VII 2).

Index of Packet Chalans received.

42. The index of the packet chalans received (Form VII 3) will be filled in by the record clerk from the chalans brought in by the several sets of clerks and mail guards. There will be only one index for each section. Discrepancies in numbers must be noticed and intimation at once given to the inspector and the post office concerned.

Manner of filing Records.

43. The packet chalans (Form VII 5) of each day or journey will be filed with that day's register of mails received and delivered (Form VII 4). When the lower portions of letter chalans (Form I 1 or I 1a), and the packet chalans sent in closed transit bags to post offices off the railway line are returned, they will also be filed with the register of the date or journey on which they were issued. Thus one bundle will comprise all the records of each day or journey, and information required to answer references will conveniently be obtained from them.

Correspondence to be conducted by Record Clerk, and irregularities reported.

44. The record clerk will carry on all the correspondence connected with the sections under his control, and will be responsible to bring to the notice of the inspector every instance of carelessness, irregularity, mistakes or dishonesty coming under his observation.

Post Office to take the place of Record Clerk where such is not provided.

45. On railway lines where record clerks are not provided, the duties of the record office will be undertaken by the post offices situated at the terminus or rest stations of the several sections. The postmaster, or a clerk of the office, as may be arranged by the Postmaster General, will perform the duties described in the preceding paragraphs as devolving on the record clerk.

Treatment of Bags.

46. The bags supplied to the travelling post office will be marked and numbered for each section. The record clerk will issue them to and receive them from the clerks of the several sets: he will keep the register of bags (Form VIII 2) and will be responsible for the bags.

Inquiry Office at Allahabad.

47. An inquiry office is attached to the travelling post office on the East Indian Railway, and is located at Allahabad. All covers which are illegibly addressed, have no address, or the address on which cannot be deciphered, or which from any cause cannot be sent to destination, are sorted into a compartment of the sorting case marked "Doubtful," and at the end of the journey, are made up in a packet for the inquiry office accompanied by an ordinary chalan (Form I 1 a). The clerks of the inquiry office are required to make every possible exertion in endeavouring to ascertain the correct destination of covers by deciphering the address written on them. Those covers the address on which can be deciphered will have the name of the office of destination plainly written on them, or on slips of paper attached to them, in red ink, and they will be made up in packets for the local sections working out of Allahabad, each packet being accompanied by an ordinary chalan (Form I 1 a). Those covers the addresses on which cannot be deciphered, will be put up in a packet with an ordinary chalan (Form I 1 a) and forwarded to the dead letter office of the North-Western Provinces.

CHAPTER VIII.

STOCK.

PRELIMINARY REMARKS.

Central Depôt.

1. A depôt will be formed at the head-quarter station of each circle for the custody and supply of bags, stamps, seals, stamping pads, ink pads, scales and other minor articles of stock. The work of the depôt will be performed under the orders and personal supervision of the Postmaster General by a clerk of the office specially deputed for the purpose.

Stock Register.

2. The clerk will keep up a stock register (Form VIII 5) in which receipts and issues of each description of article will be separately detailed. The stock register will be balanced monthly, and once in each quarter the Postmaster General will satisfy himself of the correctness of the reported stock in hand. He will record the date of each inspection on the register under his signature.

Office List of Stock.

3. A list comprising all the articles of stock in a post office, except bags, for the record of which provision is otherwise made, should be written in a book, the list being signed by the officer in charge of the post office and the inspector of the division. Articles subsequently received should be added to this list, and articles becoming unserviceable and returned to the central depôt or otherwise disposed of, should be scored out of it. The officer in charge of the post office and the inspector will attach their initials to every addition and to every withdrawal. When an inspector inspects a post office, he must see that all the articles in the list are in the office, that they are not misused but cleanly and carefully kept, and are in serviceable condition. When articles become unserviceable, steps should be taken for their renewal or repair under proper authority. As stated in Chapter X relating to accounts an inspector or independent postmaster can sanction charges for the purchase or repair of articles of stock up to a limit of Rs. 10, and a Postmaster General up to a limit of Rs. 500.

Transfer of Charge.

4. When charge of a post office is transferred from one officer to another, the articles of stock should be taken over agreeably to the office list. The officer who takes over charge of a post office becomes responsible for the stock belonging to it as shown by the office list;

he should, therefore, be careful to note any articles that may be missing, and immediately report the particulars to the inspector or to the Postmaster General.

SECTION I.

BAGS.

Manner of procuring bags.

5. The bags required in the several depôts may be obtained either from the Postal workshop at Allyghur, or from local contractors, as the Postmaster General may consider expedient, but the rates paid to local contractors must not exceed the rates for bags of similar size and material prevailing in the Allyghur Workshop, which may be ascertained by reference to the Superintendent. When bags are obtained from contractors they should be required to lodge an approved pattern bag in the Postmaster General's office, and great care should be taken that all the bags supplied are equal to the pattern bag in size, texture, and manufacture.

Suggestions regarding material.

6. Experience shows that the best material for mail and parcel bags is durry. It is easily procured in the market and from jail workshops at a moderate price. The best material for packet bags is American sheeting, which when waxed is sufficiently thick. Canvas is not a durable material, being hard and liable to crack. The use of leather in binding or mounting the mouths of bags, is objectionable, the leather soon becomes hard and cracks, especially if exposed to damp, and the sewing affords facilities for tampering; it also adds much to the expense. The use of gunny cloth or taut for packing parcels is forbidden.

Size of Bags.

7. The size of bags supplied to a post office should be adapted to its requirements. The Presidency post offices will require large-sized bags which will be made up specially for them. The following sizes of bags are recommended for use in the ordinary Provincial post offices:—

Class I.	Transit bags		4′ × 2′ or 2½′
	Parcel	„	4′ × 2′ or 2½′
	Packet	„	22″ × 15½″
Class II.	Transit	„	3′ × 20″
	Parcel	„	3′ × 20″
	Packet	„	16″ × 11″

A Postmaster General may exercise his discretion in arranging the sizes of bags according to local requirements, regard being had to the necessity of arranging the dimensions with reference to the breadth of the material to be used in their constrution.

SECTION I.—BAGS.

Mode of fastening Bags.

8. Although many modes of fastening bags have been tried, it is believed that on the whole the best way is to tie them round the neck; particular care must be taken to tie them tightly, and to make the twine fastening secure, the letter or parcel mail seal being carefully applied over the knot. When a strap is not attached to a bag, the bag may be closed by first binding the neck tightly with a strap, the strap being taken off after the cord and seal have been applied.

Construction of Bags.

9. Every bag should have a thick lip on half the circumference of the mouth, made by turning down and sewing the border of the mouth over a cord. A flap should be attached to the other half of the circumference of the mouth; the flap may be a continuation of the material of which the bag is made, and should be about 6 to 10 inches broad, or broad enough to admit of its being folded over the mouth and come within the cord which ties it. The flap should also have a similar lip, the cord with which the bag is tied will thus pass round the neck of it between the bag-lip and the flap-lip. The object of the bag-lip is to make it impossible to open the bag by slipping off the twine or other fastening round the neck. The object of the flap is to prevent damp from getting into the bag, and to make it impossible to extract the contents; the object of the flap-lip is to prevent the flap being pulled out from under the cord which ties the neck of the bag. Bags should not be made reversible, because when reversed the sewing is exposed. Transit bags and parcel bags may have a strap and buckle firmly attached to the neck. The intention of this strap is to assist in closing the bag, and to bear the strain in transit. The cord with the seal should be put round the neck *above* the strap. In the event of the strap on a bag closed in this manner appearing to be loose when passing in transit, it should be tightened up.

Address on Bags.

10. The paper address should be attached to bags by being pasted on pieces of wood, or cloth paper, tied to the neck; the cord which fastens the bag should be passed through a hole at one end of the piece of wood, or cloth paper on which the label is pasted, and the ends of the cord should be secured under a seal.

Mode of making bags Waterproof.

11. Except on railway and steamer lines, water-tight bags should be used for the mails. In the bags made at the Allyghur Workshop the water-proof consists of wax with a small proportion of oil, and, although other modes of producing the same result have been tried, the above is perhaps as good as any of them. In some water-proofs there is a dryness, and want of elasticity which results in cracks, while in others there is an oiliness which stains the contents. When water-proof bags are obtained from contractors, there is always a tendency to use too little wax, owing to the expense of that article, and special care should

be taken in examining all such bags before they are passed. The wax is also sometimes merely plastered on outside, instead of the cloth of the bag being thoroughly saturated with it. A bag so made may appear to have much more wax than it really has, and the outside coating very soon peels off.

A Stock of Bags to be kept in the Central Depôt.

12. A stock of the several descriptions and requisite sizes of bags, should be kept up in the central depôt, so that when the requisitions of postmasters and deputy postmasters are received, it will only be necessary to mark the bags required, with the appropriate name and number, and issue them without delay.

Number of Bags required in an Office.

13. The Postmaster General will prescribe the number of bags of each description and size to be supplied to each post office in the circle. In doing this he will be guided by the transit lists (Forms I 2 and II 15) which indicate the numbers of packets and mail bags made up daily in an office. The number of bags supplied should be sufficient for not more than one year's use. It should be borne in mind that post offices generally exchange mail packets and mail bags, and that, therefore, it is not necessary to supply bags to both offices. The bags should be given to the more important office, and to meet exigencies, one or two of each kind of bag, should be deposited in the minor offices with which mails are exchanged. In the case of exchange of mails with the travelling post office it should be considered the more important office.

Bags not to be misused.

14. It should be strictly enjoined on all postmasters that bags must invariably be returned to the office from whence they are received. Under no circumstances may a post office use the bags received from another post office except for return mails. If a mail is received in a wrong bag, the postmaster receiving it must make a report by the first mail to the Postmaster General, and send the bag with it for his inspection. The Postmaster General will forward the bag to the post office to which it legitimately belongs, and punish the postmaster or deputy postmaster who misused it, by the imposition of a suitable fine.

Return of surplus Bags.

15. There will be surplus bags in a post office, caused by packets or bags not being exchanged with the post offices from which they are received, or (as will frequently be the case with parcel bags) the mails received being more bulky than those which are returned. All surplus bags, which cannot be placed in the transit bag or parcel bag made for the office to which they belong, (if such be made), should be returned securely packed in a parcel so as to make it impossible to remove or

exchange a bag contained in it. The parcel will be forwarded on Postal service; in case transit parcel mails are exchanged with the post office to which the bags so returned belong, a detail of them will be written on the transit chalan, and an acknowledgment obtained on it. When bags are returned in a parcel to a post office with which transit parcel mails are not exchanged, full particulars such as weight, address, &c., of the parcel should be entered in the transit chalan; and also an advice chalan, in which the bags should be fully described, should be put inside of the parcel, and a receipt obtained on it.

Postmasters and Deputy Postmasters responsible for Bags.

16. Postmasters and deputy postmasters to whom bags are supplied ought to be made to understand that they are responsible for the bags supplied to them, and that they will be required to make good the value of any bag they are unable to produce or account for. A nominal value should be fixed by the Postmaster General on each bag supplied, and that value should be communicated to the postmaster or deputy postmaster who is responsible.

Issue of Bags.

17. The name of the post office to which bags are supplied will be printed inside. The bags of each size and description (viz., transit bags, parcel bags and packet bags) will be numbered in a consecutive series for each office; the different sizes being distinguished by initial letters, and these numbers and letters will also be printed inside the bags. In the case of bags supplied to travelling post offices they will be marked with the number of the section and the name of the head quarter or record office, each section being treated in the same manner as a post office. Bags supplied to frontier sections must have the distinguishing letter F on them. A bag account (Form VIII 1) will be kept in the central depôt with each office to which bags are supplied. When the bags are first issued, the date of issue, and the number on each bag, will be entered in detail; if necessary the account may extend over one or more pages, but the number on every bag must appear. This record will show the bags each postmaster or deputy postmaster has received, and is responsible for.

Application for Bags.

18. When application is made to the Postmaster General for bags, it should be accompanied by an indent (Form VIII 3), in which it should be distinctly stated whether they are asked for as new bags, or in renewal of old bags. In the former case the Postmaster General will, if he thinks the bags are necessary, issue them with the name of the office they are given to, printed inside, and numbered in continuation of the numbers already issued to that office, addition of the new numbers being made in the bag account. If the bags asked for are in renewal of old bags, the old bags must invariably be returned, unless they are stated to be lost, and the price of them remitted. The new bags issued will be

marked in the inside with the name of the office they are given to, and with the original numbers on the bags, in renewal of which they are issued. The date of renewal will be noted in the bag account. Thus the series of numbers assigned to each kind of bag, issued to each post office, will be preserved intact. The bags issued from a central depôt will be accompanied by an invoice (Form VIII 4) which will be signed and returned as soon as the bags are received, a copy being kept for record.

Notice to be taken of Bags not renewed.

19. The clerk in charge of the bag account in a central depôt, should in the month of April of each year prepare a statement and submit it to the Postmaster General. This statement should show the number of the bags which were issued more than fifteen months previously and which have not, up to date, been returned for renewal, also the names of the post offices to which the bags were issued. The Postmaster General will call on the postmasters, or deputy postmasters concerned, to explain why the bags have not been renewed. If it is not shewn that the bags are in the office, and still fit for use, or if they are not at once sent in for renewal, the price of them should be recovered from the responsible officer, and new bags isssued in place of those which are not forthcoming. The names of the post offices to which they are sent, and the original numbers of the bags, in lieu of which they are sent, will be printed inside.

Manner of despatching Bags with Mails.

20. When mails are despatched, the packet bags in which they are sent should be entered in the assigned place in the lower portion of the letter chalan Form (I 1 or I 1 a), the mail bags being similarly entered on the packet chalan (Form I 4) and the parcel bags on the parcel transit chalan (Form II 7). The bags should be described by writing the number of each bag in the appropriate place, *i. e.*, the number of a bag belonging to the office of despatch on the left hand side, and the number of a bag belonging to the office of destination on the right hand side. The receiving postmaster must notice that the entry is correct, and that he has received the bags described, making corrections if necessary. His acknowledgment on the chalan returned to the dispatching office, will make him responsible for the bags entered on it, and he will be relieved of the responsibility only when be produces receipts for the same bags on chalans which accompany subsequent return mails.

Record of Bags despatched.

21. A register (Form VIII 2) will be kept in every post office which is responsible for bags: this register will contain entries of bags despatched, but only of such bags as belong to the office keeping the register. The numbers of such bags despatched daily as belong to it will be entered, and when bags are returned the numbers of those received, which belong to the receiving office, will be ticked off in red ink

The numbers not ticked off will indicate the bags in transit, or not returned. The clerk in charge of this register should know the number of days in which return mails are received from each office, and he should notice the detention of bags whenever such occurs and call for them.

Bags for Branch Post Offices.

22. The bags containing mails exchanged between head and branch post offices are not usually conveyed to long distances, or passed through transit offices; whenever such is the case, the bags may have the names of the head office and the branch office between which they are used printed on them outside; the bags assigned to one branch office should never be sent to another branch office, and the branch office should always send a bag back with the mail of the day on which it is received. It will not be necessary to put labels on these bags.

Condition of Bags.

23. The officer in charge of a post office is responsible that the bags sent from his office with mails are in good condition; he should make timely application for the renewal of such as are become worn and unfit for use.

Postmaster to examine Bags.

24. The officer in charge of a post office to which bags are supplied, should periodically examine the bags of his office, and satisfy himself that none are missing. He can do this by taking down the numbers on the bags in the office, and from the register of bags (Form VIII 2) the numbers of those shown to be in transit. If any bags are missing, the officer responsible should be required to make good the price of them. The amount shou'd be remitted to the central depôt, and bags in renewal obtained without any delay.

When charge of a Post Office is transferred.

25. When the charge of a post office is transferred from one officer to another, the relieving officer should be careful to take an account of the bags. If he does not do so, he will make himself responsible for the value of any bags that may be missing. The account can be taken in the way described in the preceding paragraph.

Inspector to examine Bags.

26. When an inspector inspects a post office he should examine the bags in store, and notice whether or not they are in good condition. He should examine the register of bags despatched (Form VIII 2) and satisfy himself that it is carefully kept. He should take an account of the bags in the manner explained above and adopt means to replace any that are missing, by realising their value from the person responsible and obtaining new bags from the central depôt.

SECTION II.

STAMPS AND SEALS.

Foreign Post Stamps not referred to.

27. The remarks which follow apply to the stamps and seals for ordinary use, and do not include any reference to the special stamps used in the foreign post department of Presidency post offices, and in the Aden post office.

List of Stamps.

28. The following is a list of the stamps and seals required for ordinary use in the Post Office Department.

1. Double obliterator (dated).
A. 2. Single obliterator.
A. 3. Round dated stamp.
4. Octagonal transit stamp (dated).
5. Unpaid sorting stamp.
6. Delivery dated stamp.
A. 7. Postage due stamp.
8. Registered letter stamp.
9. Parcel stamp.
10. Too late stamp.
11. Missent stamp.
12. Re-directed stamp.
13. Refused stamp.
14. The single barred obliterator.
15. Dead letter office stamp (dated).
16. Dead letter office free stamp (dated).
17. Dead letter office postage due stamp (dated)
A. 18. The letter mail seal.
19. The registered seal.
20. The parcel mail seal.
21. The dead letter office seal.

Of the above those marked A, are all that are necessary for the smaller offices, such as branch or district post offices, or offices having a very limited amount of correspondence. In such offices the words "Too late," "Missent," "Re-directed," or "Refused" should be written in red ink by the deputy postmaster, instead of impressing those words by means of a stamp. The only stamp supplied to an experimental post office will be the barred obliterator (No. 14). When it is made permanent, a number will be assigned to it, and an obliterator (No. 2) with its number, as also any other stamps that may be necessary, will be supplied. Until stamps are received the mohurrir or deputy postmaster should write the name of the office and the date on all covers received and despatched.

SECTION II.—STAMPS AND SEALS.

Form and size of Stamps to be uniform.

29. The form, size, &c., of the stamps and seals prescribed above will be uniform throughout the department, and stamps and seals of other than the prescribed forms and sizes are on no account to be used. The from, size, &c., of stamps and seals will be found in the sheet of diagrams at the end of this chapter, and a description of each at paragraph 47.

Several Stamps of each kind may be required.

30. Some of the stamps which have been enumerated are used in the letter department both despatch and receipt) and also in the parcel department. In large offices it will be necessary to supply several of each of these stamps, the supply being regulated by the requirements of each office.

Stamps to be supplied from Allyghur.

31. Stamps will be supplied to all the post offices in India from the Postal Workshop at Allyghur on indents submitted by the several Postmasters General. The indents will be prepared from requisitions received from postmasters who correspond directly with the Postmaster General, and in the case of the minor post offices from the inspectors of the several divisions. Postmasters General must be very careful in making the indents to see that the number and designation of each stamp required (*vide* list above) is correctly indicated, and that the name of the office for which the stamps are required is legibly and accurately written according to the spelling adopted in the *Postal Guide.* The names should be printed with the hand and not written in current handwriting which is often liable to be misread. In the case of obliterators care must be taken that the number of the office is correctly given.

Renewal of Stamps.

32. No stamps should be kept in use longer than a year; when they have been in use for nine months, application should be made for fresh stamps, and when they are received, the old stamps should be returned direct to the Allyghur Workshop in a Postal service parcel, containing an acknowledgment for the stamps received, and a list of the stamps returned. A copy of this acknowledgment and list should at the same time be sent to the Postmaster General. Of course, in any case when a stamp is lost or injured, or from any cause ceases to give a clear impression, immediate application should be made for a new stamp.

Impressions must be clear.

33. It is important that impressions of stamps on covers passing through post offices be clear and intelligible; this is a matter which very generally receives too little attention from officers of the department. The officer in charge of a post office should see that the stamps are perfectly cleaned daily, and that the stamping ink (which will always be black) is properly prepared. Impressions of all the stamps of an office should be made every morning, as soon as the office opens for business, on a blank book. The postmaster should examine the impressions, and see that the type in the dated stamps have been correctly changed. The book of impressions should be examined by the inspector when he inspects the office.

CHAPTER VIII.—STOCK.

Position of Stamp impressions.

34. Except in cases where it is specially prescribed that the impressions of stamps shall be on the face or address side of a cover, they should invariably be impressed on the back or reverse side.

Post offices to be distinguished by letters and numbers on obliterators.

35. The post offices in India will be distinguished by means of letters and numbers on the obliterators; the mode in which this will be done will be described in the following paragraphs.

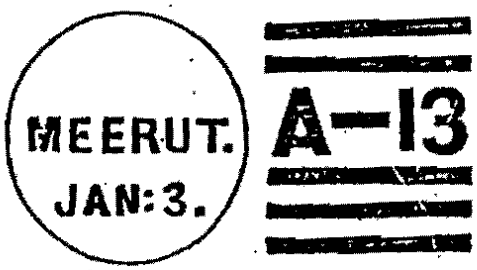
Initial letters indicating Circles.

36. The several circles of the Post Office of India will be indicated by a letter, which will generally be the initial letter of the name of the head-quarters station, thus—

Name of Circle.	Head-quarters Station.	Distinguishing Letter.
Bengal...	Calcutta	C.
Bombay	Bombay	B.
Madras	Madras	M.
North-Western Provinces ...	Allahabad	A.
Punjab	Lahore	L.
Central Provinces	Nagpoor	N.
Scinde and Persian Gulf ...	Kurrachee	K.
British Burmah	Rangoon	R.
Oudh	Lucknow	O.
Rajpootana	Ajmere	J.
Travelling Post Office ...	Allahabad	T.

Mode of numbering disbursing post offices.

37. All the disbursing post offices in each circle will be numbered in a consecutive series commencing from the post office at the head-quarter station of the Postmaster General. The obliterator used in each office will have the distinguishing letter of the circle and the distinguishing number of the office, thus—



which will indicate that the post office Meerut is in the North-Western Provinces' circle, and the number of the office is 13.

Mode of numbering Non-Disbursing Post Offices.

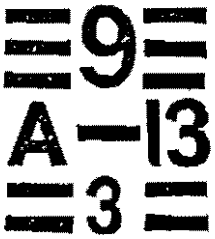
38. The non-disbursing post offices subordinate to each disbursing post office will also be numbered in a consecutive series, *e. g.*, if there are nine

offices subordinate to Meerut, they will be numbered consecutively from 1 to 9. The obliterators used in each office will have the distinguishing letter of the circle, the distinguishing number of the disbursing post office, and the distinguishing number of the office itself, thus:—

which will indicate that Hauppur is subordinate to Meerut, the number of Hauppur being 9 and that of Meerut 13. The distinguishing letter A will show that the office is in the North-Western Provinces circle. The number of a subordinate office will always be on the top, that of the disbursing office on the right, and the distinguishing letter on the left of the obliterator.

Mode of numbering Branch Post Offices.

39. The branch post offices subordinate to a head office will also be numbered in a consecutive series, *e. g.*, if there are five branch post offices subordinate to Hauppur, they will be numbered from 1 to 5. A branch post office will be supplied with only the single obliterator, which will have the distinguishing letter and number of its head office, denoting to what office it is subordinate, and at bottom its own number, thus:—

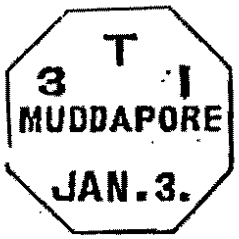


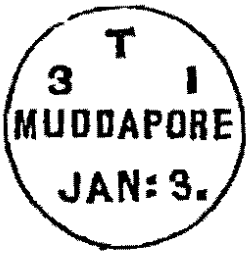
which will indicate the third branch office subordinate to Hauppur. The round dated stamp will indicate the name of the office in which the cover was posted.

Mode of numbering Stamps for the Travelling Post Office.

40. The travelling post office on the East Indian Railway is constituted a separate circle, and is under the supervision of the Chief Inspector, the distinguishing letter of the circle being T. The several sections, and the sets of clerks working in each section, are distinguished by the name of the head quarter or record station, and by numbers. There are eight local sections numbered consecutively from 1 to 8; the sets of clerks working in each section are

numbered from 1 upwards, *e. g.*, the sections from Muddapore to Calcutta and from Muddapore to Dinapore, the head quarter station of which is Muddapore, will have stamps made thus :—





The distinguishing letter T will denote the travelling post office, the figure on the right hand will denote the number of the section, and the figure on the left hand will denote the number of the set of clerks working in that section, the name "Muddapore" will denote the head quarter or record station, to which all references are to be made and documents returned.

Mode of distinguishing Stamps for Frontier Sections.

41. The frontier sections will be similarly distinguished by the stamps used by them, except that the letter F will be added, thus :—

The letters F. T. will denote that it is a frontier section of the travelling post office, the figures 2 on the left hand and 3 on the right hand will denote that it is the second set of the third section, and the name will indicate that the head quarter station is at Allahabad.

Stamps for Travelling Post Offices in other circles may be similarly lettered and numbered.

42. The travelling post offices in other circles under the control of the several Postmasters General, will be supplied with stamps similarly constructed, the distinguishing letter of the circle being used to indicate the circle in which the travelling post office is working. In case frontier sections are established in other circles, they will be denoted by the letter F. being added, *e. g.*, the letters B.F.T. in a stamp will denote the Bombay frontier section.

Enumeration of Stamps required in a Travelling Post Office.

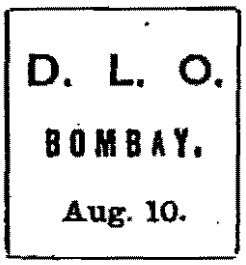
43. The only stamps required in a travelling post office are—

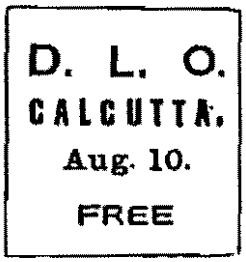
1. The double obliterator (dated).
3. The round dated stamp.
4. The octagonal transit stamp (dated).
5. The unpaid sorting stamp.
7. The postage due stamp.
11. The missent stamp.
18. The letter mail seal.
19. The registered seal.

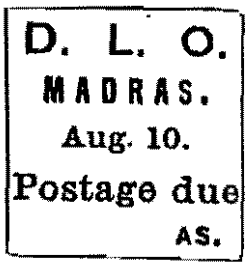
These should be of exactly the same size and shape as is prescribed for stamps to be supplied to all post offices.

Dead Letter Office Stamps and Seal.

44. The stamps supplied to a dead letter office will be square, thus :—







The letters D. L. O. will denote that the stamps are those of a dead letter office, and the name of the head quarter station will indicate the particular dead letter office in which it is used. The dated stamp will be impressed on all covers received; the free stamp will be impressed on covers issued on which no postage is due; the postage due stamp will be impressed on covers issued on which there are claims for postage. A seal shaped thus :—

will be used to close bags and packets, and seal up covers that may be opened and reclosed after examination of the contents.

Names of Post Towns to be cut on diameter of Stamp.

45. In making the stamps the names of post towns should, if possible, be cut in a straight line on the diameter. The letters can thus be more easily and perfectly cut, and the stamp can be more easily cleaned. The names of the months should be distinguished by the three

first letters of each. There is no necessity to supply type denoting the year with any stamp.

Supply of Type.

46. The supply of type figures with dated stamps should be in proportion to the use made of them. To stamp each date once in a year, the following use is made of the several figures :—

The figure	1	is used	163	times
,,	2	,,	155	,,
,,	3	,,	54	,,
,,	4	,,	36	,,
,,	5	,,	36	,,
,,	6	,,	36	,,
,,	7	,,	36	,,
,,	8	,,	36	,,
,,	9	,,	35	,,
,,	0	,,	35	,,

therefore, of the figures 1 and 2, three times as many should be supplied, as of any other figure.

Sheet of Diagrams and description of Stamps and Seals.

47. A sheet on which diagrams of the several stamps used are given will be found at the end of this chapter, and the use and the object of each stamp will now be described. The number given to the stamp will indicate the diagram on the sheet referred to.

No. 1. *The double obliterator* is used for defacing postage labels and also impressing the name of the post office and the date of posting on a cover. In a disbursing post office the obliterator will have only the distinguishing letter of the circle and the number of the office. In non-disbursing offices it will have the distinguishing letter of the circle, the distinguishing number of the office it is used in, and also that of the disbursing office.

No. 2. *The single obliterator* is supplied to minor post offices only, and is used in defacing postage labels. It will have the distinguishing letter of the circle, the distinguishing number of the office it is used in, and also that of the head office.

No. 3. *The round dated stamp* is impressed on letters, newspapers, and packets to indicate the name of the post office and the date on which they are posted for despatch, or received for delivery. In large post offices where there are more deliveries than one in the day, the delivery dated stamp (No. 6) will take the place of the round dated stamp. The round dated stamp will not be necessary on covers impressed with the double obliterator.

No. 4. *The octagonal transit stamp* is impressed on all sorting letters, newspapers, parcels, and packets passing through a post office in transit; it indicates the name of the post office and the date on which the cover was received and sent forward.

No. 5. *The unpaid sorting stamp* is impressed only on unpaid letters and newspapers *sent in a sorting packet*; the object of it is to show that

the covers were included in a sorting packet, and that, therefore, they were not charged against the office of receipt, and that credit is not due for the postage on such covers when they are forwarded to destination.

No. 6. *The delivery dated stamp* is used in the place of the round dated stamp in such post offices as have more deliveries than one in the day. It indicates not only the name of the post office and the date, but also the number of the delivery in which the covers were made over to the peons. This information assists enquiry when complaint is made of delay in the delivery of a cover. The figures indicating the delivery should be fixed figures, separate stamps being provided for each delivery.

No. 7. The *postage due stamp* is impressed on covers which are posted unpaid or insufficiently paid, as well as on covers charged with re-directed postage. The amount of the postage due on the covers should be written into the space provided for it within the stamp. For some of the large offices, figures indicating the amount of postage due, *i. e.*, 1 anna, 2 annas, 3 annas, may be cut in the stamps, those offices being supplied with stamps representing each amount.

No. 8. *The registered letter stamp* is impressed on all letters and newspapers registered in a post office. It indicates that the cover is registered, and it has spaces for writing the name of the office, date of registration, as well as the number and weight of the cover. For larger offices, the name of the office may be cut in the stamp so as to form part of the impression.

No. 9. *The parcel stamp* is impressed on parcels only, and in addition to the information just described as furnished by the registered letter stamp, it indicates the postage due on unpaid parcels, which is written into the appropriate space within the stamp.

No. 10. *The too late stamp* is impressed on covers posted after the mail for the day has been despatched, to indicate that they were posted too late to be forwarded by that day's mail, and consequently were delayed for the next despatch.

No. 11. *The missent stamp* is impressed on covers received in a post office to which it should not have come either for delivery or in transit.

No. 12. *The re-directed stamp* is impressed on covers which have the addresses on them changed, and are sent to another post office, because the addressee has removed to that post town.

No. 13. *The refused stamp* is impressed on covers the addressees of which for any reason refuse to receive them. It also indicates the class to which the covers belong, when they are received in the dead letter office, and assists in their disposal there.

No. 14. *The single barred obliterator* is supplied to experimental post offices only, to be used in defacing postage labels, during the experimental period of the office, or until a numbered obliterator is supplied.

No. 15. *The Dead Letter Office Stamp* is impressed in the dead letter office on all covers received. It indicates that the article has passed through the dead letter office, and the date on which it was received there.

No. 16. *The Dead Letter Office free stamp* is impressed on all covers issued from a dead letter office on which no postage is due, or realisable on delivery to the addressee or the sender, as the case may be.

No. 17. *The Dead Letter Office postage due stamp* is impressed on all covers issued from a dead letter office on which postage is due, and indicates the amount to be realized on delivery of the covers to the addressees or the senders, as the case may be.

No. 18. *The letter mail seal* is used in sealing transit bags and packets. It is also used in attaching bundles or packets of registered covers to the letter chalan (Form 11 and 11a). In some of the larger post offices, this seal may be supplied with moveable date type.

No. 19. *The registered seal* is used in sealing bags and packets exclusively containing registered letters, and will be required only in important post offices where separate bags or packets of registered letters are made up. Moveable date type may also be supplied with this seal.

No. 20. *The parcel mail seal* is used in sealing bags containing parcels despatched from a post office. In some of the larger offices this seal may be supplied with moveable date type.

No. 21. *The Dead Letter Office seal* is used in the dead letter office in sealing bags and packets despatched, and in sealing letters, packets and parcels which have been opened and reclosed. It may also be supplied with moveable date type.

Ink and Stamping Pads.

18. A supply of ink pads and stamping pads, of approved patterns (which will be obtainable from the Allyghur Workshop), should always be available in the central depôt in each Postmaster General's office. They may be procured from the Postal Workshop at Allyghur, or from local contractors, as may be considered preferable by the Postmaster General; but care must be taken that they are made of the standard patterns, and that the rates paid to local contractors do not exceed the rates for articles of similar size, pattern, and material prevailing in the workshop; these rates may be ascertained from the superintendent. Ink pads and stamping pads are of different patterns, and made of different material. Some are expensive, and others not so. The Postmaster General must exercise his judgment in issuing pads, and supply them of patterns suitable to the importance, or otherwise, of the offices in which they are to be used. Independent postmasters will make applications for pads direct to the Postmaster General; for other post offices they will be applied for by the inspector of the division. A record should be kept in the central depôt of the dates on which pads are supplied to each post office. When application for new pads is made, the old pads should be returned, the dates on which they were issued should be referred to, and the pads examined. It will be possible to judge whether they have become unserviceable from fair wear and tear, or from any neglect or misuse. When it is found that sufficient care has not been taken of pads, the officer in charge of the office should be required to make good their value.

Receipt for preparation of Stamping Ink.

49. To obtain clear impressions from stamps, it is necessary that the stamping ink should be properly prepared. Black stamping ink may be prepared as follows:—

Boil *pure* linseed-oil (natives generally sell this oil in an adulterated state), in a vessel capable of holding three times the quantity, on a slow fire, until it ignites spontaneously. Let it burn for ten minutes, and when drops of the oil, on cooling, become sticky, mix a sufficient quantity of lamp black with this boiled oil, rubbing them well together. Pounded charcoal, reduced to an impalpable powder, answers, though not so well as lamp black, for black coloring matter.

Stamping Ink may be supplied to Post Offices.

50. Stamping ink is very generally carelessly prepared in post offices, and, therefore, it may be advantageous to obtain it from the Postal Workshop at Allyghur, or prepare it in the central depôt and issue it on requisitions from post offices, the cost being realized from the postmasters or deputy postmasters to whom it is sent, when, as is usually the case, fixed contingent allowances are given. The Postmasters General will exercise their discretion in regard to this suggestion.

SECTION III.

SCALES.

Description of Scales; stock to be kept in Central Depôts.

51. A stock of scales of every description will be kept in the Postal Workshop at Allyghur, and supplied, for use in all the post offices throughout India, on indents made by the several Postmasters General. The scales will be of different kinds, *viz.*:—

(1.) Letter scales.
- The Ladder scale.
- „ Beam scale (large size).
- „ „ „ (small size).
- „ Platform scale (large size).
- „ „ „ (small size).
- „ Indian jewellers' scale.

(2.) Parcel scales.
- The large sized beam scale.
- „ Platform scale.

Postmasters General should keep a supply of each description of scales in the central depôts at their head quarter stations, and issue them to post offices as they are required. Independent postmasters and Presi-

dency postmasters will make applications to the central depôts for scales required by them. Inspectors will apply for the scales required in all the other post offices in their divisions. The Postmaster General will see that each post office is supplied with the description of scales adapted to its importance and requirements. A register should be kept in the central depôt of the scales issued and the dates on which they are issued to each post office.

Scales to be kept clean.

52. The officer in charge of a post office should see that the scales and weights are kept clean, and now and then test them, the necessary delicacy of movement in scales can be obtained only when they are perfectly clean. When an inspector visits a post office, he should examine the scales and weights, test them and satisfy himself that they are in good order and correct.

Scales and Weights to be tested.

53. Ladder scales may be tested by placing on them weights, the correctness of which has been ascertained. Beam and platform scales may be tested by placing a weight on one side, and some substance of exactly equal weight on the other; the weight and the substance should then be made to change places, and if, when this is done, the scale maintains its balance it is correct, otherwise it is imperfect. When weights require to be tested they should be sent in to the central depôt.

Imperfect Scales to be renewed.

54. When scales are found to be imperfect, or become unfit for further use, application should at once be made to the Postmaster General for new ones. The Postmaster General will issue new scales and require that the old ones be returned; when they are received it should be noticed how long they have been in use, and whether they bear any indication of having been injured by neglect or misuse. If there be reason to believe that they have been injured, otherwise than by fair wear and tear, the postmaster or deputy postmaster should be called on to make good their value, or the cost of repair.

Repair of Scales and Weights.

55. Scales and weights may be repaired by local artificers, or sent to the workshop at Allyghur for repair as the Postmaster General may consider most advantageous. If they are sent to Allyghur, they will be returned to the central depôt after repair.

For description see paragraph 47.

11.

MISSENT TO

12.

REDIRECTED

13.

REFUSED.

14.

15.

D. L. O.
ALLAHABAD.
AUG: 10.

16.

D. L. O.
CALCUTTA
AUG: 10.
FREE.

17.

D. L. O.
LAHORE.
AUG: 10.
POSTAGE DUE
A.S.

18.

AGRA.
LETTER
MAIL.

19.

REGISTERED
AGRA
LETTERS

20.

AGRA.
PARCEL
MAIL.

21.

D. L. O.
MADRAS
AUG: 10

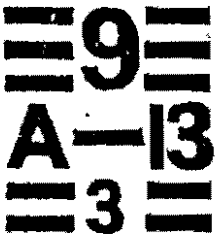
CHAPTER.VIII.

For description see Paragraph 47.

1.

1.

2.

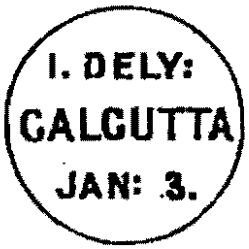


3.

4.

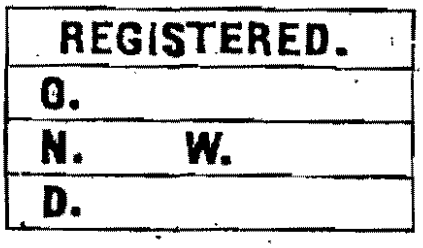
5.

6.

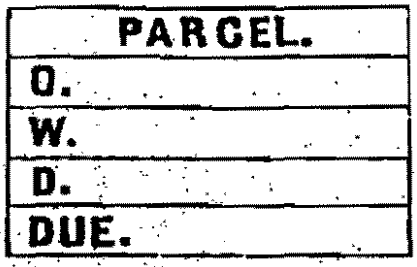


7.

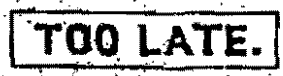
8.



9.



10.



SECTION IV.

FURNITURE.

Enumeration of furniture.

56. Owing to the great diversity of the requirements of different post offices, it is not possible to describe furniture in a way applicable to all. The number, the size, and the pattern of the several articles of furniture required in a post office, will vary according to its position, importance, and the accommodation available. The principal articles of furniture required in an ordinary post office are as follows:—

Portable letter boxes, (when such are used.)
Notice boards marked "Letter Box," "Post Office," "Postal Notices," "Unclaimed Letters," &c.
A table for sorting and stamping covers taken from the letter box.
A preliminary sorting almirah.
One or more sorting almirahs.
An almirah for sorting packets.
A rack for bags.
A table for the opening of mails.
A semi-circular distribution table.
An almirah with compartments marked alphabetically for articles in deposit, with a secure fastening and good English lock.
A large strong box for keeping mails received between the deliveries.
A table for sorting and stamping parcels taken from the parcel box.
An almirah for sorting parcels.
A large strong box for parcels in deposit or waiting delivery.
Desks for the postmaster or deputy postmaster, the head clerk, or such other clerks as may require them.
A treasure chest or strong box for money, with a good English lock, or two different locks where the control of money is divided between the postmaster and a subordinate.
Stools for clerks and peons.
Chairs for the postmaster or deputy postmaster, and one or more of the senior clerks.
Lamps, or candlesticks, as may be necessary.
A clock.
One or more almirahs for records, blank books, forms, &c.

Manner of supplying Furniture.

57. When articles of furniture are required in a post office, an application for sanction should be made to the Postmaster General by the postmaster, in the case of an independent office and in other cases by the inspector, an estimate of the cost being annexed. If the Postmaster

General is of opinion that the articles are necessary, he will consider whether it would be advantageous to authorize the officers submitting the application to make up the articles required, agreeably to the estimate forwarded, or to arrange for their being made elsewhere and order accordingly. For places in the vicinity of Allyghur, articles of furniture can conveniently be obtained from the Postal Workshop at that place, and in the case of small articles, such as portable letter boxes, this workshop may conveniently be resorted to over a larger area.

Furniture to be cleaned daily.

58. A postmaster should see that all the furniture in the office is cleaned daily, not misused, and carefully kept. He will be responsible for, and be called on to make good, any articles detected by the inspector, when making an inspection of the office, to be lost or injured by carelessness.

SECTION V.

GREEN TWINE.

59. Green twine for binding registered letters will be supplied by the Superintendent of Stationery. Indents for the quantity required for use in the post offices of each circle will be prepared by the several Postmasters General. On an average two feet of twine is sufficient for a letter, and the quantity required in each post office may be ascertained by allowing this quantity for the number of letters registered in it. The indents will be forwarded by the Postmaster General to the Director General's office before the 1st January of each year. After examination, the Director General will forward the indents to the Superintendent of Stationery for compliance, and the twine will be forwarded by him to the several central depôts, from which it will be issued to the several post offices concerned in parcels on postal service, and the acknowledgments of the postmasters and deputy postmasters to whom it is supplied obtained.

CHAPTER IX.

SUPPLY OF FORMS, LABELS, AND ENVELOPES.

Forms from whence supplied.

1. The forms required in post offices in Bengal, the travelling post office on the East Indian Railway, and Burmah, are supplied by the Superintendent of Government Printing, or by the Jail Press, Calcutta. Forms required in the Bombay, Central Provinces, and Sind Circles, are printed in the Postal Printing Press in Bombay. The Postmasters General of other circles make arrangements for the printing of forms under contract with the sanction of the Director General; the Oude and Rajpootana circles being supplied under the contract for the North-Western Provinces.

Binding of Books.

2. Expensive binding for books should be avoided; except for cash books or other records of a permanent nature, kharwa cloth covers will answer every purpose.

Forms to be uniform, and use of unauthorised Forms prohibited.

3. It is essential that all the forms used in post offices throughout India be printed on paper of uniform size,* that they have the same columns, and that the width of the several columns be uniform. A set of specimen forms will be supplied by the Director General to each Postmaster General, and he will observe that the forms issued by him correspond to them. In some forms, including most of those designed for branch offices, the headings, &c., must be printed in the vernacular as well as in English. The introduction of forms other than those authorised by the Director General, except forms prepared for some special and temporary purpose, is strictly prohibited. If the Postmaster General considers the adoption of an unauthorised form to be necessary, he will address the Director General stating the object of and necessity for the new form, and obtain sanction before its use is prescribed.

Supply to be kept in the Central Depôt and issued on Indents.

4. A supply of books and forms will be kept in the central depôt at the head quarters station of each Postmaster General. Independent postmasters will submit indents (Form IX 1) for the forms and books

---

* Transit chalans (parcel and bullock train) may, when supplied to offices from which few parcels or packages are despatched, be only half or two-thirds as long as those supplied to the larger offices.

required for their offices. Inspectors will submit indents for the forms and books required in all the offices under their control. The indents must be submitted half-yearly on the 1st January and 1st July.

Examination of Indents.

5. The indent will show the number of each description of forms required for use during six months. It will show the number remaining in store, (to fill in this column the stock in hand should be carefully counted,) and it will show the number of forms of each kind required on that indent. The knowledge possessed of the importance of an office, the transit lists, (Forms I 2 and II 15), and the indents of previous half-years, will enable the central depôt to check the requirements made for forms and to correct superfluous indents; this should be attentively and jealously done, because the tendency generally is to ask for more forms and books than are actually necessary, and to waste, and misuse them when they are obtained.

Despatch of Forms.

6. When the indents have been carefully checked, and such corrections or reductions as may be necessary made, the number of forms and books to be supplied to each post office, as passed by the Postmaster General, should be sent direct to each office, a memorandum of the forms and books being forwarded to each postmaster or deputy postmaster, and his acknowledgment obtained on it. Packets containing forms and books should be forwarded as postal parcels.

Supply of Forms appertaining to Accounts.

7. All the forms appertaining to accounts, Chapter X, will be printed in Calcutta, under the supervision of the Compiler, and will be supplied by him to the several central depôts on indents made by Postmasters General. This arrangement is based on the necessity of having the account forms printed in the same style, and on the fact that many of the forms involve difficult printing.

Labels and Envelopes.

8. As printed labels and envelopes are now for the first time to be brought into use, a few remarks respecting them will be made.

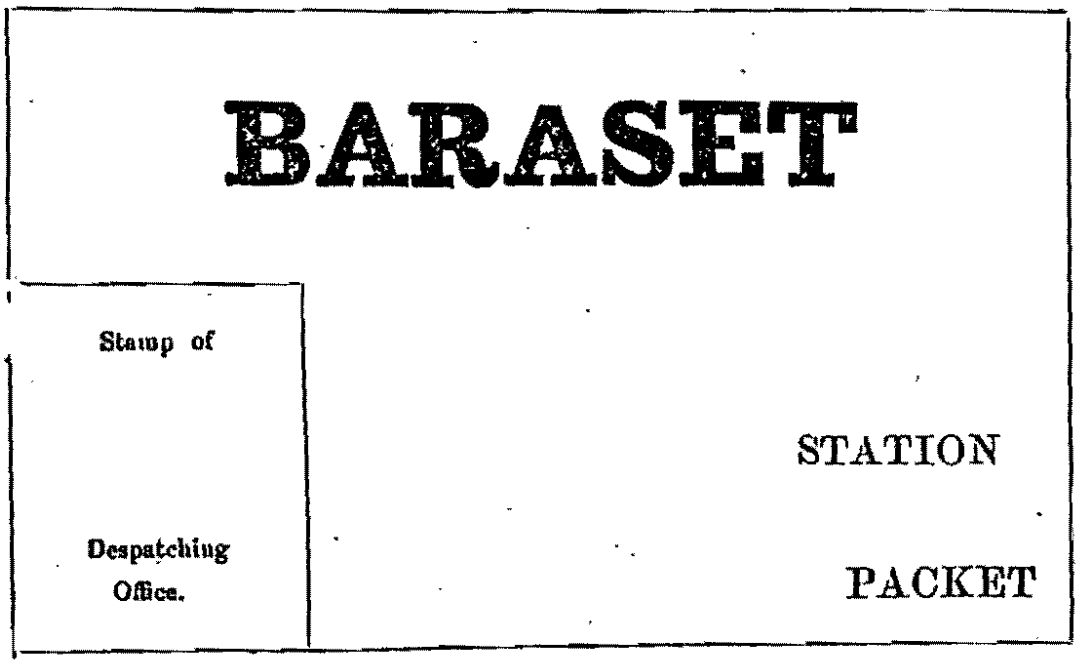
Labels.

9. In order to lessen the chance of missending packets, transit bags and parcel bags, owing to imperfection or indistinctness of address, printed labels are issued for use. The Postmaster General will be guided by the transit list (Forms I 2 and II 15) of each post office in supplying it with labels. The labels may be printed on sheets, each sheet containing a number of labels bearing the name of the same post town. A label should

have the name of the post office of address very distinctly printed in block type. The nature of the contents of the bag or packet it is to be used on should be indicated by the words—

Station Packets (printed in black).
Sorting Packet (printed in red).
Transit Bag (printed in black).
Parcel Bag (printed in black on yellow paper).

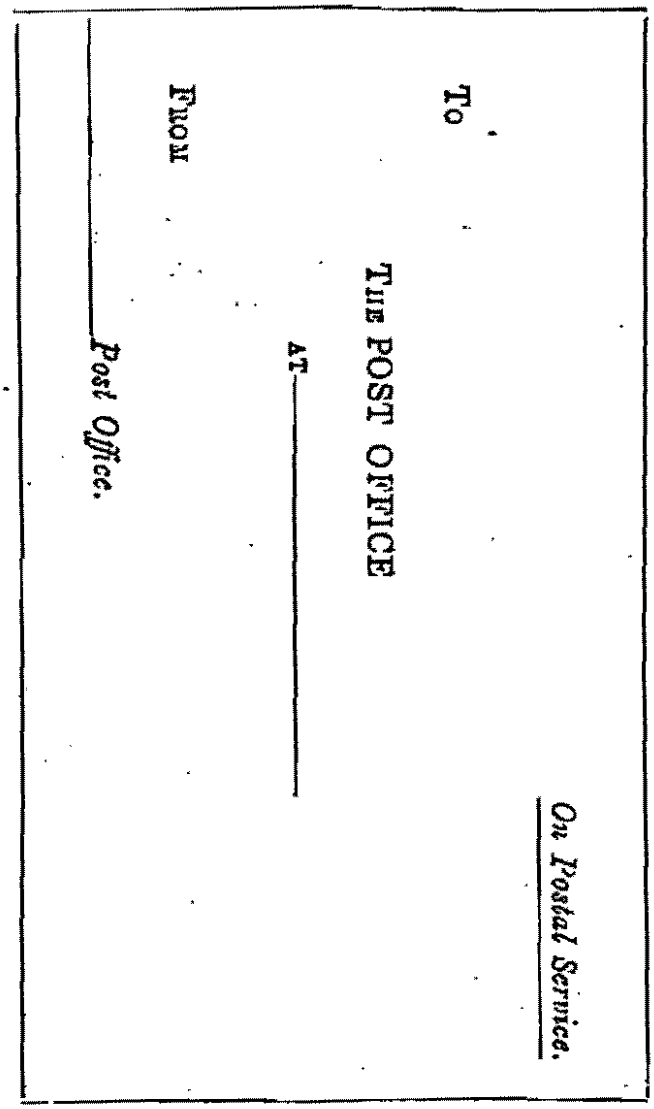
The labels put on bags and packets addressed to sections of the travelling post office will be printed in red, and will have the words "Up Train" or "Down Train," and will be used as necessity requires. The dimensions of a label should be 4 inches long by 2¼ broad. A specimen is given below :—



Manner of using Labels.

10. The round dated stamp should be impressed on the left hand lower corner of the labels used each day, the labels required for bags should be pasted on pieces of wood, or cloth paper, and when used should be securely tied to the necks of the bags, as has already been described in Chapter VIII in the section on bags. Labels are not necessary for bags exchanged between a head office and the branch offices subordinate to it, the bags used for this purpose having, as described under the section bags, the names of the head office and the branch office printed, one above the other, on the outside of the bag.

Envelopes.



11. In order to secure the correct conveyance of documents, such as lower portions of chalans, registered letter receipts, parcel chalans, &c., when they have to pass through a sorting office (*i. e.*, when they are not sent in a station packet), postmasters and deputy postmasters are supplied with envelopes, (*vide* specimen in the margin), and it should be strictly enjoined that all such documents be placed in one envelope addressed to the post office of destination. It will not be necessary to use envelopes in cases where direct packets are exchanged.

Size of Envelopes.

12. The size of envelope should not be more than $7\frac{1}{2}'' \times 3''$. One sheet of ordinary sized Serampore paper will make eight envelopes. They should be printed on sheets of paper, the work of cutting them out and pasting them up will be done in the post offices to which they are supplied.

Envelopes addressed to Compiler's Office.

13. Envelopes for documents transmitted to the Compiler's office will be supplied to every disbursing and non-disbursing post office in India; they will be made of yellow paper, and be of sizes adapted to the requirements of the several classes of post offices. To distinguish the covers containing documents for the two branches of the Compiler's office, the words—

"For the Account and Audit Branch,"
"For the Check Branch,"

will be printed on the upper left hand corner of the envelopes.

Supply of Envelopes.

14. The envelopes required will be included in the half-yearly indent for forms. The Postmasters General will be careful to see that the number of envelopes asked for is not excessive. Postmasters and deputy postmasters should be held responsible that they are not used for any other purpose than that for which they are supplied. Inspectors should not use them for the correspondence of their offices.

Stock Register of Forms.

15. The clerk who is entrusted with the care and issue of forms in the central depôt, will keep a stock register (Form IX 2), in which he will enter all the forms received from the press and those issued to post offices; one sheet of this register will be assigned to the account of each description of form. The stock in hand should be periodically counted by some responsible officer, and the balances shown in the stock register checked.

CHAPTER X.

ACCOUNTS.

Division of Post Offices.

1. For convenience in the adjustment of accounts, the post offices in India are divided into the following classes:—

(1). Branch post offices.
(2). Non-disbursing post offices.
(3). Disbursing post offices.

A Branch Post Office.

2. A branch post office is attached to and forms part of the subordinate delivery of a head office. The head office may either be a disbursing post office or a non-disbursing post office. A branch post office delivers to the addressees, and collects postage due on covers which have been charged against the head office. A branch post office renders an account daily on the back of the chalan (Form V 1), which it returns to the head office. The collections of postage and the remittances to the head office are recorded in the remittance book (Form V 6), which is sent in original at the end of every month to the head office.

A Non-disbursing Post Office.

3. A non-disbursing post office is subordinate to a disbursing post office; it collects and accounts for postage due on covers charged against it, the vouchers, *i. e.*, the chalans, claim bills, &c., being forwarded daily, and the indices, &c., at the end of each month, to the check branch of the Compiler's office. The only account book kept in a non-disbursing post office is the peon's book, (Form I 8 a,) which will be subsequently described. At the end of each month it submits the monthly abstract of postage account (Form X 3) to the disbursing post office, there to be incorporated in the general account current (Form X 1) of that office.

A Disbursing Post Office.

4. A disbursing post office is the office of account for all the postal establishments attached to it. It collects and accounts for postage due on covers charged against it, the vouchers, *i. e.*, the chalans, claim bills, &c., being forwarded daily, and the indices, &c., at the end of each month, to the check branch of the Compiler's office. It incorporates the accounts of postage collections of all the non-disbursing post offices subordinate to it in its general monthly account current. It prepares bills for the salaries of its own establishment and the establishment employed in non-disbursing and branch post offices, and on mail lines attached to it. It obtains advances of money to pay these bills, and also to pay the bills of other officials of the Department, the adjustment of which it is found convenient to assign to it. It is the medium of

communication between the audit branch of the Compiler's office and the officials who prepare these bills regarding retrenchments from them.

Accounts rendered and money drawn from Treasuries by Disbursing Postmasters only.

5. Accounts current are rendered to the Compiler only by disbursing postmasters; they are the only officers authorized to have monetary transactions with treasuries, except that subordinate deputy postmasters are permitted to pay in collections to tehseel and other treasuries.

Disallowments of Check Branch, Compiler's office.

6. When mistakes are detected in the check branch of the Compiler's office, notices of disallowments will be issued to disbursing and non-disbursing post offices. Disallowments in the dead letter office will be noted on the dead letter bills returned. These must immediately on receipt be entered in the abstract of the postage account in the peon's book (Form I 8), whether they can be satisfactorily explained or otherwise. If a postmaster or deputy postmaster can satisfactorily explain a disallowment, he will be furnished with authority from the Compiler to charge the amount of the disallowment subsequently explained in the account for the following month.

The Peon's Book.

7. The account of postage due on covers received in disbursing and non-disbursing post offices, is kept in the peon's book (Form I 8 and I 8a), which comprises—

(1).—The daily postage account.
(2).—The account of postage on articles in deposit.
(3).—The abstract of the postage account.

The Daily Postage Account in the Peon's Book.

8. The daily postage account is a detail of the distribution of the postage due on mails received, the totals always agreeing with the daily totals of the letter and parcel receipt registers (Forms I 7 and II 4). It also includes the postage due on covers delivered from deposit. The postage due on covers returned as undeliverable by peons is deducted, and the balance is the amount of postage which each peon has to pay into the office. To the amount of postage collected by peons is added the amount received from the subordinate delivery, and also the amounts credited on account of disallowments by the dead letter office and by the check branch of the Compiler's office; the total shows the net cash collections of the day.

The Deposit Account in the Peon's Book.

9. All the covers which cannot be disposed of when the mails are distributed in the delivery made by peons attached to the post office, are

placed in deposit. The covers returned by the peons and also by the subordinate delivery as undeliverable, are also placed in deposit. The postage due on these covers is added to the balance of the previous day (if there be any) of the deposit account. Covers are issued from deposit

(1).—By redirection to other post offices.
(2).—By being given to peons for delivery.
(3).—By being sent to the subordinate delivery.
(4).—By being sent to the dead letter office.

The postage due on covers so disposed of each day being added together, and the total deducted from the total of postage due on covers received into deposit as described above, the balance represents the postage due on covers remaining in deposit that day.

The Abstract of Postage Account in the Peon's Book.

10. The balances of the previous month of the deposit and subordinate delivery accounts are brought forward in the abstract of the postage account. The total amount of postage due on covers received from the 1st of the month to the date on which the account is made up, and the total of the disallowments of the dead letter office and the check branch of the Compiler's office, are also entered, and a total is made. This total represents the liability for postage of the office. The deductions admitted are—

(1).—For postage due on covers redirected from 1st of the month to the date on which the account is made up.
(2).—For postage due on covers sent to the dead letter office.
(3).—For postage due from the subordinate delivery.
(4).—For postage due on covers in deposit.

These items being added together, and the amount deducted from the total above described, the balance represents the cash collected for postage from the 1st of the month to the date on which the account is made up, and corresponds with the general total of the daily postage account.

Preparation of the Deposit and Abstract of Postage Accounts.

11. The items in the deposit account and the abstract of the postage account, are taken from other accounts and registers; references indicating where each item is taken from, and with which each corresponds or agrees, are given in the form of the peon's book (Form I 8), and in making up the accounts care should be taken that they correspond with the items in those accounts and registers.

Form of Peon's Book for Non-disbursing Post Offices.

12. In the form of peon's book (Form I 8 a) to be used in non-disbursing post offices, lines are added in the abstract of the postage account for entry of remittances of cash to the treasury, and for the balance of the cash remaining in hand; it is, therefore, a complete record of all the cash transactions of the office.

Remittances of Revenue to the Treasury from Non-disbursing Post Offices.

13. Remittances of revenue should be made to the treasury from non-disbursing post offices as frequently as is necessary; the balance of cash retained should never exceed Rs. 50. When money is sent to the treasury, the memorandum of remittances (Form X 15) with the amount remitted entered in it, should accompany it; the acknowledgment of the treasury officer will be given in this book. At the end of the month a total will be made in the memorandum of remittance, and a receipt (Form X 15 a) for the total amount paid during the month, will be obtained from the treasury officer and attached to the copy of the abstract of postage sent to the disbursing post office.

Disposal of postage collections when a Treasury is not at hand.

14. When there is no tehseel or local treasury within convenient distance of a branch or non-disbursing post office, the deputy postmaster may be permitted to retain the postage collections for a month, intimating having done so when submitting the remittance book (Form V 6) or the monthly abstract (Form X 3); the amount will be shown as cash balance in the general account current of the disbursing post office (Form X 1). The postmaster of the disbursing post office will deduct a similar amount, or as much of it as will be available from the pay of the establishment of the post office, or an adjoining mail line, and pay it into the treasury as the revenue of the post office concerned, authorising the deputy postmaster to disburse the amount in deposit with him in payment of salaries. Any difference in the amount of postage collected and the salaries to be paid, will be adjusted by cash remittances by the hand of an overseer or a peon, or in the mail bag made up in a securely sealed parcel. Such an arrangement will facilitate the payment of salaries to subordinate establishments, and at the same time avoid or diminish the risk attendant on the conveyance of coin by post. Whenever it is considered necessary to adopt the plan described above, a full report describing the locality of the branch or non-disbursing post office, must be made by the inspector of the division to the Postmaster-General, and his sanction obtained; a copy of the Postmaster General's order should be forwarded to the Compiler for information.

Cash Book to be kept in Non-disbursing Post Offices which are also Bullock Train Agencies.

15. In non-disbursing post offices which are also bullock train or passenger service agencies, it will be necessary to keep a cash book (Form X 2), the collections of revenue being entered in the appropriate columns on the debtor side, and the remittances to the treasury on the creditor side; the balance will comprise the net cash in the hands of the deputy postmaster.

The Cash Book.

16. In disbursing post offices it is necessary to keep a cash book (Form X 2). The total postage collected each day (*vide* the daily postage account in the peon's book), will be entered in the appropriate column of the cash book.

Daily Abstract of Bullock Train transactions.

17. In post offices which are also bullock train agencies, the accounts of the bullock train will be kept in the form of daily abstract of bullock train transactions (Form H 1). The net collections of each day as shown in this account, should be transferred to the cash book. The total made at the end of each month in the cash book, will agree with the net collections for the entire month as shown in the monthly abstract of bullock train transactions. (Form X 3 a.)

Daily Abstract of Passenger Service Fares.

18. In post offices where fares are realized from the passenger service or Punjab military van dâk, the account will be kept in the form of daily abstract of passenger service fares (Form G 1); the net collections of each day will be similarly transferred to the cash book, and the total made at the end of the month will similarly agree with the net collections for the entire month as shown in the monthly abstract of passenger service fares, (Form X 3 b.)

Miscellaneous collections.

19. Miscellaneous cash receipts, such as sale proceeds of waste paper, unserviceable articles of stock, value of stamps found in the letter box, fees for window delivery tickets, &c., will be entered in the cash book as they are received, a detail of each item being written in the appropriate column.

Total of revenue to be made in the Cash Book.

20. The items described in the preceding paragraphs, *i. e.*, the postage, the bullock train, and the passenger service collections, and the miscellaneous receipts, should be added together, and the total entered in the column provided for it in the cash book. This total will represent the revenue of the office for that day.

Sums drawn from the Treasury to be entered in the Cash Book.

21. Amounts drawn from the treasury, in the manner hereinafter explained, for the payment of salary and contingent bills, the preparation of which will be subsequently adverted to, will be credited in the cash book, and a total carried into the appropriate column.

Grand total of the debtor side of the Cash Book.

22. The cash balance of the preceding day, the total of the revenue in column 6, and the total receipts from the treasury in column 9 being added together, the grand total of the debtor side of the cash book will be made.

All revenue to be paid to the Treasury.

23. It is a strict rule that all sums collected as revenue be paid into the treasury to credit of the Department. Such money is on no account to be used for the payment of salaries and contingent charges, except in such a case as is described in paragraph 14; only refunds ordered by a Postmaster General, the Director General, or the Compiler, may be paid from revenue collected.

Manner of making remittances to the Treasury from Disbursing Post Offices.

24. Remittances of revenue should be made to the treasury from disbursing post offices as frequently as possible, or even daily if necessary; the balance of cash retained should never exceed rupees one hundred. When money is sent to the treasury, it should be accompanied by the treasury remittance book (Form X 14), the amount remitted being entered, and the receipt of the treasury officer obtained in this book. The amount remitted should be entered in the cash book.

Payments to Tehseel Treasuries.

25. Payments made to tehseel treasuries by branch post offices for which the treasury officer's receipt is received, will be entered in the next column of remittances in the cash book; the two entries of remittances will be added together and a total made.

Refunds.

26. Refunds of postage erroneously realized from addressees ordered by the Postmaster General, refunds of disallowments made by the dead letter office and the check branch of the Compiler's office, subsequently explained, and for payment of which authority has been received, will be disbursed from revenue collected and entered in the cash book, a detail of each entry being written in the appropriate column.

Money drawn for salary or contingent charges.

27. Monies drawn from the treasury on account of salary and contingent bills, will, whether they appertain to the office or are drawn for any officer of the department, be transferred to debit of the account of distribution of salaries and contingencies (Form X 7), the amount being entered in the cash book, as disbursed in full; the amount of the salary and contingent bills will be added together.

Balance and final closing of the Cash Book.

28. The amounts in columns 14, 15, and 18 being added together, and the total deducted from the grand total of the debtor side, will indicate the balance of cash in hand. The amount should be entered in column 20, and the cash account finally closed by a grand total being made.

Preparation of the Cash Book.

29. The cash book must be written by the postmaster himself; erasures must on no account be made, errors being rectified by the wrong figures

being scored across, and correct figures written in red ink. The account must invariably be completed before the office closes for the day, and signed by the postmaster in verification of its correctness.

Closing of the Cash Book at the end of the month.

30. At the end of the month the cash book should be closed by having the several columns added up; the totals of columns 4, 4a, and 4b of cash collections will agree with the respective monthly abstracts (Forms X 3, X 3a, and X3b); the total of the columns 7 and 8 of advances drawn from the treasury will agree with the treasury remittance book (Form X 14). The total of the columns 12 and 13 of payments to the treasury will also agree with the treasury remittance book (Form X 14). The total of the columns of salary disbursed will agree with the total of the account of distribution of salaries, &c. (Form X 7).

Transfer entries.

31. Transactions adjusted by transfer entries, such as fines and savings, subscription to the Post Office guarantee fund, bills for service, hire, &c., are not entered in the cash book; the necessary entries are made in the monthly account current only.

The Treasury Remittance Book.

32. It should be clearly understood that money paid into a treasury as revenue of the department, and money drawn from the treasury to liquidate charges, are directly credited and debited to the Postal Department in the accounts of the treasury; it is, therefore, necessary that such transactions be distinctly declared at the time they occur. To obtain this object all transactions with the treasury, whether in paying in revenue or drawing advances, should be entered in a treasury remittance book (Form X 14), each item being certified by the initials of both the postmaster and the treasury officer. At the end of the month totals should be made on either side of the book, the amount being written both in figures and letters; the signature of both the treasury officer and the postmaster should be attached. A copy of the book should be made by the postmaster; in column 2 ("Detail of Remittances") will be entered the names of the post offices which have made payments to treasuries, with the total amounts paid by each entered in lump sums. The entries of advances drawn from the treasury in columns 6 to 16 will be copied in full detail. The columns on either side will be totalled. The postmaster will sign it himself and obtain the signature of the treasury officer in testimony of the transactions therein detailed being in accordance with the entries in the account current of the treasury; this copy (Form X 14a) will be attached to the account current (Form X 1) rendered by the postmaster to the Compiler. Consolidated receipts for payment made by subordinate non-disbursing offices in other districts, must be obtained from the officers in charge of the treasuries of those districts in Form X 14 a, the columns 1 to 5 only being filled up.

CHAPTER X.—ACCOUNTS.

Manner of liquidating and adjusting charges.

33. The charges of the Postal Department are liquidated by monies drawn from treasuries on presentation of bills, and are adjusted by the bills being audited by the Compiler of postal accounts.

Description of Bills.

34. The following is a description of the several bills prepared :—

Detail of bills.	By whom prepared.	Countersigning authority.
Post office pay abstracts, which include all office charges as well as pay of hurkaras	Disbursing Postmaster ...	Nil.
Travelling post office establishments	Inspectors. Or, in the case of the East Indian Railway, by the Chief Inspector ...	Nil.
Pay abstracts of mail cart passenger service and bullock train establishments	Superintendent ...	Nil.
Pay abstracts of Inspectors ...	Inspectors	Nil.
Pay abstract of Sub-Inspectors ...	Sub-Inspectors ...	Nil.
Pay abstract of Compilor and of the establishment of the Compiler's office	Compiler	Director General.
Pay abstract of the Director General and of the establishment of the Director General's office...	Director General ...	Nil.
Pay abstract of the Deputy Director Geueral	Deputy Director General	Nil.
Pay abstract of the Postmaster General and the establishment of the Postmaster General's office	Postmaster General ..	Nil.
Post office contingent bills ...	Disbursing Postmasters...	Postmaster General up to Rs. 500. Director General up to Rs. 2,500.
Mail cart passenger service and bullock train contingent bills ...	Superintendents ...	Postmaster General.
Contingent bills of the Director General's office	Director General ...	Nil.

CHAPTER X.—ACCOUNTS.

Detail of bills.	By whom prepared.	Countersigning authority.
Contingent bills of the Compiler's or Postmaster General's offices ...	Compiler and Postmaster General	Director General.
Pay of experimental establishments	Disbursing Postmasters...	Postmaster General for six months only.
Travelling allowance bill of Inspectors and Sub-Inspectors ...	Inspector and Sub-Inspector	Postmaster General. Amount not to exceed limit fixed for the year, except on special certificate.
Travelling allowance bills of Postmasters General	Postmaster General ...	Director General.
Travelling allowance bills of Postmasters, Deputy Postmasters, and Clerks when transferred from one office to another ...	Disbursing Postmaster...	Postmaster General.
Transit pay bill of Postmasters, Deputy Postmasters, and Clerks when transferred	Disbursing Postmaster...	Ditto ditto.
Transit pay bills of other offices ...	By the officers drawing the pay	Nil.
Contingent bills for monsoon charges on runners' lines ...	By Disbursing Postmaster	Postmaster General within limits sanctioned each year by the Director General.
Contingent bills for monsoon charges on mail cart, passenger service and bullock train lines	Superintendents ...	Postmaster General within limits of amount sanctioned each year by Director General.
Bills for construction of runners' huts	Disbursing Postmasters...	Postmaster General within limit of amount sanctioned by the Director General.
Bills for construction and repair of minor post offices by departmental agency	Disbursing Postmaster ...	Postmaster General within limits of amount sanctioned by the Director General.
Bills for construction of mail carts, passenger service carriages and bullock train carts or wagons ...	Superintendents ...	Postmaster General within limits of amount sanctioned annually by the Director General.

Powers of Officers in sanctioning charges.

35. All permanent charges require the authority of the Government of India. Experimental establishments may be sanctioned by the Director General for six months only. Contingent charges of the post office up to a limit of Rs. 10 may be sanctioned by an inspector or independent postmaster; up to a limit of Rs. 500 by a Postmaster General; and up to a limit of Rs. 2,500 by the Director General. The same rules apply in respect to the bullock train and the passenger service, except that the limit placed on the Director General's powers does not apply in these cases. The Director General may sanction charges for construction of vehicles without any limit of amount, provided money is available in the bullock train and passenger service funds.

Instructions for preparation of Pay Abstracts and Contingent Bills.

36. Pay abstracts and ordinary contingent bills should be prepared on the 1st of each month, the former being presented to the treasury for payment, and the latter forwarded for countersignature to the Postmaster General's office. The preparation of more than one pay abstract or one contingent bill in a post office for each month is objectionable and should always, if possible, be avoided. Other bills should be prepared as soon as the items charged in them can be adjusted. Copies of all bills prepared should be kept in a book.

Further instructions.

37. In preparing bills the authority on which the charges are incurred must be quoted. Items of income tax, subscription to funds, fines and savings, &c., must be deducted. The amount of previous errors and retrenchments ordered by the Compiler must also be adjusted by deductions from bills before they are presented for payment to the treasury, the net amount only being drawn. Payment into the treasury of recoveries on account of previous errors or disallowed items is strictly prohibited; such amounts must always be used in diminution of subsequent bills before they are presented for payment. Bills must always be prepared in duplicate.

Countersignature of Contingent Bills.

38. Contingent bills requiring the countersignature of a superior officer will be forwarded to him by the officer who prepares them in duplicate; both copies of the bills will after countersignature be returned to the office from which they are received.

Classification of items of charge.

39. The items charged in bills should be very carefully classified agreeably to the detail printed on the back of them. Errors in classification cause much inconvenience in adjustment of the items in the Compiler's office and they should be avoided as much as possible.

Officer by whom money is to be drawn from the Treasury.

40. Bills drawn by disbursing postmasters will by them be presented for payment to the treasury. Bills drawn by other officers will be made over to the local disbursing postmaster, who will obtain money for them from the treasury and make it over to the drawer.

Manner of obtaining money from the Treasury.

41. When application is made to the treasury for money in payment of bills, a description of the bills will be entered in the treasury remittance book (Form X 14), the entry being attested by the initials of the postmaster. The bills prepared in duplicate will be presented at the treasury with this book. The treasury officer will retain the duplicate copies as vouchers for payment; he will write on the original bills the amounts paid and sign them, returning them to the postmaster: he will attach his initials to the entry in the treasury remittance book.

Original Bills to be forwarded to the Compiler.

42. Immediately payment for bills is obtained from the treasury officer, the original copy, with the treasury officer's note of payment recorded on it, should be forwarded to the Compiler's office for examination and audit. The note made by the treasury officer should be entered on the office copies of the bills.

Entries in the Cash Book.

43. The full amount received from the treasury for all bills will be credited in the cash book (Form X 2); the full amount will also be charged *per contra* as disbursed and entered in the account of distribution of salaries and contingent charges (Form X 7). A detail of payments made will be entered in the memorandum of particulars of distribution at foot of the account, receipts being obtained for every payment in the (Forms X 7a or X 8). A similar account of distribution of salaries must be kept by superintendents and inspectors in charge of travelling post office establishments.

Advances to meet special charges.

44. Advances may also be drawn from the treasury to meet special charges, *e. g.*, charges for building new post offices, or for repair of post office buildings, construction of vehicles or harness for the mail cart establishment, passenger service or bullock train, monsoon charges, &c. Funds will be made available for such advances by letters of credit specially issued from the Director General's office. The entire amount sanctioned need not be drawn at one time, but in convenient instalments, as the money is required. The greatest care must be taken that the total amount drawn does not exceed actual expenditure for which bills can be submitted. In applying for advances of this nature, the amount should be entered in the treasury remittance book (Form X 14) and a receipt (Form X 16), prepared in duplicate, presented with it at the treasury officer in paying the amount will attach his

initials to the entry in the remittance book, write the amount paid across the original copy of the receipt and return it to the postmaster, retaining the duplicate copy as a voucher for the payment.

Entries in the Cash Book of advances drawn on receipts.

45. Advances drawn from the treasury on presentation of receipts, will be entered in the cash book (Form X 2) in the column for contingencies, also at once entered *per contra* as disbursed in full and transferred to debit of the account of distribution of salaries and contingencies (Form X 7).

Advances for work not completed.

46. Until the work for which an advance is sanctioned is completed, a bill cannot be prepared for it; therefore, when preparing the account current (Form X 1) for the Compiler the sums received from the treasury must be held as advances recoverable, and charged under that head. When the work is finished, the balance required to complete the amount actually expended should be drawn on similar duplicate receipts and a bill prepared and forwarded to the Postmaster General for countersignature; duplicate bills will not be required. When returned countersigned, the bill will be forwarded to the Compiler's office for audit; the amount of the bill will be debited in the account current to the head to which the charge appertains, credit being taken *per contra* for the amount, and the account of advances recoverable reduced accordingly.

Adjustment of sums overdrawn.

47. In case the advances drawn amount to more than actual expenditure for which a bill can be prepared, the balance overdrawn may be adjusted by drawing less from the treasury on any subsequent contingent bill. If care be taken such instances will rarely or ever occur; when they do occur the Compiler will call on the officer concerned for explanation, and if the reply is not satisfactory, he will bring the matter to the notice of the Postmaster General for such orders as may be deemed necessary.

Responsibility of an Officer drawing advances held as advances recoverable.

48. The advances drawn from the treasury and held under advances recoverable, will be at the personal debit of the officer by whom the money was expended until adjustment is effected. Therefore it will not only be the duty but the interest of the officer concerned to effect adjustment as speedily as practicable. The Compiler will notice instances of delay in adjustment and report to the Postmaster General, or in cases where such a course may be called for, the Compiler will desire the treasury officer to make deductions in adjustment from the salary bills of the responsible officer.

Sums returned as savings or salary unpaid.

49. Sums returned by overseers or by subordinate deputy postmasters as savings or as salary or other charges which from any cause could not be distributed, will be entered in the appropriate column of the memorandum of particulars of distribution (Form X 7); the amount returned will be deducted from the amount originally issued for distribution, the balance being carried into the column of actual payment. The total of this last column will be entered in the account of distribution of salaries, &c. (Form X 7), and deducted from the sums obtained from the treasury on bills. The balance will represent the items of unpaid salary or other charges remaining in deposit in the office.

Disposal of items in deposit.

50. The items of unpaid salaries or other charges in deposit will be cleared off either by payment of those sums for which claimants come forward, or by being used in diminution of subsequent bills. In the former case, a detail will be entered in the memorandum of particulars of distribution.

Memorandum of the Deposit Account to be prepared for the Compiler.

51. A detailed memorandum (Form X 6) of the items in deposit prepared in *plus* and *minus* form, must each month be submitted to the Compiler. The balance of the previous month will be brought forward, the items placed in deposit during the month will be detailed, and the total of them added to the balance; the sums paid, or deducted from the amount of bills will also be detailed, and the total of them deducted. The balance will be the amount remaining in deposit and should always agree with the balance shown in the account of distribution of salaries, &c. (Form X 7). A full detail of the items remaining in deposit, with remarks stating the reasons for the non-disbursement of each, must be written at foot of the memorandum. A similar memorandum should be prepared, each month, by superintendents and inspectors who distribute the salaries of the establishment in a travelling post office, and forwarded monthly to the Compiler's office.

Early adjustment of items in deposit.

52. Endeavours should be earnestly made to distribute all sums drawn on bills from the treasury as early as practicable, and to adjust, by payment or by deduction from subsequent bills, items remaining in deposit in order that the balance of the deposit account should always be as small as possible. The Compiler will observe when items are retained in deposit for a lengthened period and call on the postmasters concerned for explanation, adopting such means for early adjustment as may be necessary. Postmasters will be held personally responsible for the safe custody of monies remaining in deposit with them. In the case of the more important post offices, agencies of the Banks of Bengal,

Bombay and Madras will be available, and all amounts of salary or charges which cannot at once be disbursed or adjusted should be placed in them, as a floating deposit, to be drawn on by the postmaster when necessary.

Acquittance Rolls.

53. The correct preparation of acquittance rolls (Form X 7a) for salaries distributed is an important duty, the officer who draws the bill in which the salaries disbursed are charged, will be responsible for the preparation of the acquittance roll. The name of every employé to whom pay is given, should be entered in the acquittance roll, and his acknowledgment obtained opposite to the entry. The acquittance roll when fully completed, should be totalled, the total agreeing with the particulars of distribution (Form X 7); it should be signed by the officer who prepares it.

Acquittance Rolls of Subordinate Post Offices.

54. Acquittance rolls for salaries paid to the establishments employed in subordinate, non-disbursing and branch post offices, will be prepared in the disbursing office, a separate sheet being made for each office. The deputy postmasters will be responsible that salaries are correctly distributed, and that the acquittance rolls are properly completed by the acknowledgment of every man paid being affixed to them, and sent in without delay to the disbursing post office.

Acquittance Rolls of Road Establishments.

55. The acquittance rolls (Form X 7a) for salaries distributed to runners, banghy burdars, boatmen, &c., will be prepared by the overseers in charge of the several lines and made over to the disbursing postmaster in whose bills the salaries have been drawn. He will be responsible that they are properly prepared.

Filing of Acquittance Rolls.

56. The several acquittance rolls for the month being fully completed and compared with the entries in the account of distribution of salaries, &c. (Form X 7), will have dockets written on them denoting the offices or lines and the months to which they appertain; they will then be filed for record, care being taken that they are placed in a secure almirah. When an inspector visits a post office he should examine the acquittance rolls, and see that they correspond with the account of distribution of salaries, &c. (Form X 7), that they are cleanly prepared, and that the acknowledgment of every man paid is on them.

Acquittance Rolls for the month of December.

57. Special care must be taken in preparing the acquittance rolls for salaries for December of each year distributed in the month of January. After very careful examination they should be forwarded to the

Compiler's office, attached to the pay abstracts for January. After examination they will be filed in the Compiler's office and will furnish valuable information in cases of application for pension, or gratuity, or when enquiry regarding the antecedents of an employé is made.

Monthly Account Current.

58. The account current (Form X 1) prepared monthly in a disbursing post office for submission to the Compiler of postal accounts, is an embodiment of the cash transactions of that office, and also of non-disbursing post offices subordinate to it. Transactions adjusted by transfer entries, such as recoveries of fines, savings, adjustment of previous advances, or Compiler's retrenchments, recoveries on account of income tax and subscription to funds, amounts of service hire bills of the bullock train and passenger service which do not appear in the daily cash book (Form X 2), are detailed under the classified heads of charge in the account current.

Non-disbursing Post Offices to submit Monthly Abstracts.

59. Non-disbursing post offices do not prepare accounts current (Form X 1). The daily abstracts of the postage, bullock train and passenger service (Forms I 8 a, H 1, G 1), should be closed on the last day of the month, the monthly abstracts (Forms X3, X3a, X3b) should be prepared from them, and they should be despatched the same evening to the disbursing post office.

When Monthly Abstracts are delayed.

60. If the monthly abstracts of a non-disbursing office are delayed beyond the 4th of the succeeding month, they will not be incorporated in the account current of the disbursing post office, and a report of the circumstance will be made by the disbursing postmaster to the Postmaster General and to the Compiler of postal accounts. In such cases the amount of the closing cash balance of the non-disbursing post office for the previous month, will be brought forward in the account current of the disbursing post office by being included in the opening cash balance, and will also form part of the closing balance, any remittances that may have been made will be held in abeyance, and the acknowledgment of the treasury officer will be so much in excess of the amount entered under "Payments to the Treasury". In the following month the transactions of the two months should each be separately shown in the monthly abstract and memorandum, and the excess acknowledgment of the previous month referred to as the voucher.

Vouchers to accompany Monthly Abstracts.

61. The monthly abstracts received from non-disbursing post offices, will be accompanied by the following vouchers :—

Acknowledgments for payments made to the treasury.
Bills returned by the dead letter office during the month.

Notices of disallowment received from the check branch of the Compiler's office.

Advices of audit of service hire bills.

Bills for service hire accompanied by the requisitions for conveyance charged in them.

Orders for refund by the Postmaster General or the Compiler, accompanied by payee's receipts.

Scrutiny of Abstracts.

62. The abstracts should be scrutinized before being incorporated in the account current, care being taken to observe—

A.—That the closing balance of the previous month is correctly brought forward.

B.—That retrenchments made by the dead letter office are shewn and accounted for.

C.—That retrenchments by the check branch of the Compiler's office are accounted for.

D.—That audits for service hire bills of the bullock train and passenger service are properly entered.

E.—That bills for service hire are correctly made out, and that the totals correspond with amounts shewn in the abstract.

F.—That the remittances correspond with amounts admitted by the district treasury.

G.—That refunds shewn in the bullock train and passenger service abstracts, are supported by the original refund orders of the Postmaster General or Compiler, and that payee's receipts for amounts deducted are attached.

Submission of Monthly Account Current.

63. The account current (Form X 1) of a disbursing post office must always be very carefully prepared and should be forwarded, before the 6th of the succeeding month, to the Compiler's office accompanied by all the vouchers appertaining to it. In case the acknowledgment of a treasury officer or any other voucher has not been received the account current must not be delayed for it, but forwarded on the prescribed date with a note that the voucher will be subsequently submitted.

Description of items in Monthly Account Current.

64. The several heads in the account current will now be described *seriatim.*

To Cash Balance of last month brought forward.

65. This item will correspond with the cash balance with which the previous month's account was closed. It comprises the cash balance of the disbursing post office and also of all the non-disbursing offices; a detail is written in the memorandum on the reverse.

To Postage Collections.

66. The abstract of postage collections of the disbursing post office and also of the several non-disbursing offices, is copied into the columns assigned to each office in the general abstract (Form X 3) which accompanies the account current. The net collections of each office will be entered in the memorandum on the reverse of the account current and the total entered in the body of it.

To Bullock Train Collections.

67. The credits to the bullock train fund are for cash collections and service hire bills audited. The abstracts of the several bullock train agencies (Form X 3a) will be similarly copied into the general abstract accompanying the account current. The net amount of cash collections of each office will be similarly transferred to the memorandum on the reverse of the account current and the net total amount of collections to the body of it. The amount of bills for service hire for which audit has been communicated by the Compiler to each office, will be entered in the memorandum on the reverse, and the total amount entered in the body of the account current, a debit being made *per contra* to the Military Department.

To Passenger Service Collections.

68. The transactions of the passenger service will be embodied in the general abstract (Form X 3b), in the memorandum on the reverse of the account current and in the account current itself, in exactly the same way as has been explained for the bullock train.

To Punjab Van Dâk.

69. In those offices which collect fares for the Punjab van dâk that head of account will take the place of the passenger service, the transactions being similarly accounted for.

To Miscellaneous Receipts.

70. These comprise sums received by sale of waste paper and unserviceable articles of stock, unclaimed property, value of stamps found in the letter-box, &c.; the amount will be taken from, and exactly agree with column 5 of miscellaneous receipts in the cash book.

To Advances from the Treasury.

71. Under this head will be written in detail the bills and receipts cashed at the treasury, the amounts being those shown as debitable to the post office in column 11 of the treasury remittance book. The total will always agree with the total of that column.

To Deductions from Bills.

72. Sums deducted from bills before they are cashed at the treasury, for fines, for savings, in adjustment of previous advances held as deposits of unpaid salary, or contingencies, or in adjustment of the Compiler's retrenchments, will be entered in detail under this head; the total will agree with columns 9 and 10 of the treasury remittance book.

By Payments to Treasury.

73. This item comprises the total amount paid into the several treasuries by the disbursing and non-disbursing post offices, as is detailed in the memorandum on the reverse of the account current. It will agree with the entries in column 3 of the treasury remittance book.

By Refunds.

74. Refunds of postage ordered by the Postmaster General, may be paid from post office revenue and will be taken from column 15 of the daily cash book.

By Post Office Charges.

75. Under this head will be detailed all the bills of fixed or fluctuating charges which are adjusted in the account current; they should each be described, and the full amount of each bill entered; the items will agree with the entries in column 8 of the treasury remittance book. The bills for fixed charges will be separately entered from those of fluctuating charges. Separation will also be made of the bills which exclusively appertain to the bullock train and Punjab van dâk, a separate total being made of each.

By Military Department.

76. The items for which audit has been communicated by the Compiler, entered *per contra* to credit of the bullock train and passenger service will be taken credit for as debitable to the Military Department.

By Advances Recoverable.

77. Items included in the account current for which the postmaster who prepares it is responsible, but which from any cause cannot at once be adjusted, will be placed under the head "Advances Recoverable," addition being made of the amount in the memorandum of advances recoverable on the reverse of the account current; the items will agree with individual items in column 8 of the treasury remittance book.

By Cash Balance.

78. The balance of cash remaining in hand in the disbursing and the several non-disbursing post offices, as described in the memorandum on the reverse of the account current, will be transferred to the body of it.

Closing of the Account Current.

79. The account should then be completed by having the grand total on either side cast up; if they agree the account is correct.

Memorandum of Sales of the Postal Guide.

80. On the reverse of the account current is a memorandum of the amount realized by sales of the copies of the *Postal Guide*; this should be carefully filled up, the deduction made of the value of the copies of the

Guide sold during the month being entered under the head "Miscellaneous Receipts" in the body of the account current. The acknowledgment of postmasters for copies of the *Guide* transferred to them being attached as vouchers.

Account of Advances Recoverable.

81. The account of advances recoverable will be written on the reverse of the account current. The balance of the previous month will be brought forward. The items appertaining to the month for which the account is made, the total of which will agree with the entry under the head "Advances Recoverable" in the body of the account current, will be added. The total of sums adjusted during the month will be deducted and a balance struck. A full detail of every item remaining unadjusted and comprised in this balance, will be written in at foot of the memorandum. The total of them will agree with the balance of the account above.

Copies of documents to be retained.

82. A copy of the account current and copies of the abstracts and memoranda attached, together with all vouchers accompanying it, should be made in a book for record in the office.

Permanent Advances.

83. Postmasters who are required to advance small sums for petty charges of their office, for cost of telegrams, for cooly-hire, cart-hire in forwarding bullock train packages, or paying banghy burdars to convey accumulated parcels, are allowed under the sanction of the Director General to hold a permanent advance equivalent to the amount they will probably be called on to advance. Sums paid from the permanent advance will be returned to it by refunds or by being charged in bills and drawn from the treasury. Every endeavour should be made to adjust payments made from the permanent advance as speedily as possible. A memorandum (Form X 5) detailing the several items advanced and remaining unrealized by refunds, or adjusted by being charged in bills, and the cash in hand making up the total of the permanent advance, should be attached as a voucher to the account current. If any officers, such as superintendents or inspectors whose accounts are adjusted in the accounts of the disbursing post offices, have permanent advances, the postmaster should obtain from them similar memoranda, attaching them also to the account current as vouchers.

List of Vouchers to accompany the Monthly Account Current.

84. All the vouchers prescribed to be forwarded with or which appertain to the account current, must be described in a list on the reverse of it, and the cover in which the account current and vouchers are forwarded to the Compiler, will be registered. Immediately the cover is opened in the Compiler's office, a comparison will be made with the list, and the initials of the clerk opening it attached in acknowledgment

of the contents having been correctly received. Any vouchers or papers not received must be called for immediately; if this is not done the responsibility of their loss will rest with the Compiler's office.

Cash Balance Reports.

85. On the last day of the month deputy postmasters in charge of non-disbursing post offices, will forward to the disbursing post offices a report of the cash balance in hand (Form X4). On the 3rd of the succeeding month the disbursing postmaster will prepare a cash balance report (Form X4) comprising the cash balance of his own office, and also the cash balances of all the subordinate non-disbursing post offices. The submission of this report is an important duty, and great care must be taken to prepare it correctly and despatch it on the prescribed date. If the report of any subordinate office is not received, the general report should not be delayed for it, but a note made of its non-receipt; a supplementary report being sent on the date that it is received. A fine will be imposed by the Compiler for every day's delay in the submission of the cash balance report, and the negligence brought to the notice of the Postmaster General.

Retrenchments.

86. Objection notices will be received from the account and audit branches of the Compiler's office of the corrections in the account current, and retrenchments from bills owing to inaccurate entries or charges unsupported by sufficient vouchers. If such notices can be satisfactorily explained or the vouchers required supplied, the objection should at once be replied to. If no satisfactory explanation can be given, or if the item is evidently an error in account, or overcharge in a bill, adjustment must be effected by deducting the amount from the next bill when it is cashed at the treasury, a reply intimating that this will be done being sent to the Compiler. Explanation or replies to objection notices will be written on the original notices which will be returned to the Compiler's office, and a copy of each notice and the explanation, or reply, will be retained for record in a book in the office. Notices of retrenchments from bills will be forwarded to the officers by whom the bills were prepared and who are responsible for the adjustment; in the case of bills merely cashed in a post office, a copy of the notice will also be sent to the postmaster for his information.

Attention to adjustment of disallowed items.

87. The earnest attention of all officers is desired to the early adjustment of disallowed items. The Compiler will report to the Postmaster General and the Director General the names of those officers who habitually neglect this important duty, and the efficiency of an officer will, in a large measure, be judged by the promptness with which he clears off retrenchments and disallowed items. The Compiler has authority to order the treasury officer to deduct from the succeeding bills any sums in the adjustment of which carelessness or inattention is displayed.

CHAPTER X.—ACCOUNTS.

All transactions to be brought into account.

88. It is a strict rule that all monetary transactions be brought to account immediately they occur, and officers of the department are warned that they will be held strictly responsible that all transactions to which they in their official character are parties, are without reservation immediately accounted for.

Transfer of charge of an Office.

89. When the charge of a disbursing post office is transferred from one officer to another, all the accounts should be made up to that date by the officer relieved, who will be responsible for their correctness. Memoranda of the items in deposit, of the permanent advance and the advances recoverable, should be prepared, full particulars explaining each item, and the means already adopted and further necessary for adjustment being given. The account of the *Postal Guide* should also be balanced, and the number of copies shown to be in store examined. The several account books and memoranda should be signed by both the relieved and relieving officers.

CHAPTER XI.

CREATION, ALTERATION OR ABOLITION OF ESTABLISHMENTS.

SECTION I.

PROPOSITIONS.

1. The entertainment of establishments not previously sanctioned, the alteration of establishments by re-distribution of salaries, or transfers from one office or road line to another, or the abolition of existing establishments, require the previous sanction of the Director General, which should be applied for through, or by the Postmaster General. Every application should be prepared in the prescribed form of tabular statement (Form XI 1) and the reasons which render the application necessary should always be fully and clearly stated in the column "Grounds of Proposition." Care should be taken that the existing establishment (if there be any) is correctly entered in the statement, and the order sanctioning it correctly quoted. Generally a proposition should not be carried out until the sanction of the Director General is received, but in special cases, in which the interests of the public service require such a course to be adopted, the Postmaster General may authorise effect to be at once given to the proposition in anticipation of the Director General's orders, and subject to his approval. Whenever the sanction of the Director General is anticipated, a report detailing the circumstances of the case and the necessity for anticipating orders, must immediately be forwarded to the Director General.

SECTION II.

MONSOON CHARGES.

2. Establishments are each year specially sanctioned for the crossing of mails over unbridged nullas and rivers, and on difficult roads during the monsoon season. Application for sanction to such establishments must in each year be prepared in the form of a tabular statement (Form XI 1) by inspectors of divisions and superintendents of mail lines. This statement should be submitted to the Postmaster General before the 15th of April in each year. In preparing it care must be taken that unnecessary expense is not proposed; it will not be enough for an inspector or superintendent to take the proposed monsoon

charges of the previous year, and ask for renewed sanction for them for the current year; he must compare them carefully with the actual charges of the previous season, and attentively consider how far the charges proposed by him are really requisite, with reference to present circumstances. In the column "Grounds of Proposition" he will clearly describe the nature of the difficulties which have to be overcome, and which render the proposed charges necessary. He will attach to the tabular statement a memorandum showing the charges actually incurred during the previous season, comparing the items with the sum sanctioned, and showing excess or saving.

Postmaster General will submit a general statement.

3. The Postmaster General will attentively consider the propositions received by him, making such alterations as he may consider called for. From the several propositions he has received, he will prepare one general tabular statement (Form XI 1) for the entire circle, and submit it for the orders of the Director General not later than the 15th May.

Responsibility of Inspectors and Superintendents.

4. The inspectors and the superintendents will be held responsible that the arrangements made are effective and sufficient for the quick and safe transit of the mails, that the full sanctioned establishments of horses, boatmen, runners, &c., are, if necessary, employed, and that none that are unnecessary are retained.

In special cases sanction may be anticipated.

5. Generally it will be necessary that the Director General's sanction be obtained before any monsoon charges are incurred or establishment employed, and also that the limit of sanction be not exceeded. But it will not be possible to foresee extra charges which may be rendered necessary by unusually heavy rains or floods. In such special cases the inspectors, superintendents and Postmasters General have discretionary authority, in anticipation of formal sanction, to incur any expenses that the circumstances may require; the safe and speedy transmission of the mails being considered the primary object. The officer who acts on this discretionary authority will, however, be held strictly responsible that charges not absolutely necessary are not incurred.

SECTION III.

EXPERIMENTAL ESTABLISHMENTS.

6. If the inspector has reason to believe that the opening of a post office, the employment of a rural messenger, the placing of a letter-box and employment of a peon or hurkaru to clear it, or the opening

of a new mail line, will be advantageous in developing correspondence or supplying conveniences to the public in posting or receiving letters, he should state the full particulars in a report addressed to the Postmaster General. If the Postmaster General is of opinion that the proposed establishment may be employed experimentally, he will state the case to the Director General, and obtain sanction to its employment.

Conditions under which Experimental Establishments may be made permanent.

7. The conditions under which experimental establishments may be made permanent, are that four-fifths of the revenue derivable from the newly developed correspondence (whether official or private) of the experimental establishment shall be equal to the cost of that establishment, and that four-fifths of the postage on private correspondence alone shall not be less than half the cost of the establishment.

Explanation of Conditions.

8. The above rule applies to newly developed correspondence which gives rise to but little extra expense beyond that of the local establishment required to create it: and it is on this account that, in dealing with propositions for new establishments of the kind referred to, the revenue available for supporting the new establishment is estimated at four-fifths of the whole revenue derived from the newly created correspondence.

Road Establishments to be included.

9. It should not be lost sight of that the cost of the road establishment, if any is maintained exclusively for the conveyance of the correspondence of individual offices, must be included in the cost of those offices.

Value Return.

10. During the experimental period of a Post Office the deputy postmaster will daily fill up the value return (Form XI 2) and complete it at the end of each month by casting up the totals. On the 3rd of each succeeding month he will forward a copy of it to the inspector of the division.

Final Report.

11. On the expiry of four months from the date of employment of the experimental establishment, a report on the working of it, and the advantages derived from it, accompanied by a statement in the (Form XI 3), prepared from the value returns must be submitted to the Postmaster General by the inspector of the division, who will be held personally responsible for its punctual submission. If the results of the experiment are unsatisfactory, the Postmaster General will at once order the dismissal of the establishment, and report having done so to the Director General. If the required conditions have been fulfilled, or if the Postmaster General see sufficient reason, he will submit the case with an expression of his opinion for the consideration and orders of the Director General. This report should not be unnecessarily delayed.

CHAPTER XII.

APPOINTMENTS, LEAVE, PENSIONS, AND PUNISHMENTS.

SECTION I.

APPOINTMENTS.

Officers by whom Appointments are made.

1. Appointments to the service of Government in the Postal Department are made by—

(1.) Independent postmasters, *i. e.*, those postmasters who correspond direct with the Postmaster General.
(2.) Inspectors of post offices.
(3.) Presidency postmasters.
(4.) Postmasters General.
(5.) The Director General.

Officiating Appointments governed by the same rules as substantive appointments.

2. Appointments or nominations to officiate whether for persons absent on leave or otherwise, will be governed by the same rules as appointments or nominations to substantive offices.

Definition of the term Pay.

3. The term pay as used in this section denotes the maximum of the substantive pay of the appointment, including any fixed allowances, such as those given in some circles on account of bullock train, van dâk and other services.

Descriptive Rolls and Certificate.

4. Wherever in this section the submission of appointment rolls or nomination rolls (Form XII 1) is ordered, they must be accompanied by descriptive rolls (Form XII 2) of such persons as do not at the time of appointment or nomination hold office in the department. They must also be accompanied by certificates stating that the nominee "has no disease, constitutional affection, or bodily infirmity, unfitting him, or likely to unfit him, for the public service of the Government of India." This certificate must be given in the case of those nominated to appointments of Rs. 50 and upwards by a commissioned medical officer, or by a medical officer in charge of a

civil station; but in other cases, the certificate of any other officer of known respectability may be accepted. These certificates may conveniently be written on the back of the descriptive roll: and if written separately should be attached thereto.

Sanction to be obtained, except in emergencies.

5. Ordinarily the sanction of the superior officer must be obtained before a nominee enters on the duties of the office to which he is nominated for appointment, but in cases of emergency the officer making a nomination is authorized to make provisional arrangements for filling a vacancy in anticipation of sanction of the superior officer. In such cases mention should be made in the column of remarks of the nomination roll of the arrangements that are made.

Authority of an Independent Postmaster.

6. The authority of an independent postmaster extends to his office only. In it he may appoint, without report to the Postmaster General, all peons, menial servants, &c., whose names are not recorded in the pay abstract, or in the audit registers of the Compiler's office.

Appointments to be made by an Independent Postmaster.

7. An independent postmaster will appoint clerks, moonshees, &c., when the pay of the appointment does not exceed Rs. 20 per month. An appointment roll (Form XII 1) of the persons so appointed will be submitted on the 1st of each succeeding month to the Postmaster General for his information.

Nominations to be made by an Independent Postmaster.

8. An independent postmaster will nominate clerks, &c., for appointment when the pay of the appointment does not exceed Rs. 50 per month and submit their names with nomination rolls (Form XII 1) to the Postmaster General for his approval. When several nominations are made at the same time they may be included in the same nomination roll. If the Postmaster General approves of the nomination, he will appoint the person or persons nominated; if not he will call for another nomination, or he may himself select a person to fill the vacancy.

Jurisdiction of Inspectors.

9. The jurisdiction of an inspector extends to all the post offices not controlled by independent postmasters and to all mail lines in his division.

Appointments to be made by Inspector.

10. An inspector will appoint, without report to the Postmaster General, all peons, runners, banghy burdars, menial servants, &c., whose names are not recorded in the pay abstract or in the audit registers of the Compiler's office. The appointments of runners and banghy burdars, provisionally made by a sub-inspector, will be confirmed under this rule by the inspector.

Limits of Inspector's power to appoint.

11. An inspector will appoint deputy postmasters, clerks, moonshees, overseers, &c., when the pay of the appointment does not exceed Rs. 20 per month. An appointment roll (Form XII 1) of the persons so appointed will be submitted on the 1st of each succeeding month to the Postmaster General for his information.

Nominations to be made by Inspector.

12. An inspector will nominate deputy postmasters, clerks, moonshees, overseers, &c., for appointment, when the pay of the appointments does not exceed Rs. 50 per month and submit their names with nomination rolls (Form XII 1) to the Postmaster General for his approval. When several nominations are made at the same time they may be included in the same nomination roll. If the Postmaster General approves of the nomination, he will appoint the person nominated; if not he will call for another nomination, or he may himself select a person to fill the vacancy.

A Presidency Postmaster's authority.

13. The authority of a Presidency postmaster is confined to the General Post Office and the sub-post offices and outside letter-boxes of the Presidency town and its suburbs.

Appointments to be made by a Presidency Postmaster.

14. A Presidency postmaster will appoint all clerks, sub-inspectors, peons, menial servants, &c., when the pay of the appointment is less than Rs. 100 per month. An appointment roll (Form XII 1) of the persons so appointed whose names are included in the pay abstract, will be submitted on the 1st of each succeeding month to the Postmaster General.

Nominations to be made by a Presidency Postmaster.

15. A Presidency postmaster will nominate persons for appointment to vacancies in all the other grades of the office establishment and submit their names with nomination rolls (Form XII 1) to the Postmaster General who, if he approves of them, will forward them to the Director General. If he does not approve of them he will call on the postmaster to submit other nominations.

Jurisdiction of a Postmaster General.

16. The jurisdiction of a Postmaster General extends over all the postal establishments employed in the circle over which he presides.

Appointments to be made by a Postmaster General.

17. In the preceding paragraphs the authority of a Postmaster General to appoint persons nominated by independent postmasters and inspectors has been described. He has further authority to appoint postmasters, [illegible] postmasters, sub-inspectors, clerks, overseers, and others, when the

pay of the appointment is more than Rs. 50, or less than Rs. 100 per month, except in the Presidency post office, without being required to report such appointments to the Director General.

Nominations to be made by a Postmaster General.

18. For other appointments, *i. e.*, those of which the pay is Rs. 100 per month or upwards (except Presidency postmasterships, and the appointments falling within the nomination of a Presidency postmaster) persons will be nominated by the Postmaster General by means of a nomination roll (Forms XII 1) to be sent to the Director General. If the nomination is approved by the Director General, the person nominated will be appointed by him. If it is disapproved, another nomination will be called for, or the Director General will himself select and appoint a person to fill the vacancy.

A Register of Appointments to be kept by a Postmaster General.

19. A register will be kept by the Postmaster General in the same form as the appointment roll and in it will be entered all appointments made in his circle, including those made by himself under the above rule, those contained in appointment rolls received from independent postmasters, inspectors and presidency postmasters and those contained in nomination rolls submitted to and sanctioned by the Postmaster General or the Director General.

The Register to include both Permanent and Acting Appointments.

20. As already stated the rules given in this section include all appointments whether permanent or acting and whether the acting appointments be caused by leave or otherwise: and the register described in the preceding paragraph will contain all such appointments in respect of persons whose names are entered in the pay abstract.

Copy of Register to be sent to Compiler.

21. A copy of this register will be sent to the Compiler on or before the 10th of each month for the appointments made during the preceding month.

Charge Reports.

22. Whenever the charge of an inspector's division or a sub-inspector's sub-division is transferred from one officer to another, a charge report Form (XII 3), signed by both the relieved and the relieving officers, and stating the date and hour on which the office was transferred, will be sent to the disbursing office to be attached to the pay abstract (Form X 10 and X 11) of the month. A similar charge report will be prepared and attached to the pay abstract when the charge of a disbursing post office passes from one officer to another. In the case of non-disbursing post offices the reports, also signed by both the relieved and the relieving officers, will be sent to the disbursing postmaster, and will by him be attached to the pay abstract (Form X 9) when it is sent to the Compiler's office for audit. Disbursing postmasters will be responsible that the pay of

clerks and other subordinates drawn in their monthly pay abstract is correctly drawn, with reference to the dates on which they relinquished or entered on duty. Copies of charge reports made by inspectors and disbursing postmasters will be forwarded for the information of the Postmaster General. Copies of the charge reports made by sub-inspectors and deputy postmasters will be sent for information to the inspector of the division.

Rule regarding last-Pay Certificate not applicable.

23. The system in force in the post office department of paying all establishments through a disbursing post office on letters of credit provided by the Compiler renders inapplicable the provisions of the *Civil Leave Code* (Chapter XI), respecting the grant of last-pay certificates to officers of the department, except in the case specified in the concluding paragraph of Section II of the present chapter.

Time for joining Appointments.

24. The time allowed for joining appointments in cases of transfer, as well as the salary drawable during the time occupied in joining the new appointment, is governed by the provisions of Chapter VIII of the *Civil Leave Code*. It should, however, be understood that the time allowed in the chapter under reference for joining an appointment is the maximum time for which under any circumstances pay can be drawn, and that persons transferred are expected to join their new appointments without any avoidable delay.

Postmasters General to receive recommendations.

25. It will sometimes be convenient for Postmasters General to receive recommendations from independent postmasters and inspectors for appointments which are beyond their nomination. He may, at his discretion, permit them to do so, giving the recommendations such attention as in his opinion they merit. Independent postmasters and inspectors being responsible for the satisfactory working of the offices, or the divisions under their control, it is advisable that the subordinates employed therein should, as far as possible, be selected and appointed in communication with them, and with their concurrence.

Enquiry into Character before Appointment or nomination.

26. Before appointing or nominating persons for appointment to the department, careful enquiry should be made regarding their character and antecedents, and no one should be admitted to the department who is unable to furnish satisfactory references. Except under special circumstances, no person should be admitted to the department in a pensionable grade whose age exceeds 25 years. In the case of a runner, banghy burdar or the like, it should always be ascertained by reference to the head man or other respectable resident of his village whether he bears a good reputation therein. No person who has been dismissed from any other public office or department may be employed. Officers who have authority to make appointments and nominations will be held responsible that attention is given to this rule by them.

SECTION II.

LEAVE.

Leave Rules and Conditions.

27. The *Civil Leave Code* contains the rules and conditions under which leave may be granted. Supplement F of that Code will apply to all persons holding office in the postal department, other than covenanted civil servants, military officers and uncovenanted civil servants whose names have been placed in Schedule A. Acting allowances will be governed by the *Acting Allowance Code.*

Power of Officers to grant Leave.

28. The powers held by the several officers in making appointments will apply also to the granting of leave: that is, an officer will be competent to grant leave to those persons whom he is authorised to appoint.

Leave Statements.

29. A leave statement (Form XII 4) will be prepared monthly by independent postmasters, inspectors and Presidency postmasters of all leave granted by them to persons whose names are included in the pay abstract: this leave statement will be forwarded to the Postmaster General with the monthly appoinment rolls (Form XII 1), described in the preceding section.

Applications for Leave.

30. Applications for leave, which require the sanction of the Postmaster General or the Director General, must be submitted through the regular channel of the applicant's official superior, and if the leave applied for be recommended, the officer who has power to nominate a successor will, when forwarding the application, make the needful nomination, or nominations, as prescribed in the preceding section, attaching the nomination roll (Form XII 1) to the application.

Particulars to be contained in application.

31. Every application for leave should contain the following particulars:—

1. The name of the applicant.
2. The office held by him.
3. The monthly salary, { minimum. / maximum.
4. The period of leave applied for.
5. The nature of the leave applied for, and the section of the *Civil Leave Code* under which it may be granted.
6. A detail of previous leave obtained by the applicant.

Sanction of Leave.

32. Generally an applicant for leave will not be permitted to avail himself of it, or to leave his post until the leave is sanctioned: but in emergent cases (such as severe sickness) the immediate superior of the applicant may permit him to absent himself in anticipation of the sanction, reporting at once to his superior the circumstances under which this course has been followed. He will at the same time make, and report, such provisional arrangements for the discharge of the duties of the absentee as may be necessary. Postmasters General may exercise a wide discretion in provisionally granting privilege leave, or other short leave, in anticipation of the formal sanction of the Director General. It must be borne in mind that in respect of privilege leave, the general rule is, that no increase of expense should be caused to the State. Formerly this rule was absolute; although it is now allowable to incur extra expense, this permission must be regarded as one to be acted on only in special cases, and on strong grounds.

Application of Rules in Supplement F of Civil Leave Code.

33. As will be observed from Section I, Supplement F of the *Civil Leave Code*, the rules contained in that supplement apply fully only to persons whose pay is Rs. 100 per month or upwards, but may be applied in their general spirit to persons whose pay is less than Rs. 100 per month. This permissive application of the rules must be governed by the interests and requirements of the public service.

Leave Allowances to persons drawing less than Rs. 100 per month.

34. Cases where the absentee's salary is less than Rs. 100 per month, are governed, in respect of leave allowances, by Section 22 of the *Acting Allowance Code*, and in the case of leave allowances under this rule to clerks, deputy postmasters, overseers, &c., who receive small salaries, and of peons and menial servants, the officer granting the leave and appointing the substitute is authorised to retain the whole of the pay of an absentee for payment to the substitute, if such be necessary, or to allow the absentee to draw only such portion of the authorised allowance as may be available after providing for an efficient substitute.

Officers granting Leave responsible that it is in accordance with the Rules.

35. Officers granting leave are responsible that the leave granted is in accordance with the rules. In any case of doubt respecting the applicant's title to the leave applied for, or respecting the amount of allowances for which he is eligible, reference may be made to the Compiler in respect of those persons whose names are entered in the pay abstracts. But officers having the power to grant leave must not trouble the Compiler needlessly. They are expected to acquaint themselves with the rules, and to refer no cases which can be disposed of without reference.

A General Monthly Leave Statement to be furnished by the Postmaster General.

36. A register will be kept by the Postmaster General in the same form as the leave statement (Form XII 4) of all leave granted by him or by the Director General, to persons whose names are included in the pay abstract, and from this register and the leave statements furnished by independent postmasters, inspectors and the Presidency postmasters, he will prepare a general monthly leave statement, and submit it to the Compiler's office on or before the 10th of the month following that to which it refers.

Leave Allowances to be drawn at the office where salary was payable.

37. Ordinarily the leave allowance of an absentee will be drawn through the post office by which his salary was payable, and this rule of the department renders it unnecessary for such absentees to be furnished with or to present the last-pay certificate referred to in paragraph 1, Chapter XI of the *Civil Leave Code.*

Gazetted Officers can draw Absentee Allowance at any office they may name.

38. An officer holding an appointment gazetted either by the Government or by the Director General is allowed to draw his absentee allowance through any disbursing post office which he may name in his application. If he does not name one, it will be assumed that his allowance will be payable through the post office by which his salary was payable. When a disbursing post office other than that where the salary was payable is named by the applicant, special intimation thereof as well as of the leave granted, the allowance to be drawn by him and the date of his making over charge, must be communicated to the Compiler, who will issue the necessary instructions to the disbursing post office which has been named, and make the necessary provision of funds. In cases of this kind also, *i. e.*, when the absentee is a gazetted officer, the necessity of furnishing or presenting a last-pay certificate is superseded, but the provisions of paragraph 2, Chapter X of the *Civil Leave Code,* are applicable, the disbursing post office from which the allowance is drawn, taking the place of the treasury.

Last-Pay Certificates.

39. Last-pay certificates need only be given to or presented by officers of the department who quit India on leave and desire to draw their absentee allowance from the Home Treasury. These last-pay certificates will be granted by the Compiler.

SECTION III.

PENSIONS AND GRATUITIES.

Application of Civil Pension Code to Post Office Employés.

40. The *Civil Pension Code* is applicable to all the employés of the postal department except Military officers.

Instructions to be attended to in preparing applications.

41. If the following instructions are carefully attended to, difficulty and delay will be avoided in disposing of applications for pensions or gratuities.

The applicant to submit a memorandum detailing his services.

42. The applicant should, through his immediate superior, address the Postmaster General, soliciting a pension or a gratuity, and submit a memorandum detailing his services in the manner prescribed in Section 70 of the Code.

Verification of superior service.

43. In cases of superior service (as defined in the Code) the Postmaster General will call on the Compiler of post office accounts or the local Accountant General or the Chief Account Office of the department in which the service was rendered to verify the services described by the applicant.

Information available from Compiler's Office.

44. The office of the Compiler of post office accounts was opened on the 1st May 1861 and the records supply information of service subsequent to that date only. For information respecting service in the post office department prior to that date, it is necessary to apply to the local Accountants General.

Further verification of service.

45. If the offices of account fail to trace any portion of the applicant's service, endeavour should be made to verify it in the manner described in paragraphs 3 and 4 of Section 71 of the Code.

Verification of inferior service.

46. In cases of inferior service the verification should be carried out in accordance with the instructions contained in paragraph 1 of Section 71 of the Code.

The Postmaster General to prepare the application for Pension.

47. The services of the applicant having been verified as far as is possible, the Postmaster General should prepare the application for pension or gratuity in Form A of the *Pension Code*. He will then forward the application with all the papers referring to the case to the Compiler.

The Compiler to examine details of service.

48. The Compiler will carefully examine the details of service and see that the documents attached are sufficient to support and verify them. He will observe whether the amount of pension or gratuity recommended is in accordance with the rules of the Code. He will then fill up and sign the "certificate and report," and submit the file to the Director General.

Delay to be avoided in dealing with applications.

49. In dealing with applications for pensions, Postmasters General should endeavour to avoid all unnecessary delay. Serious delay is often caused by an incomplete examination of the case in the first instance, rendering it necessary to make inquiries subsequently which ought to have been made at first. An application properly prepared by a Postmaster General ought never to require calls for further information or explanation from the Compiler or the Director General; and if proper attention be bestowed on every application in the first instance, delay will be avoided, not only in the Postmaster General's office, but in all subsequent stages through which the application passes.

A list of all persons 55 years of age to be submitted to the Director General.

50. On the 1st May of each year the Compiler will prepare a list of all persons employed in the Postal Department in pensionable grades who have attained the age of 55 years or who will attain to that age within the year. This statement will be prepared from the records of the Compiler's office, and from the ages given on the pay bills for March; it will be forwarded to the Director General for his information.

Service Books.

51. All employés of the Post Office except those who are gazetted by Government and those whose pay does not exceed Rs. 10 per month are required by the Civil Pension Code to keep "Service Books" containing records of their service as therein prescribed. These books are distributed by the Compiler of Post Office Accounts through the several Postmasters General, the cost being realized from the persons to whom they are given.

SECTION IV.

PUNISHMENTS BY DISMISSAL, DEGRADATION, SUSPENSION, AND FINES.

A statement of charges to be given to every Offender.

52. Every servant of the Department charged with an offence should be given a clear statement of the charge or charges made against him, and a written defence in answer to them should be obtained before final orders are passed. Care should be taken that no subordinate is punished on charges which he had not had the opportunity of explaining or refuting.

Dismissal.

53. The officer authorized to appoint an employé to the Department has also authority to dismiss him. In every case of dismissal a written order stating the cause of dismissal should be given to the person dismissed.

Degradation.

54. The same rule will apply to cases in which it is considered advisable, owing to incompetency, carelessness, or any other offence, to reduce an employé to an appointment of less importance and responsibility, and of a lower grade and salary.

Suspension as a punishment.

55. Suspension from office should be adopted as a punishment only in special cases where the circumstances indicate such a course to be applicable. They will very seldom occur. Punishment of subordinates by reprimands, fines, degradation, or dismissal will in the majority of cases be found more effectual. When an employé is suspended as a punishment the whole of his pay is forfeited.

Suspension pending enquiry.

56. In cases of suspension, pending enquiry, the portion of salary payable to the suspended officer is regulated by the orders of Government in the Financial Department No. 2528, dated 26th September 1865. They are as follows :—

1st.—Subsistence to an uncovenanted servant, who is suspended pending an enquiry into his conduct, should be limited, before the result of the enquiry is known, to one-fourth of his salary, unless he be an European on pay exceeding Rs. 25, in which case the subsistence is to be allowed at one-fourth of salary, to an amount not less than Rs. 25 monthly.

2nd.—Should the officer be reinstated, he may, at the discretion of the Local Government or of the head of the Department to whom the Local Government may delegate such authority, be allowed full salary, if he shall have been fully acquitted, or a portion of his salary, if the result of the enquiry should be censure or admonition; but where censure or admonition is awarded, the subsistence allowance during suspension must be so adjusted, as not to involve additional charge.

3rd.—When the payment which the Local Government may adjudge for the period of suspension to an officer who is reinstated, involves additional expense, it must be separately provided for.

4th.—An officer whose suspension is followed by dismissal, will not be allowed more than the subsistence which may be admissible to him under Rule I, for the period that he was suspended.

5th.—The time passed under suspension, pending enquiry, is taken into account as service towards pension, in cases of reinstate-

ment; where suspension has been adjudged as a penalty, the period is disallowed.

Powers of Officers to suspend.

57. An officer has power to suspend those employés whom he is authorised to appoint. He may also suspend those he is authorised to nominate. In emergent cases inspectors and independent postmasters may suspend employés subordinate to them, though they be holding appointments superior to those to which they have power to nominate candidates. Every case in which it is necessary, pending inquiry, to order the supension of an employé, should be investigated without delay, and a final order passed, or obtained if necessary from superior authority. The officer whose duty it is finally to dispose of the case will be responsible that the term of suspension is not unnecessarily prolonged. If the case is submitted for the orders of a superior officer, the explanation or defence of the person under suspension should invariably accompany it.

Officers not having power to suspend can put out of employ temporarily.

58. In emergent cases any officer, though he may not have the power to suspend an employé, is authorised to place any one subordinate to him temporarily out of employ, a report fully stating all the particulars being immediately made to his immediate superior for orders.

Fines imposed by Postmasters General, Inspectors, and Disbursing Postmasters.

59. Postmasters General have discretionary authority in regard to the amount of fines they may think proper to impose. Fines to the extent of one week's pay in each month may be imposed by disbursing postmasters and inspectors on their subordinates. Offences which appear to them to merit the imposition of fines of larger amount must be reported to the Postmaster General for his orders.

For Officers drawing salaries of Rs. 100 *and upwards, fines not generally suitable.*

60. Officers drawing salaries of Rs. 100 per month and upwards should not as a rule be punished by the imposition of a fine, that description of punishment being regarded as generally inappropriate to officers of the superior grades. For minor offences on their part censure may be administered and for graver offences punishments by degradation, suspension or dismissal are available. But this rule does not interfere with the imposition of fines for the purpose of realizing the amount of losses incurred through negligence.

Order imposing fine to be recorded.

61. The officer who imposes a fine will record a written order in the order book or otherwise stating the offence for which it is imposed and the amount of the fine. If not written in the order book of the office to which the person fined is attached, the order or a copy of it must be given to the person fined. All fines must be entered in a register of fines.

Copy of Fine Register to be sent by Officers inflicting fines to the Disbursing Office.

62. It will be necessary that information regarding the fines imposed by the officers above-mentioned be communicated by Postmasters General and inspectors to the postmasters of the disbursing post offices in the pay abstract of which the pay of the persons fined is drawn; this may be done by forwarding a copy of the fine register to the disbursing postmaster on the 25th of each month or on any other date, so that the particulars of fines to be realised may reach the post office by the last day of the month.

Monthly Fine Statement to be prepared by Disbursing Postmasters.

63. Every disbursing postmaster will prepare monthly a fine statement (Form XII 5) which will comprise all the fines imposed by himself and also those communicated to him by the Postmaster General or the inspector. He will realise the fines as far as is possible by deductions in the pay abstract, the amount shown in the fine statement as realized and credited exactly agreeing with the amount credited for fines realized in the monthly cash account. The copies of the fine registers received from the Postmaster General and from inspectors will be attached to the fine statement, which will be forwarded before the 10th of the month to the Postmaster General, who will forward it without delay to the Compiler. The object of sending these fine statements through the Postmaster General is to enable him to see the extent to which his subordinates have recourse to the punishment of fines.

CHAPTER XIII.

SUPERVISING OFFICERS:

COMPRISING INSPECTORS, SUB-INSPECTORS, CANDIDATE INSPECTORS, AND SUPERNUMERARY INSPECTORS OF POST OFFICES.

SECTION I.

INSPECTORS OF POST OFFICES.

Independent Postmasters not subordinate to Inspectors.

1. The Postmaster General will determine what postmasters (if any) are sufficiently intelligent and trustworthy to be placed on the footing of independent postmasters. The postmasters placed in this class will correspond directly with the Postmaster General, and will not be immediately subordinate to the inspector, or receive orders from him except in cases of emergency. But it will be the duty of these postmasters to co-operate with, and render all the aid in their power to the inspector in conducting his duties and in making investigations. Such post offices will be inspected by the Postmaster General himself or by inspectors specially deputed for the duty.

Officers subordinate to Inspector.

2. All other post offices and all the mail lines in the division will be under the supervision of the inspector, and the postmasters, deputy postmasters and overseers will be directly under his orders. Reports regarding them will be made by the inspector to the Postmaster General, and the orders of the Postmaster General referring to them will in ordinary cases be communicated through the inspector.

Duties and responsibilities of Inspector in reference to Post Offices.

3. The duties and responsibilities of an inspector extend to every detail of the post offices placed under his control. He must carefully instruct all the postmasters, deputy postmasters and clerks in the duties they are required to perform. He must make himself thoroughly acquainted with the manner in which the work of every post office is distributed and conducted, with the amount of supervision exercised by the postmaster or deputy postmaster, and with the general character of each subordinate.

Duties and responsibilities of Inspector in reference to Mail Lines.

4. The mail lines in his division will require the inspector's special attention. He will superintend the overseers and runners and will be responsible that the full sanctioned number of men are employed, and that they receive the full amount of their pay punctually. He will pay particular attention to the speed at which the mails are conveyed, and will be called on to explain the cause of falling off in any particular line or lines. To enable him to check the speed of the mails the road time bills (Form VI2) will daily be forwarded to him. He should carefully examine them and call on the overseers to explain or remedy any delay or irregularity he may observe. These road time bills before despatch to the inspector will be abstracted by the post office of receipt into the monthly time statement (Form VI3) *vide* Chapter VI on conveyance of mails, which is forwarded by the post office direct to the Postmaster General: and if the latter makes any call upon the inspector in regard to delay or irregularity, the road time bills will assist him in furnishing the explanation required.

Inspector to be assisted by Sub-Inspectors.

5. An inspector will ordinarily be assisted in the supervision of the division by one or more sub-inspectors, but he should understand that sub-inspectors are merely assistants, and that he is primarily responsible for the proper management of the entire division. Sub-inspectors will be immediately subordinate to the inspector, make reports to him, and receive orders and instructions from him.

Inspector responsible for the working of a Post Office during his visit.

6. An inspector must visit daily and will ordinarily perform his daily office work in the post office of the place where he may be, provided that that office is subordinate to him. He will be responsible for the proper working of such office during the time he halts there. This rule applies also to the time an inspector is at his head quarters station when the office at that station is subordinate to him. The visits of an inspector to a post office should be so timed as to enable him to see the receipt and delivery of mails and the preparation of mails for despatch. It is only by personally supervising the work of the office that he can ascertain the efficiency or otherwise of each subordinate and the degree of control exercised by the postmaster or deputy postmaster.

Inspector may use the Writers or Moonshees to assist him in correspondence.

7. An inspector may when necessary use the writers or moonshees of the post office at the station at which he may halt to assist him in copying English and Vernacular correspondence, or in preparing statements and periodical returns. If men are so employed the work must be done in the post office.

Inspector to pay careful attention to crossing of Mails over Rivers, &c.

8. The arrangements for crossing mails over rivers and nullahs and carrying them on difficult roads during the monsoon season, as is

described in Chapter XI in the section on monsoon charges, must have the careful attention of the inspector.

Frequency of visits to Post Offices.

9. The frequency of visits of inspection to the several post offices will depend greatly on their position and importance, or the occurrence of theft, carelessness, mismanagement, and irregularities. It will be at the discretion of the inspector to visit those post offices frequently which he may consider to require special attention, but every post office in the division must be visited and thoroughly inspected at least once a year, and a full report made to the Postmaster General.

Frequency of visits to Mail Lines.

10. In the same way the visits to the several mail lines should, at the discretion of the inspector, be made as frequently as circumstances demand, but every mail line must be visited within the year, and a full report on it submitted to the Postmaster General.

Inspector to proceed to places where robberies or the like occur.

11. The rules laid down in the two preceding paragraphs apply generally to the inspection of post offices and mail lines. But whenever a robbery is reported, or any exceptional occurrence requiring immediate attention and enquiry takes place, the inspector or sub-inspector should without delay proceed to the spot, make careful investigation and such arrangements as the circumstances of the case may demand.

Inspector to be called to account for unnecessary travelling.

12. Inspectors (other than railway inspectors) who may appear to a Postmaster General to be too frequently travelling up and down a railway line, will be called to account when the travelling allowance bill comes under his observation, there being in such cases ground for questioning whether the inspector may not be shirking more important and difficult travelling and drawing allowances for trips which are easily made and of little or no use.

Inspectors to acquire information from Sub-Inspectors by personal interview.

13. An inspector can frequently obtain information regarding post offices and mail lines from sub-inspectors by personal interview, eliciting facts which the latter would not have thought of reporting either through carelessness or ignorance. An inspector should, therefore, when he is in the sub-inspector's beat, take the opportunity of conversing with him respecting all his lines and offices, taking the sub-inspector with him on his tour to such extent as may be necessary. The inspector may even, when occasion requires, summon the sub-inspector to his head quarters or camp in order to receive verbally from him such information or explanation as may be required. But an inspector will at

the same time be held responsible that he does not abuse this permission, either by keeping the sub-inspector in unnecessary attendance on his camp, or by summoning him needlessly from his sub-division.

Instructions for investigations.

14. In cases where fraud, theft or gross irregularity is discovered or suspected, inspectors should be guided by the instructions given in Chapter XIV "INVESTIGATIONS."

Inspector to keep a Diary.

15. An inspector whether at his head quarters or on tour will keep a diary indicating briefly the work of the day, *i. e.*, the more important reports or orders received or issued and the places visited, referring in the latter case for all details to his inspection report. This diary should be written daily and a copy sent at the end of every week to the Postmaster General.

Rule for an Inspector entering an Office not under his control.

16. An inspector has discretionary authority to enter any post office in the divisions adjoining that under his control, notwithstanding that the post office may be in another Presidency, and he may examine the books and records thereof, and call for any information or explanation which he may require. Any officer who acts under this rule will, however, be held responsible if he intrude into a post office not under his charge without sufficient reason for doing so, or if his conduct displays any want of proper courtesy to the inspector, or the postmaster, or deputy postmaster of the office he visits.

Inspector to record the date of his visit to an Office.

17. The date on which an inspector visits an office should be recorded in the order book, and he should write his initials and the date on the last page filled up of every book or register he examines. The orders given to a postmaster or deputy postmaster by the inspector, when he is visiting an office, must never be verbal, but be written in an order book. When the inspector again visits that office he should observe whether or not the orders recorded in his previous visit have been attended to.

Inspector to examine the Cash Book and count the cash immediately on his arrival.

18. Immediately on arrival at a post office, the inspector should call for the cash book, see that it is correctly written up and balanced to date; he should then require the postmaster or deputy postmaster to produce the cash shewn to be in hand, count it and satisfy himself that it is correct.

Points suggested for notice in making inspections.

19. When an inspector makes inspection of a post office he must thoroughly examine the working of every department of it in minute

detail. In doing this the following list of inquiries or points of notice will be useful to him:—

(1) Letter Department.

1. What mails arrive daily at the office and at what hours. Are the transit mails timed to suit the time of arrival of the mails with which they are to go forward.

2. Are the mail bags properly examined before being taken over.

3. By whom are the mails arriving during the night taken over, and how are they secured whilst in the office.

4. Do the mails from branch and district offices arrive in time to be despatched with the most important mails.

5. What detention are transit mails received for onward despatch subjected to, and can the delay be avoided.

6. Are transit bags containing mails for onward despatch at once opened.

7. In whose presence are the transit bags opened and contents examined.

8. Are the mail bags turned inside out and properly examined.

9. By whom are the sorting packets opened, and is the station of destination written legibly in red ink on all the vernacular letters received.

10. Does the postmaster personally examine registered letters in transit, and in whose custody do they remain from the time they are taken from the packets till they are despatched.

11. Is the letter-box always locked. In whose charge are the keys. By whom is the letter-box opened and the contents cleared from it.

12. Who superintends the obliteration of stamps on covers taken from the letter-box. Is the obliteration done on a table.

13. Are there any letter-boxes placed in the station or town, and are there proper arrangements made for clearing them at regular intervals and for the safe conveyance of covers posted in them to the post office.

14. Are unpaid covers stamped with the postage due stamp, and the postage taxed on them written into the space of the impression.

15. Is a preliminary sorting almirah used, and is it correctly labelled.

16. Is a correct transit list and its supplement suspended close to the sorting almirah for guidance of the sorting clerks. Has it been corrected to date, and do the clerks thoroughly understand the transit list and supplement.

17. Are the several compartments of the final sorting almirah neatly labelled in accordance with the transit list.

18. Are covers faced, and is the facing preserved in the preliminary and final sorting and in making up packets.

19. Is a notice suspended near the letter-box indicating at what hour the box is cleared for each line of mail.

20. Does the postmaster personally see all registered letters closed in packets.

21. Is a final examination made of covers sorted into the compartments of the final sorting almirah before they are put up in packets.

22. Are the impressions of stamps on covers despatched clear.

23. Are bags correctly used, and is a proper record of them made on the chalans and in the register.

24. Are bags securely closed with strong cord; are the impressions of seals on them clear, and are the labels properly affixed.

25. Are all unpaid covers sent in sorting packets stamped with the unpaid sorting stamp. Does the postmaster understand with what object this stamp is impressed on such covers.

26. Is the name of the post office of final destination legibly written in English on all vernacular covers sent in sorting packets.

27. Is a chalan and a label properly prepared placed in each compartment before the preparation of mails for despatch is commenced.

28. Do the postmaster and the clerks understand the steam postage schedule, and are necessary corrections made on receipt of circulars from the Postmaster General.

29. Is the postmaster present when mails are made up for despatch.

30. Are the sorting almirahs examined after the despatch of mails to see that no covers have been overlooked.

31. Is a notice suspended outside of the post office indicating at what hours mails are delivered.

32. Do the clerks and peons attend punctually at the hours fixed for delivery of mails.

33. At what hours are the daily deliveries of mails made, and what mails are included in each delivery.

34. What is the time generally occupied in opening packets and distributing letters to the peons. Is the work expeditiously done, and do the peons go out to their several beats immediately after covers are made over to them for delivery.

35. Is the opening of mails and distribution of covers conducted according to the procedure prescribed in the *Post Office Manual*, and does the postmaster always superintend the work.

36. Are packet coverings with the cord and seals appertaining to them preserved, until the contents are counted and examined and found to be correct.

37. Does the postmaster personally examine the contents of claim bundles, and carefully check the original postage for which the despatching office claims credit, before filling up the verification column in the claim bill.

38. Are the forwarded covers received tied up in separate claim bundles with labels on them, and is the original and additional postage distinctly marked on the labels.

39. Is the receipt register written and totalled before an account is taken from the peons.

40. Are the numbers of bags received compared with the entries in the chalans.

41. If the office has bags of its own, are the numbers of those returned ticked off in the bag register.

42. Is the delivery clerk qualified for proper performance of his duties.

43. Do persons not having window delivery tickets receive their letters at the post office, and if so at what time are such covers given out, and does the delivery of them cause any delay to the general distribution of mails.

44. Is the daily postage account in the peon's book written up before the peons leave the office, and do the peons sign the peon's book.

45. Are the receipt register and letter chalans sent daily to the check branch of the Compiler's office, and the lower portions returned to the office of issue.

46. How many peons are attached to the office. Are they sufficient for the work to be done. Have they fixed beats, and are they properly arranged with reference to the requirements of the station and town.

47. Is each peon supplied with a leather bag and a badge, and are they in good condition.

48. Are the peons properly dressed when on duty.

49. Is the peon's book made up daily by the postmaster. Is it neatly prepared and signed by him.

50. Do the peons make over undelivered letters daily to the postmaster, and is the postage due by each peon daily realised from him.

(2) Parcel Department.

51. By whom are parcel mails received. Are sufficient arrangements made for their receipt whether by day or night.

52. Are all parcel bags, whether for the office or in transit, carefully weighed.

53. Are all individual parcels, whether for delivery or in transit, carefully weighed.

54. What detention are parcel mails subjected to in transit. Can any means be adopted to avoid the detention.

55. Does the postmaster personally superintend the opening of parcel bags and examination and weighment of the contents.

56. In whose custody do parcels remain from the time they are received to the time they are sent onwards or delivered: what are the means provided for their security.

57. Are proper arrangements made for the delivery of parcels.

58. Are the peons' signatures for parcels made over to them taken in the receipt register.

59. Are the peons supplied with parcel delivery books, and are the receipts of addressees obtained for every parcel delivered. Does the postmaster daily examine the books.

60. Are the parcel advice and transit chalans returned to the despatching offices by the first mail after the parcels are received.

61. Are all parcels posted for despatch carefully weighed.

62. Are advice chalans despatched by the first mail after despatch of the parcels.

63. Does the postmaster personally supervise the closing of parcel bags. Are they securely tied and sealed and properly labelled.

64. Is a correct parcel transit list and supplement in the office. Do the clerks understand the use of them.

65. Are all the books and registers of the parcel department correctly and cleanly written and completed each day.

(3) Deposit.

66. Calculate the postage due on covers in deposit and check the balance of the deposit account in the peon's book.

67. Are the letters returned by peons taken over by the postmaster, and does he note on them the number of the peon and the cause of non-delivery.

68. Are the peons required to assign satisfactory reasons for non-delivery of letters.

69. Are the letters returned sent out a second time, and what are the means adopted to find addressees or effect delivery of covers—specially letters addressed to natives.

70. Is a list of unclaimed covers in deposit suspended outside of the post office. Is it corrected daily.

71. Are the weekly lists filed in the office after they are taken off the notice board.

72. Is there a book of instructions given by the public in the office. Is it properly kept up.

73. Are the covers in deposit arranged alphabetically in the deposit almirah, and are they periodically examined by the postmaster.

74. Are the changed addresses on covers re-directed written on them by the postmaster himself, and is care taken that no cover is re-directed without sufficient reason or authority.

75. Are the claim bills prepared by the postmaster, and does he carefully calculate the original postage entered in them. Does he observe that the unpaid sorting stamp is not on any covers placed in claim bundles.

76. Is re-directed postage carefully taxed on covers forwarded, and are all previous postage due stamps on them scored out with red ink.

77. Are packets for the dead letter office prepared on the dates fixed for their preparation.

78. Is the proportion of covers sent to the dead letter office excessive, if so, what explanation does the postmaster offer.

79. Do the disallowments on dead letter bills indicate any want of care in their preparation.

80. Is the deposit almirah always locked and the key in the possession of the postmaster.

(4) Registration.

81. Does the postmaster personally receive letters tendered for registration, if not, has the Postmaster General's authority to entrust the duty to a clerk been obtained.

82. In whose custody do the registered letters remain from the time they are posted to the time they are despatched.

83. Does the postmaster superintend the closing of the registered letters in packets.

84. Does the postmaster personally dispose of letters received in sorting packets. Are they weighed by him.

85. Are registered letters received for delivery weighed. Are they entered in the book of registered letters received, and are the receipts of peons obtained for them.

86. Do the peons bring back receipts of addressees punctually after each delivery.

87. Are the duplicate receipts of addressees filed in the guard book, and do they correspond with the entries in the book of registered letters received.

88. Are the original receipts punctually returned by first mail to the offices of issue closed in envelopes.

89. Are the receipts returned properly filed in the book of registered letters despatched. How many receipts have not been returned and what calls have been made for them. Are any receipts long due; if so, has report been made to the Postmaster General.

(5) Subordinate Delivery.

90. Is the subordinate delivery account correctly kept and does the balance shown as due correspond with the item in the peon's book.

91. Are all station chalans entered in the receipt register and sent with it to the check branch of the Compiler's office.

92. Do the branch offices remit collections of postage regularly. Is the amount remaining due from any office excessive and of long standing.

93. Is the return prepared monthly for the Postmaster General, and does it correspond with the totals of the registers and remittance book received from branch offices.

94. Are the registers and remittance book of the branch offices correctly and neatly prepared. Examine them carefully and call for explanation of inaccuracies.

95. Is the proportion of letters returned by any branch office excessive. If so, obtain explanation and adopt means to improve the working of these offices.

96. Does the postmaster understand the rules for charging forward postage on covers re-directed to and from branch offices.

97. Does the postmaster understand the rules under which district correspondence superscribed on service is conveyed free.

98. Have the rural messengers fixed beats and do they regularly go over them on fixed dates.

99. Are the rural messengers' visit books correctly filled up and have they the signatures of chief men of the villages visited.

100. Do the rural messengers correctly prepare their memorandum books, and does the postmaster scrutinize them each time the messengers return from their rounds.

101. What number of letters on an average does each rural messenger deliver in each round and what number does he bring in for despatch

102. Has each rural messenger a portable letter-box of the approved pattern, a bag and a badge. Do they dress neatly when on duty.

103. Can every rural messenger read and write the vernacular of the district he is employed in.

104. Do the rural messengers take stamps with them when they go out to their beats.

(6) Stock.

105. Examine the stock list of the office with the articles entered in it and observe if any are missing or in need of renewal or repair.

106. Notice the additions to, and scorings from, the stock list, and sign it.

107. Is the furniture kept clean and is it in good repair. Observe if any other articles are required.

108. Examine and test the accuracy of all the scales and weights in the office.

109. Is the stock of bags sufficient for the requirements of the office and is the register of bags properly kept up.

110. Examine the bags in store, make an account of them, and realise the price of any missing, from the person in fault. Apply for the new bags required in the office in renewal of old ones.

111. Are the stamps and seals cleanly kept. Do they give clear impressions. Is the date type correctly changed before work begins every morning. Are impressions of the stamps made daily in a book. Examine the book.

112. Apply for renewal of any stamps, type or seals not serviceable.

113. Is the stamping ink used in the office properly prepared.

114. Are the stamping pads and ink-pots in good order.

115. Is the stock of green twine for registered letters kept under lock and key and not wasted.

(7) Forms.

116. Is there a sufficient stock of books and forms of each description in store. Are there any superfluous books and forms.

117. Are the books and forms arranged in order in an almirah and kept cleanly and carefully under lock and key.

118. Are any books or forms misused.

(8) Accounts.

119. Examine the peon's book and cash book, count the cash in the office, and see that it is equal to the balance shewn.

120. Examine the account of distribution of salaries and call for the cash shewn to be in deposit for unpaid salaries.

121. Examine the permanent advance account and see that the amount unexpended is in the office.

122. Are remittances regularly made to the treasury, and is the cash balance always within the prescribed amount.

123. Is the pay of the establishment disbursed according to the scale sanctioned by Government. If not, ascertain the actual arrangements and cause of, and necessity for, deviation.

124. Are acquittance rolls perfectly prepared. Are the names of the actual incumbents entered in them, and are they signed by the persons to whom pay is given.

125. Compare the acquittance rolls with the account of distribution of salaries and notice discrepancies obtaining explanation.

126. Are all accounts current, pay abstracts, and contingent bills copied in a book.

127. Ascertain that the difference between the sum sanctioned for any purpose and that actually expended is correctly accounted for.

128. Has the full amount sanctioned for monsoon charges been expended, and if not, how has the balance been accounted for.

129. Are notices of disallowments and objection notices received from the audit and account branches of the Compiler's office promptly attended to, and are copies of them and of the explanations written on them retained in the office.

(9) Miscellaneous.

130. Are all letters and dockets issued carefully copied in a book, and those received carefully filed in guard books.

131. Observe generally the state of the records. Are they arranged in almirahs, and are the means adopted for their preservation sufficient.

132. Are circulars carefully filed in a guard book. Is an index of them kept up.

133. Are the old records of the office sold at the periods prescribed, and the amount realized for them credited in account.

134. Are any of the prescribed books or forms not kept up in the office.

135. Are any unauthorized books or forms kept, and what is the necessity for them assigned by the postmaster.

136. Have all the persons employed in the office furnished security as required by the rules.

137. Observe the mode in which the work of the office is distributed and notice that individual clerks are not required to do more than others.

138. Ascertain the efficiency or otherwise of every member of the establishment.

139. Is there any relationship or connection by marriage between members of the establishment.

140. Are all the clerks always properly dressed when on duty.

141. Is a sufficient supply of postage labels always available for sale. Are arrangements made for the public conveniently purchasing them.

142. Is the post office building sufficiently commodious and centrically situated. Is it in good repair.

143. Are all fines imposed by the postmaster recorded in a fine register. Are the fines imposed excessive.

Inspection Report.

20. As soon as the inspection of a post office is completed, the inspector will submit a report in the subjoined form to the Postmaster General.

"The Post Office at _____ has been thoroughly inspected by me in accordance with the instructions given in the *Post Office Manual.* It was last inspected by _____ _____ on the _____."

Then will follow an account of the more important observations made and steps taken by him.

Inspection of Mail Lines.

21. The following points will require particular attention when an inspector inspects a mail line. Immediately after completing the inspection he should report to the Postmaster General the result of his observation and enquiry.

1. Are the runners' huts on the side of the road. Are they in good repair and do the runners and banghy burdars live in them.

2. Is the full authorized establishment maintained.

3. Do the runners and banghy burdars receive the full authorized rate of pay. Make enquiry and investigate complaints made by them.

4. Is each runner supplied with a staff with bells attached.

5. Ascertain the efficiency of the several overseers and whether they constantly move about the line.

6. Notice the state of the road, of ferries and means for crossing unbridged rivers and nullahs, and what arrangements are necessary to remove obstacles.

7. Inquire what was the result of the monsoon arrangements of the previous year, and ascertain what will be necessary for the ensuing monsoon season.

8. Observe whether or not the establishment employed is sufficient to perform the duty of conveyance of mails satisfactorily.

9. Observe if any improved arrangements or change of route would tend to expedite the transit of mails.

Inspector to submit Half-yearly Abstract of Inspection.

22. After the close of every half-year, *i. e.*, on 1st January and 1st July, a half-yearly abstract of the inspection of the division (Form XIII 1) should be submitted by the inspector to the Postmaster General, and remarks should, at the same time, be made respecting the conduct and efficiency of each sub-inspector.

Inspectors to be of active habits and able to ride.

23. To perform his duties efficiently an inspector must be of active habits and able to ride on horse-back. Without such qualifications he is unfit to hold the position of inspector except in a railway division, as he will be unable in most localities to travel with the necessary facility and rapidity, or to make effective inspections of mail lines. An officer

travelling in a palkee or a doolie will not be able to see all that he should see, and such means of conveyance should be discouraged or if necessary proscribed. This rule applies to sub-inspectors also.

Sketch map of division to be prepared.

24. Every inspector or sub-inspector should be required to make and maintain a sketch map of post offices and mail lines, imperial and district, and rural messengers' beats in his division or sub-division. He should also be supplied with the general postal map of the circle, as well as with the survey maps of the districts, comprised in the division or sub-division.

Inspector to pay particular attention to Transit List.

25. An inspector should give particular attention to the correctness and completeness of the transit lists and their annexed supplements (Form I 2 and II 15) of every disbursing and non-disbursing post office in his division. He should have copies of these transit lists in his own office, and communicate to the post offices concerned any changes in their transit lists which may, from time to time, become necessary. When inspecting a post office, he should examine the despatching clerks and satisfy himself that they understand the transit list.

SECTION II.

SUB-INSPECTORS OF POST OFFICES.

Charge of a Sub-Inspector.

26. A sub-inspector is directly subordinate to the inspector of the division. His immediate charge will comprise the minor non-disbursing offices as well as the branch and district post offices, the rural messengers and the district dâk mail lines. The inspector will, under the approval of the Postmaster General, define the sub-division of a sub-inspector, and will also fix his head quarters in the place most favorable and convenient for the control of the sub-division.

Sub-Inspectors responsible for the working of Post Offices.

27. A sub-inspector will be held strictly responsible for the proper working of all the post offices and mail lines placed under his immediate control. He must completely instruct all the subordinates, and thoroughly acquaint himself with the practice and mode of working in each office, with each mail line, and with the general character of all the subordinates. The deputy postmasters, mohurrirs, or district post office clerks, and the overseers will ordinarily report to, and receive orders from, or through the sub-inspector, the sub-inspector disposing himself of ordinary routine matters, and obtaining the orders

of his superior in more important matters. In cases of exceptional emergency, however, the sub-inspector should exercise discretion in taking steps in anticipation of the orders of his superior, reporting all such steps without delay.

Sub-Inspectors responsible for working of Mail Lines.

28. A sub-inspector will be held specially responsible for the punctual and speedy transmission of all the district dâk mails in the sub-division. He should fix the hours of despatch from and arrival at each office. The road time bills (Form VI 2) of each line under him should be daily forwarded to him, and be examined by him, any delay or irregularity being made the subject of prompt enquiry and remedy. From the road time bills he should prepare monthly time statements (Form VI 3) of the several lines, and submit them to the inspector.

Daily work to be done in a Post Office.

29. A sub-inspector must perform his office-work daily in the post office of the town he may be at; in doing so he may employ the deputy postmaster or clerk to assist him, when they are not engaged with their office duties. When at a post office, the sub-inspector will be responsible for its efficient working in all its details. This rule will apply also when a sub-inspector is at his head quarters.

Sub-Inspectors to endeavour to develop correspondence.

30. It will be an important part of a sub-inspector's duty to endeavor to develop correspondence in the interior of districts, and to extend the operations of the post office. He should make enquiry in what towns or villages letter-boxes may with advantage be placed or sub-post offices opened. He will be assisted in this by observing the number of letters delivered and brought in for despatch by rural messengers. Whenever he has reason to believe that a sub-post office is desirable and would fulfil the prescribed conditions for establishing it permanently (*vide* Chapter XI), he should propose the opening of an experimental post office to the inspector.

Sub-Inspectors to exercise supervision over Rural Messengers.

31. Particular attention should be given by the sub-inspector to the work of the rural messengers. They are employed away from immediate control, and, therefore, are very likely to be lax in the performance of the duties required from them. When on tour, the sub-inspector should go into every village in a rural messenger's beat and enquire from the head men whether the rural messenger serves their correspondence satisfactorily, and whether they have confidence in him or otherwise. Any complaints preferred against a rural messenger should be investigated and, if necessary, a report made to the inspector who will issue such orders as the case may require.

Sub-Inspectors to see that Letter-Boxes are conveniently located.

32. When passing through towns or villages in which letter-boxes are placed, a sub-inspector should see them and satisfy himself that

they are in a central and convenient position and that they are in sufficiently safe custody. Also that notices indicating the days on which they are cleared are on them.

Periods at which Post Offices and Mail Lines are to be inspected.

33. A sub-inspector must visit and thoroughly inspect every office and mail line in the sub-division once every quarter or once every half year according to the orders locally promulgated by the Postmaster General. He will submit inspection reports to the inspector, describing every irregularity or deviation from prescribed practice which he may observe.

Sub-Inspectors to proceed to scenes of robberies and exceptional occurrences.

34. Whenever a robbery or an exceptional occurrence requiring immediate attention is reported, the sub-inspector should proceed at once to the spot and make enquiry, intimating to the inspector the cause and fact of his going, and submitting thereafter a report of the result of his visit.

Authority of Sub-Inspectors.

35. A sub-inspector is not authorised to grant leave, to appoint, suspend, transfer, reduce, dismiss, or fine any subordinate of a class higher than a runner or banghy burdar without the sanction of the inspector. He may appoint runners and banghy burdars provisionally, reporting to the inspector and obtaining his sanction to the appointment. Every instance of carelessness or inattention should be reported to the inspector and his orders obtained. In cases of serious irregularity or fraud, and if the sub-inspector considers it necessary to do so, he should relieve the official implicated of current duty (See paragraph 58, Chapter XII, Section IV), taking up the work himself pending the receipt of the inspector's orders.

Sub-Inspectors to keep a diary.

36. A sub-inspector whether at his head quarters or on tour will keep a diary indicating briefly the work of the day, *i. e.*, the more important reports or orders received or issued and the places visited, referring in the latter case for all details to his inspection report. This diary should be written daily, and a copy sent at the end of every week to the inspector, who will make such remarks, and pass such orders as he may consider necessary, countersign it and forward it to the Postmaster General.

Sub-Inspectors to write their orders in the Order Book.

37. The instructions given by a sub-inspector when he visits a post office must be written in an order book; and when the sub-inspector next visits the office, he should observe whether or not his instructions have been attended to.

Sub-Inspector to examine the Peon's Book, and count the cash immediately on his arrival.

38. Immediately on arrival at a post office, the sub-inspector should call for the peon's book or remittance book and see that it is correctly written up to date. He should then require the deputy postmaster to produce the cash shown to be in hand, count it, and satisfy himself that it is correct.

Inspection to be complete.

39. A sub-inspector will be responsible, when he makes inspection of a post office, that the working of it is thoroughly examined in every detail. The points to which the attention of the inspector has been directed should also be noticed by a sub-inspector, excepting those which apply solely to disbursing post offices.

Sub-Inspector's report to be submitted to Inspector.

40. As soon as the inspection of a post office is completed, an inspection report in the form subjoined must be forwarded by the sub-inspector to the inspector of the division:—

"The Post Office at_____has been thoroughly inspected by me in accordance with the instructions laid down in the *Post Office Manual*. It was last inspected by_____on the_____."

Then will follow an account of the more important observations made and the steps taken by him to correct irregularities.

SECTION III.

CANDIDATE INSPECTORS OF POST OFFICES.

Candidate Inspector's appointment probationary.

41. The appointment of candidate inspector of post offices is one of probation and training, and in no case should it be held as a permanency. The object of having such appointments is to afford opportunity for training men for the duties of inspection, and for testing their capacity for that work. The appointment of candidate inspector of post offices may be held by an officer already employed in the department, or by one who has no previous connection with it. The office of candidate inspector may be held until a substantive vacancy occurs to which the incumbent may be appointed, but this should be permitted only when his qualifications to discharge the duties of an inspector are fully established within reasonable time.

Selection of Candidate Inspectors.

42. It may happen that there are two or more applicants for appointment as inspector whose relative qualifications may appear

to be much the same. In such cases it may be well to give each of the candidates a few months' trial as candidate inspector so as to obtain information for determining which of them gives the best promise of doing good service if he be appointed an inspector.

Training of Candidate Inspectors.

43. To train a candidate inspector and to test his qualifications he may be placed in a post office where, under the instructions of a good postmaster, he may be made to work through every department of the office. If in doing this he works satisfactorily, he may be placed in temporary charge of a post office. When he has thoroughly learnt the duties of a postmaster, he may be attached to an inspector's division, and allowed to accompany him on tour, making inspections under his observation. The training may be carried on in the above way, or in such way as may seem best to the Postmaster General: but in no case should the person drawing the candidate's allowance be permitted to spend his time either idly or on work not calculated to qualify him for the duties of an inspector. The Postmaster General should require that a report be sent to him monthly by the officer under whose instructions the candidate inspector is working, describing fully his conduct, application to duty, and the progress attained: and in no case should the candidate be appointed to a substantive charge until the Postmaster General is thoroughly satisfied of his fitness, both by the reports of those under whom he has served, and by examination and personal observation of his knowledge and ability.

Nomination of Candidate Inspectors.

44. Nominations to these candidate appointments are most important inasmuch as they are the door-way of admission to a branch of the postal service on the qualifications and efficiency of the officers employed in which the satisfactory working of the department largely depends; and any laxness or want of care and judgment in the first selection, or in subsequent training, or any want of firmness in permitting unpromising candidates to continue in employ, or of appointing them substantively without a full ascertainment of their qualifications, will in the end bring great evil to the department. The consideration that the office of candidate does not involve any responsibility for the time should in no way relax strictness in selection, or firmness in bringing the period of probation to an end, in cases where there is not a really good prospect of obtaining useful service from the individual under trial.

SECTION IV.

SUPERNUMERARY INSPECTORS OF POST OFFICES.

Duties of Supernumerary Inspectors.

45. The supernumerary inspector attached to each of the principal circles is intended primarily to undertake special investigations, and particularly those where the area of investigation extends over more than one inspector's division. He is available also for special deputation to any part of the circle, whether for the purpose of investigating irregularities, or of looking after the introduction of any important change, or of temporarily taking the place of some officer absent or otherwise engaged. When not so employed, he is available for such work in the Postmaster General's office, special or otherwise, as it may be found convenient to entrust to him; but it must be clearly understood that an officer in this position is not to be used by the Postmaster General for the discharge of duty properly appertaining to himself. Nothing could be worse for the interests of a postal circle than to allow the supernumerary inspector to usurp in any way the functions of Postmaster General, or by allowing him to deal with cases affecting the administration of the department, to acquire, or seem to acquire, an influence which would make the subordinates of the department regard him as the one having authority over them, or such influence in the Postmaster General's councils as might be equivalent to such authority.

Supernumerary Inspectors not to sign Postmaster General's documents.

46. Except when a Postmaster General is absent on tour, no papers should be signed on his behalf by the supernumerary inspectors, but when on tour it may often be convenient to the Postmaster General to send his orders in draft to his head quarters, leaving the supernumerary inspector to sign the fair copies in his behalf. He may, when on tour and when the supernumerary inspector is not otherwise engaged, allow him to pass orders in emergent cases, and also in cases of mere routine.

CHAPTER XIV.

INVESTIGATIONS.

When investigations are necessary.

1. The circumstances under which investigations have to be made by postal officials belong, for the most part, to one or other of the following heads:—

1. Robbery of the mail by highwaymen on the high road.
2. Robbery by postal employes, whether in post offices or on mail lines.
3. Detentions and miscellaneous irregularities.

Instructions for Officers in cases of Highway Robberies.

2. When the letter or parcel mail is plundered by highwaymen while in transit, intimation should immediately be given to the magistrate of the district, the inspector of the division and the Postmaster General. This should be done by telegraph, whenever telegraphic communication is available, a copy of the telegram with such fuller particulars as may be available being sent by post. Immediate steps should also be taken by the postmaster to obtain from the post offices of despatch, a description of the contents and value of registered letters and parcels, and this information should, as soon as it is obtained, be communicated to the magistrate, and the inspector of the division. The course of letters or parcels containing anything valuable should be traced from the office of despatch to the place where the robbery was perpetrated. If in any office there appears to have been undue detention, so as to admit of information having been sent by letter mail, or in any other way, suspicion of complicity will attach to that office, and it should be followed up by enquiry. The inspector should as speedily as possible proceed to the locality where the robbery occurred, and in co-operation with the police officers, exert himself to trace those who committed it, and to recover the stolen articles. While the enquiry progresses, the inspector should keep the Postmaster General informed of all important steps or discoveries, and at the close of the investigation, he should submit a final report to the Postmaster General, who will pass such orders as may, in each case, be necessary. The Postmaster General should inform the Director General of every case of reported robbery, submitting also a final report at the close of the investigations. The

final reports both of the inspector and of the Postmaster General should commence with the following information :—

HIGHWAY ROBBERY.

On what mail line.
At what place giving distances from termini, and nearest post offices on either side.
Name of British district, if committed in British territory.
Name of Native State, if committed in Native territory.
Date of robbery.

Then will follow full particulars of the case with the result of the enquiry.

Other Officers to be communicated with.

3. Throughout all the stages of an enquiry into a highway robbery, much must be left to the discretion and judgment of the local postal officers. Help or advice should be freely asked from those in a position to give it, and intimation should be sent by telegraph or otherwise, to any official of the post office, or of any other department, who, from the circumstances of the case, may be able to help or ought to be made aware of the fact. When the line on which a highway robbery has taken place is under the charge of a sub-inspector, immediate intimation should be sent to him, but this will not supersede the necessity of the other direct reports ordered above. The sub-inspector should proceed at once to the spot, and do all that can be done according to his judgment, and the circumstances of the case, pending the arrival of the inspector, or the receipt of orders from him.

Success of enquiries depends on accurate performance of duties in Post Offices.

4. The success of investigations of robberies committed in post offices and on mail lines by postal employés, largely depends on the careful and accurate performance in each office of the duties assigned to it, *e. g.*, on the proper fastening and sealing of bags and packets by the despatching office, and the careful examination of them, both when passing through transit offices, and when arriving at the offices of final destination. Any negligence or irregularity, therefore, which may be brought to light in the course of investigation, must always be made the subject of serious notice; and the individuals, whose negligence has frustrated or impeded investigation, should be severely dealt with, and may be held responsible for the value of any lost article, even though there may be no suspicion against them of actual theft.

Promptitude of enquiry and good judgment important.

5. Promptness of enquiry and the exercise of a good judgment in selecting the particular direction in which it should proceed, are most important. It is impossible to lay down rules which will meet individual cases, and the official who discovers, or suspects fraud, must necessarily

be left, to a considerable extent, to the exercise of his discretion. Nothing interferes more with the success of investigations than a substitution of mere routine correspondence, and its lengthy accompaniments, for a prompt, energetic, and intelligent course of action, dictated and guided by the particular features of the case.

Telegraph to be used when available.

6. The telegraph should be used, when available, in all cases, where its use will clearly be of advantage. Discretion must be, and is given to all officers having to deal with cases of tampering, abstraction, or theft to use the telegraph whenever they consider that the giving or obtaining of immediate information will be of material advantage.

Opening of bags and packets.

7. Care should be taken in opening mails. The twine round the neck of a bag should be cut by passing the knife or scissors under it so as not to break the seal, the contents of the bag should be turned out and examined, and the bag, the twine, and the seal should not be put aside until it is ascertained that the contents are correct. In the same way, paper or cloth-packets should, when possible, be opened so as not to disturb or impair the seals. The covering should be retained, until it is ascertained that the contents are correct. In case any article is found to be missing or tampered with, the bag, with the twine and the seal, or the paper, or cloth-covering of the packet, should be carefully preserved. The chalan should be detained, copies of the upper and lower portions being sent, in lieu of the originals, to the despatching office and to the Compiler. All these should be made over to the officer entrusted with the prosecution of the investigation. Similar precautions should be adopted in the case of bags containing parcels, and before they are opened they should be weighed.

Manner of making investigations in a Post Office.

8. When there are grounds for suspecting that the fraud has been committed in any particular office, whether at the time of posting, despatching, receiving or distributing mails or at any other stage in their course, investigation should at once commence and steps be taken to discover the missing article and to prevent the escape of the thief. The postmaster may cause the doors of the post office to be closed to prevent the exit of any one, and suspected individuals may be called on to submit to a search. If they refuse, they should be obliged to remain in the presence of the postmaster until the police officers, who should be summoned immediately, arrive. A note should at once be made of those present in the office at the time of supposed loss, as well as the particular share which each had in the duties of despatch, receipt, opening, or handling of the mail. The statements made by each should be recorded. If police officers are called in, none of the establishment should be allowed to leave the office until such preliminary investigation, as may be considered necessary, has been completed.

The Sender or Addressee of a missing cover to be communicated with.

9. The sender, or addressee, or both, of a cover that is missing, or of one that has been tampered with, should, if possible, be at once communicated with, and all the information that is available regarding the nature and value of the contents, or of the manner of packing, and time of posting, obtained. In cases of highway robbery, intimation of the fact and of the extent of injury sustained should, when possible, be given to the owners of articles lost or damaged.

Enquiries to be made in Posting Office.

10. It frequently happens that suspicion rests on the posting office, or on post offices through which the mails passed in transit, or on mail line establishments by which they were conveyed. In such cases it will be proper to communicate direct with any office from which, or any individual officer from whom useful information can be obtained, or to which, or to whom it is desirable to communicate the particulars of the occurrence. A timely telegram may lead to the seizure of a mail guard or a coachman, in whose custody the mail was conveyed, and who may be carrying away with him the articles stolen; or enquiry by telegraph of the office of origin, or of the office in rear, may bring valuable information as to the missing articles, and may at the same time lead to the detection of the fraud.

Search Bill to be issued.

11. Useful information may frequently be obtained by the issue of what has hitherto been called a "Telegraph of Enquiry" but what will in future be called "A Search Bill." The search bill (Form XIV 1) will be described hereafter: but in the meantime it may be observed that the information obtained by it can never be made available without considerable delay, and that it cannot, therefore, be made a substitute for the more prompt and immediate enquiry already ordered. The search bill forms in fact a useful adjunct or supplement to other enquiry, in cases where the article lost or tampered with is one entered in the chalans of the offices through which it passes, *e. g.*, a registered letter, a parcel, a packet bag, a transit bag or a parcel bag.

Inspector to be informed in cases of tampering with mails.

12. In all cases of loss of, or tampering with, mails or articles passing through the post, as well as in all instances where there is serious suspicion of fraud, an immediate report must be made by those to whom the circumstances become known, direct to the inspector, as well as to the sub-inspector (if the reporting officer be subordinate to a sub-inspector) and to the Postmaster General. In cases of importance the inspector should proceed to the place where it may be suspected that the robbery was committed. Pending his arrival, or the receipt of orders from him, the postmaster or sub-inspector must exercise their discretion in doing all that can be done within the limits of their jurisdictions.

Intercommunication to be maintained between officials of different jurisdictions.

13. When suspicion rests over an extended line, and through more than one jurisdiction, free and prompt intercommunication must be maintained between the officials of the different jurisdictions, and if necessary they should meet together for consultation, and for consideration of the information gathered by each, in their respective jurisdictions. Officers charged with such enquiries must avoid the system of protracted routine correspondence, and the tendency, only too common, of each officer endeavoring to defend and exculpate his own office or subordinates.

Important points to be observed in conducting investigations.

14. In conducting investigations much depends upon a proper direction of the enquiry according to the particular features of the case. No list of enquiries can be made to suit all cases, but the following may help to direct attention to important points :—

1. The name and address of the sender.
2. Date and hour of posting.
3. By whom conveyed to the post office.
4. The office in which the article was posted and the date and hour of posting.
5. By whom it was taken from the letter-box.
6. The office to which it was addressed.
7. The name and address of the sender.
8 Nature and value of the contents.
9. Date and hour of despatch.
10. In whose charge was the article and in what way secured from time of posting to the time of despatch.
11. Date and hour of arrival at, and despatch from transit offices, if detained, why so, and in whose custody were the mails and how secured.
12. If detained in transit on a mail line, where, and the cause of detention.
13. Date and hour of arrival in the receiving office, and how long after arrival was the mail opened.
14. If not opened immediately, who had charge of the bags, and where were they placed.
15. By whom were the mails opened and in whose presence. What was the state of the bag or packet.
16. When was the abstraction or tampering with the cover first noticed and by whom.
17. Date and hour of delivery to the ddressee, and by whom delivered.
18. If delivery was delayed what was the cause of it, and in whose possession did the cover remain.
19. If not delivered into the hands of the addressee himself, to whom was it delivered.

20. Does the frequency of previous complaints direct suspicion against any particular office or individual.

Points to be observed in cases of complaints made by the public of abstraction, &c.

15. When complaints are made by the public of loss, abstraction of contents, or detention of covers, the original envelopes should always be asked for, and if available, examined. Information may also be sought on the following points, *viz.*:—

1. Name and address of the complainant.
2. Name of the person who conveyed the letter or parcel to the post office.
3. Address on the letter or parcel.
4. Where was the letter or parcel posted, and at what hour.
5. Nature and value of the contents.
6. If the contents comprised drafts, notes, or stamps, where were they procured.
7. Who procured them. Had the person who took the cover to the post office any means of knowing what it contained.
9. Had any person employed in the post office any means of knowing what the cover contained.
10. Where was the cover closed, and by whom. Was any one present at the time.
11. If the original envelope or cover is not forthcoming, what was the description of paper and envelope or covering used. Obtain a specimen.
12. Was it possible by feeling the letter or parcel, or holding it to the light, to ascertain what the contents were.

Inspector to keep the Postmaster General informed.

16. During the course of an investigation the inspector should keep the Postmaster General informed of all important steps, and at the close of the enquiry, he must submit to him a detailed report of the case.

Preliminary Report by the Postmaster General.

17. The Postmaster General will communicate to the Director General of the Post Office the first intimation he receives of all instances of loss from or tampering with parcels, or registered letters, and ordinary covers which are represented by the complainants to have contained anything of value; and when the investigation is completed, he will in continuation report the particulars and the result. In cases in which the article has passed through more than one postal circle the preliminary report will be made by the Postmaster General who first receives intimation of the alleged loss or tampering.

Final Reports of investigations.

18. In the final reports of investigations made by inspectors to the Postmaster General, or by the Postmasters General to the Director

General, the following preliminary details should always be comprised in the first paragraph:—

1. The sender's name and address.
2. The office where posted.
3. The date of posting.
4. The addressee's name and address.
5. The office of final destination.
6. The names of the offices through which the article passed, or should have passed in transit.
7. Registered or unregistered.
8. Description of contents of the article.

A register of robberies to be kept by the Postmaster General.

19. A register should be kept in the Postmaster General's office in which all reports of highway robbery, departmental loss, robbery or detention should be entered, whether the enquiry originates in the department or is brought to notice by the public. This register should merely contain suitable references to the office files, with notes of the dates on which the investigations are closed. From this register and the office files referred to therein, the Postmaster General will periodically, at such intervals as may be necessary, compile for his own information a statement, entering therein for each case, the office proved to be in fault, or if there be no such proof, the offices which had to do with the loss or detention, *viz.*, the office of origin, the several transit or sorting offices, and the office of destination, noting those against which, in his own mind, there are the strongest grounds of suspicion. The accumulation of suspicion against particular post offices, or mail lines, as shown by this statement, will be useful to the Postmaster General by directing attention to apparent centres of fraud.

Description of the Search Bill.

20. In a previous paragraph mention has been made of the search bill (Form XIV 1); a further description of its use and object will now be given. A search bill is issued to trace an article in transit from one post office to another. Search bills should be issued only in cases of reported loss or tampering. A search bill may issue from the despatching office, from an intermediate transit office, or from the office of final destination. When issued from the despatching office, it goes forward and traces the article under enquiry through the intermediate transit offices to the office of final destination. When it issues from an intermediate transit office, it may go forward and trace the article to the office of final destination, or it may go backward and trace the article to the office of original despatch. When it issues from the office of final destination, it goes backward and traces the article to the office of original despatch.

Search Bill not to be detained.

21. The object of a search bill is often frustrated by negligence on the part of intervening offices in not passing it on, or even by fraudulent

suppression. In order to secure the safe and rapid transmission of search bills, it is required that they be passed on the day they are received, no excuse being admitted for delay. The date of receipt and despatch must be written on the search bill and the cover containing it, which should be marked "Search Bill," should be forwarded registered, so as to provide a receipt from the office in advance. When there may be several search bills for the same office, they should all be enclosed in one envelope.

Copies of remarks made in Search Bill to be sent to office of despatch.

22. A copy of the remarks (Form XIV 2) written by each intermediate office on the search bill, should be sent by the first mail to the office from which the search bill was issued. The office of final destination will complete the search bill by writing on it such remarks as may be necessary and will return it to the office of original despatch, or retain it with the file of enquiry to which it refers, should such a course be expedient. If the search bill is detained, intimation to that effect, with a copy of the remarks that have been written on it, should be sent by the first mail to the office from which it issued.

Progress of Search Bill to be watched.

23. The office of original despatch of a search bill should watch its progress by observing from what offices the copies of remarks are received. As soon as detention is noticed by the non-arrival in due time of copy of the remarks made by any intermediate office, the inspector of the office from which remarks are not received, should be addressed. The detention, loss, or suppression of a search bill should be looked on as a grave offence, and should always be seriously noticed; in aggravated cases it may be punished even by dismissal.

Search Bills to be numbered.

24. The search bills issued from a post office will be numbered in a consecutive series for each official year.

A Register of Search Bills to be kept.

25. A register of the search bills issued or received or passed in transit (Form XIV 3) must be kept. The form is explicit and does not need explanation.

CHAPTER XV.

POSTAGE LABELS.

Description of Stamps given in the Postal Guide.

1. A general description of the conditions of the sale of postage stamps to the public and of the postage stamps in use will be found in the *Postal Guide.* Further detailed regulations respecting the custody, distribution, and sale of stamps by the central and local depôts, and the discount allowed to postmasters and authorized vendors, will be found in Supplement E.

Officers in charge of Post Offices always to keep a stock of Stamps.

2. The officer in charge of a post office is required always to have in store a supply of stamps of every description sufficient to meet the requirements of the public, and it is the duty of inspectors and sub-inspectors when making inspections to observe that the public have the means of obtaining stamps readily and without inconvenience. Officers in charge of post offices are not allowed to use Government funds for the purchase of stamps. They must purchase them with their own money, obtaining the authorized discount on each purchase.

Post Office Officials not to affix Stamps on covers.

3. Postmasters, deputy postmasters, or clerks should not affix stamps on any article brought to a post office for despatch; this must always be done by the sender or the messenger, who conveys the article to the post office, acting as the agent of the sender.

Stamps obliterated or cut from embossed envelopes.

4. Stamps which have been previously obliterated or defaced, or which are cut off from embossed envelopes, cannot be recognized in payment of postage; nor can stamps which have been torn, or cut, or otherwise rendered imperfect.

Instances of fraud and the notice to be taken of them.

5. Fraud may be committed by persons employed in the post office, or by persons unconnected with the post office,—

1.—By using forged or counterfeit stamps.

2.—By using stamps which have been used before, the obliterating marks being more or less washed out.

3.—By using service postage stamps on private covers, the word "service" being scored through.

Whenever a cover passing through the post office is detected at any stage, *i. e.*, whether in the office in which it is posted or in a sorting or transit office or in the office of final destination, to have a stamp or

stamps *fraudulently* used in one or more of the ways described above, it should be detained, and information at once given to the magistrate, who may, under Sections 368 and 369 of the *Code of Criminal Procedure*, take possession of the cover, and adopt such action in the matter as he may consider advisable. The postmaster or deputy postmaster will, without any delay, report all the particulars he possesses to the inspector of the division, and also direct to the Postmaster General.

Distinction to be made between fraudulent and inadvertent use of washed Stamps.

6. Where there is no reason to suspect fraud, but merely, for instance, the inadvertent use of a stamp previously obliterated, all that is necessary is to treat the cover as if such stamp had not been affixed, taxing it with such postage as may be due.

CHAPTER XVI.

RULES FOR THE MANAGEMENT OF DEAD LETTER OFFICES.

Enumeration of Dead Letter Offices.

1. A dead letter office is established at the head quarter station of the circles noted in the margin, and is under the direct control and supervision of the Postmaster General. The duties of a dead letter office are performed by a superintendent assisted by clerks, the superintendent being responsible to the Postmaster General for the entire work of the office in every detail.

Calcutta for Bengal.
Agra for the North-Western Provinces.
Bombay for Bombay.
Madras for Madras.
Lahore for the Punjab.
Nagpore for the Central Provinces.
Kurrachee for Sind.
Lucknow for Oudh.

N. B.—The dead letters of the Burmah Circle are sent partly to the Calcutta dead letter office and partly to that at Madras. Those of the Rajpootana Circles are sent to the Agra dead letter office.

Directories, Army Lists, Books of reference, &c., to be supplied.

2. Every dead letter office should be supplied with the latest issues of directories, army lists, civil lists, distribution lists of departments, and every useful and available book of reference published in any of the Presidencies of India. Lists of distribution of the employés on railway and other large commercial establishments should be obtained from the railway authorities and managers, and any similar information available from other quarters should be obtained, care being taken that every new edition of such books or lists is promptly acquired. Each dead letter office should obtain eight copies of every such publication or list appertaining to its circle retaining one copy for its own use and distributing the remainder among the other dead letter offices.

Furniture required in a Dead Letter Office.

3. The articles of furniture ordinarily required for use in a dead letter office are as follows:—

One large table for opening packets and stamping covers on.
A preliminary sorting almirah.
A final sorting almirah.
Four almirahs fitted with good English locks, and with compartments marked alphabetically.
Stock almirahs fitted with good English locks and of such size and number as will be required.
A desk for the superintendent.
Tables for clerks as may be necessary.

Chairs for the superintendent and two of the senior clerks.
Stools for the other clerks and the stamper.
An iron safe.
Two large strong boxes with double locks.
Letter scales and weights, as many as are required.
Parcel scales and weights, as many as are required.
Stamping pads and ink-pads.

Enumeration of Registers and Forms in a Dead Letter Office.

4. The registers and forms used in a dead letter office are—
The receipt register.
The despatch register.
Index to dead letter bills received.
Register of covers containing valuable articles.
Register of covers containing valuable articles transferred to stock.
Dead letter office chalans.
Book of registered letters despatched (Form IV 1).
Receipts to accompany registered letters (Form IV 2).
Postmaster General's order book.
Files of letters, &c., received and despatched.
Ordinary letter chalans, station and sorting (Forms I 1 and I 1 a).

Dead Letter Office Stamps.

5. The stamps used in a dead letter office will be the dated stamp, the dated free stamp, the dated postage due stamp, and a seal. Before the day's work begins, the superintendent should require that the impressions of the stamps and seal made in a book be brought to him. He should notice that the impressions are clear, and that the type for dates are correctly inserted. When not in use, the stamps and seal should be locked up by the superintendent.

Dead Letter Office Officials to be sworn to secrecy.

6. The superintendent and the clerks of a dead letter office must, in accordance with Clause 2, Section 29 of the Post Office Act, be sworn to secrecy, *i. e.*, not to divulge the contents of any cover opened and read by them.

Qualifications of Dead Letter Office Officials.

7. It is essentially necessary that the superintendent and the clerks of a dead letter office be intelligent and pains-taking men, whose character and antecedents are unimpeachable. They will be required to exercise intelligence and application in deciphering the addresses on covers, and in tracing the addressees and senders in directories, army lists, &c. The clerks employed should have a good knowledge of English, and some of them should be thoroughly acquainted with the

vernacular languages of the different Presidencies and provinces of India. The duties devolving on them are important, enabling them to scrutinize the efficiency of every post office that sends packets to the dead letter office; they involve considerable money responsibility; because the claims for postage due on covers made by postmasters require to be carefully checked, and the value of the contents of some covers received for disposal is considerable. Apprentices ought not to be admitted to a dead letter office.

Addressees and Senders of letters to be traced.

8. Every possible exertion should be made by the establishment of a dead letter office in endeavouring to effect the delivery of covers to the addressees, or their return to the senders. While urging on them that it is an object to trace addressees and senders and obtain the delivery of covers to them, it should also be strictly enjoined that no cover should ever be sent from a dead letter office without there being reasonable hope of its reaching the addressee, or the sender. The efficiency of management of a dead letter office should be guaged not only by the largeness of the number of covers sent out for delivery, but by the smallness of the number again returned to the dead letter office as undeliverable.

Irregularities in covers received from Post Offices to be noticed.

9. It will be an important duty of the establishment of a dead letter office to notice irregularities in the covers received from post offices. Every instance in which a post office is observed to have disregarded rules or worked carelessly, should be noted, and the particulars reported to the Postmaster General.

Efficiency of Postmasters and Deputy Postmasters tested in the Dead Letter Office.

10. From no source can a Postmaster General obtain information more reliable, and in more detail, than in the dead letter office, of the degree of efficiency of every postmaster and deputy postmaster under his control, and of the manner in which the establishment of each post office is working. Some of the covers sent to the dead letter office will show whether or not the peons are effectually controlled, and the work of delivery satisfactorily done. Other covers will indicate whether or not the orders regarding re-direction are attended to. The Postmaster General should, therefore, take a personal interest in the work of the dead letter office; he should not only visit it frequently, but when he does so he should examine the work and encourage the superintendent and the clerks to bring to his notice the irregularities they detect. When irregularities are reported, he should require the postmasters and deputy postmasters concerned, and the inspectors who control them, to explain them. Officers of the department knowing that such a check is exercised, will work with a greater degree of care and

attention. The Postmaster General should, by personal observation, satisfy himself that the superintendent and every clerk employed in the dead letter office are intelligent and efficient, and thoroughly understand the work they have to do. He should see that they are supplied with every available book of reference. He should give attention to the proportion of covers sent out for delivery, also notice what proportion of those sent out come back without finding the addressees or senders. The orders given by the Postmaster General to the establishment must be written by him in the order book.

Dead Letter Office to be inspected by the Postmaster General.

11. The Postmaster General will, once every quarter, make a thorough examination and inspection of the dead letter office, stating the results in a report to the Director General. The report should be accompanied by a statement (Form XVI 6), showing the number of covers received monthly in the dead letter office, the number disposed of, the number of covers issued by dead letter offices and returned undelivered, detailing those appertaining to the dead letter office controlled by him, and the dead letter offices of other circles. He should state briefly the particulars of the more important cases of irregularity in post offices detected in the dead letter office.

Mode of testing the work of a Dead Letter Office.

12. The working of a dead letter office may be tested as follows:—

The figures in column 11 of the quarterly return (Form XVI 6) will show the total number of covers received in a dead letter office.

The figures in column 16, deducted from the figures in column 11 will show the covers remaining to be disposed of in the dead letter office.

The total of column 19 will show the number disposed of. A percentage may be calculated.

Minor percentages may also be calculated of the number of letters disposed of by being forwarded to addressees (column 17) and the number of letters returned to senders (column 18).

The test may be carried further by ascertaining the number of covers issued for delivery to addressees and senders and returned undelivered; this may be done by deducting the total of column 15 from the total of column 9 and adding the total of column 4.

A percentage may be calculated on the total number issued for delivery (*vide* column 19.)

Work to be done under view of the Superintendent.

13. A room should be assigned for the dead letter office sufficiently commodious for all the assistants to work under the view and control of the superintendent. The entire work of opening packets and covers, stamping covers, and disposing of them, making up packets for despatch, &c., must be done on one large table, the superintendent sitting at one end, and the assistants all sitting round it, so that the superintendent may see and control what each man does.

Disposal of Covers.

14. The most important duties in a dead letter office are the disposal of unclaimed and refused covers by obtaining their delivery to the addressees or their return to the senders. It should be borne in mind that, except in the case of refused covers, every cover belongs, in the first place, to the addressee, and that it should be delivered to the sender only when every possible means to find the addressee have been unsuccessfully resorted to. Refused covers being declined by the addressees, may be delivered to senders as soon as they can be traced.

Valuable articles to be kept in custody of Superintendent.

15. Every registered cover and parcel, and every ordinary cover found to contain anything which makes registration compulsory *(vide Postal Guide)*, must be entered by the superintendent in the register of covers containing valuable articles (Form XVI 4); they will remain in the custody of the superintendent, and will be personally disposed of by him. When such covers are sent out they must be issued as registered covers; for this purpose the dead letter office will be a registration office, the work being done as prescribed in the registration rules, Chapter IV.

Information regarding addressees to be obtained from other Circles.

16. The superintendent of a dead letter office should make application to local officials of the post office of any circle for information which will enable him to dispose of covers, and which he may have reason to believe they have it in their power to furnish. It is far better that the disposal of a cover be delayed until reliable information of the addressee or sender can be obtained, than that it be sent out on trial, in the majority of cases, to go from post office to post office, making unnecessary work in each, and ultimately return undelivered to the dead letter office. If any official of the post office does not promptly reply to an application for information, his inattention should be brought to the notice of the Postmaster General.

Description of Covers received by a Dead Letter Office.

17. Covers are received in a dead letter office from post offices within the circle in packets prepared under the rules laid down in Chapter III, Section III, accompanied by dead letter bills (Form III 1) and in packets from other dead letter offices accompanied by dead letter chalans (Form XVI 1). They comprise—

Unclaimed covers which have not been re-directed.
Unclaimed covers which have been re-directed.
Refused covers.
Covers issued from dead letter offices, the addressees of which could not be found.

Receipt of Packets.

18. The packets will be received from the head quarter post office accompanied by a packet chalan (Form I 4). The superintendent of the

dead letter office will compare the packets with the packet chalan, make any corrections that may be necessary, stamp it with the dead letter office dated stamp, receipt it and return it to the post office.

Treatment of Covers received in a Dead Letter Office.

19. The superintendent will personally open each packet and carefully examine the contents. In the case of packets received from other dead letter offices, all covers of each class will be counted by a clerk who will call the numbers, the superintendent checking the entries in the dead letter chalan (Form XVI 1), and making corrections if necessary; the covers may then be passed on to be stamped. In the case of packets received from other post offices, a clerk will count the covers on which no postage is due, calling the number to the superintendent who will check the entry in the dead letter bill (Form III 1), and make corrections if necessary; the covers will then be passed on to be stamped. The superintendent will open the bundles of covers for the postage due on which credit is claimed by the despatching postmaster or deputy postmaster, and carefully calculate the postage due, entering the correct amount in the certified column of the dead letter bill (this is an important duty and should always be very carefully performed); the covers may then be passed on to be stamped. The registered covers and the parcels will be examined by the superintendent and weighed, the correct weight being entered in the dead letter chalan or the dead letter bill, and such other corrections as may be necessary made. The documents will then be passed on to a clerk for entry in the receipt register (Form XVI 2).

Index of Dead Letter Bills.

20. The dead letter bills (Form III 1) will then be entered in the index of dead letter bills received (Form XVI 7). This index has columns for the total amount of postage claimed in the bill by the despatching postmaster, for the total amount admitted by the dead letter office, and for the difference disallowed (if any). The index should at the end of each month be completed by having the totals cast up and a copy of it should be sent to the check branch of the Compiler's office, not later than the 5th of the succeeding month; it will enable the Compiler to perfectly and conveniently check the entries in the memoranda attached to the monthly accounts current (Form X 1) submitted by post masters.

Superintendent responsible for Registered Letters and Valuables.

21. The registered letters and parcels will be entered in the register of covers containing valuable articles (Form XVI 4) by the superintendent, and be by him placed in the safe until they are required for disposal. The superintendent will be personally responsible for their safe custody.

Treatment of Dead Letter Office Chalans and Bills.

22. The dead letter chalans and the dead letter bills will be stamped with the dead letter office dated stamp, and receipts will be written on

both the upper and lower portions, the number of registered letters and parcels received being written in figures and letters on the lower portion only, and if none are received, the word "None" being written. The documents will then be returned enclosed in envelopes to the offices from which they issued.

Separation of Unclaimed Covers.

23. Provision has been made for unclaimed covers being sent to the dead letter office, separated into (1) covers that have not been re-directed, and (2) covers that have been re-directed: the object of this separation is to direct the attention of the dead letter office to re-directed covers and thereby to detect cases, which are but too common, in which through carelessness or designedly covers are unnecessarily sent from one post office to another, without reasonable hope of the addressees being found. It will be the duty of the dead letter office to take advantage of the means thus afforded to it to check irregularities in post offices.

Newspapers and Packets to be separated.

24. The newspapers and packets should be separated from the letters, and put aside for subsequent disposal.

Preliminary separation of ordinary letters.

25. For convenience and to facilitate the subsequent manipulation of ordinary letters, a preliminary separation should be made into the compartments of the almirah provided for the purpose: in making the separation, the clerks will be guided by the outward appearance of, or the marks or stamps on, the letters. They may be divided into—

(1). Unclaimed letters with clear addresses indicating that they may probably be easily disposed of.

(2). Other unclaimed letters and letters with imperfect or illegible addresses.

(3). Refused letters posted in post offices within the circle.

(4). Refused letters posted in post offices of other circles.

(5). Letters issued from this dead letter office and returned undelivered.

(6). Letters issued from other dead letter offices and returned undelivered.

Functions of a Dead Letter Office.

26. The functions of a dead letter office are two-fold. First, in its character of an inquiry office, it deals with and disposes of covers the delivery of which it is possible to accomplish by changing or adding further particulars to the address. Secondly, in its character of a dead letter office, under Section 29 of the Post Office Act it deals with covers the addressees of which cannot be found, or who have refused delivery, and which it becomes necessary to return to the senders, information regarding their address being found on the covers, or obtained by opening them. Ultimately, it is the receptacle, or deposit office, of those dead covers of which neither the addressee nor the sender can be found.

Re-direction of Unclaimed Letters.

27. The unclaimed letters separated as has been indicated (items 1 and 2 of paragraph 25) should be individually examined, and endeavour made by reference to directories, army lists, civil lists, &c., and by the application of careful and intelligent scrutiny to obtain information regarding addressees and their residences. Those letters regarding which reliable information can be obtained should have the full particulars of the changed address written legibly on them with red ink, any marks or words which it is necessary to obliterate being scored out also with red ink. A dead letter office may also re-direct letters to any post office in India or out of India without restriction. Covers marked by the sender "Not to be re-directed" should not be forwarded to the addressee but returned to the sender.

Separation of Unclaimed Letters which cannot be disposed of by Re-direction.

28. The unclaimed letters which cannot be disposed of by re-direction to the addressees should be separated as follows:—

(A). Letters posted in post offices of other circles which have not been re-directed.

(B). Letters posted in post offices of other circles which have been re-directed.

(C). Letters posted in post offices within the circle.

Unclaimed Letters posted in other Circles.

29. The unclaimed letters posted in other circles separated as is described above (A and B), the refused letters posted in post offices of other circles (item 4 of paragraph 25) and the letters issued from other dead letter offices and returned undelivered (item 6 of paragraph 25) should be sorted into the appropriate compartments of the sorting almirah to be made up in packets for the dead letter offices to which they appertain.

Want of diligence in tracing Addressees to be reported to the Postmaster General.

30. In examining the letters care should be taken to observe any which indicate that sufficient diligence has not been exercised in the post offices of address to find the addressees; also, those letters which appear to have been unnecessarily re-directed from one post office to another. Reports of cases of carelessness and inattention to rules should be made to the Postmaster General, who will dispose of them in the manner he considers expedient, bearing in mind that letters on which postage is due must, when they are sent to post offices, be accompanied by a letter chalan (Form I 1) from the dead letter office.

Unclaimed and Refused Covers which indicate outwardly Sender's address to be returned unopened.

31. The unclaimed letters posted in post offices within the circle which cannot be re-directed, owing to its being impossible to find

particulars of the addressees (item C) and the refused covers similarly posted (item 3 of paragraph 25) will, if there is indication of the sender outside by his name being written or by stamps or seals, or embossed impressions on the envelopes or the paper, be returned to him without being opened. Those letters which have not sufficient particulars of the sender's address outside will be opened. If information of the sender is thereby obtained, they will be forwarded accordingly. If no reliable information can be obtained, they will be treated as dead letters and remain in deposit.

Carelessness in re-directing Letters to be punished.

32. The letters issued from the dead letter office and returned to it undelivered (item 5 of paragraph 25) should be examined by the superintendent, who will observe whether or not the information on which the clerk issued the letter was sufficient and reliable; if it is found not to be so, or if in writing the changed address it was rendered illegible or incomplete, owing to carelessness or bad writing, the clerk should be reprimanded or fined, or report made to the Postmaster General, as the particulars of each case may show to be necessary.

Realization of postage on refused Covers.

33. When refused covers on which postage is due, and which were issued from the dead letter office for delivery to senders and realization of the postage from them, are declined and returned to the dead letter office, the superintendent will submit them for the orders of the Postmaster General, who will use his discretion in deciding whether or not means should be adopted to enforce payment of the postage due. In the majority of cases it will not be necessary to enforce payment.

Postage realizable on Covers returned from a Dead Letter Office.

34. The postage realizable on covers issued from a dead letter office will be governed by the following rules,—

If they are forwarded to the addressee, they will be taxed with any postage original or re-directed that may be due on them.

If they are unclaimed and returned to the sender, they will be free, all postage due on them being cancelled.

If they are refused and returned to the sender, they will be taxed with any postage original or re-directed due on them.

Stamping of Letters when issued.

35. Those letters the addressees of which are traced without their being opened, and for the delivery of which it is only necessary to write in some particulars of address, or change the name of the post town, will when issued be stamped with the dead letter office free stamp if no postage is realizable on them, or with the dead letter office postage due stamp if any postage is realizable, the amount of postage being written into the space in the stamp impression, and all postage due stamps of other offices, if there be any on them, will be scored across with lines of red ink to indicate that they are cancelled. Such letters need not be enclosed in envelopes.

Letters returned to Senders or opened letters to be enclosed in envelopes.

36. All letters returned to senders, and all opened letters, whether returned to the senders or forwarded to the addressees, must be enclosed in envelopes, every known particular of the addresses of the persons to whom they are to be delivered being very legibly written on them. The envelopes should have printed on them in the upper left-hand corner the words—

"Unclaimed letter free,
"Refused letter, free; or
"Refused letter, postage due As."

the letters being put up in appropriate envelopes.

The name of Dead Letter Office to be printed on the envelopes.

37. The name of the dead letter office from which they issue should be printed on the lower left-hand corner of the envelopes, and will be recognised in post offices as the official frank on the cover. The envelopes containing free letters should be printed in black, and those containing postage due letters in red.

Disposal of Letters received from abroad.

38. All letters which have been received from places abroad, the addressees of which it is found impossible to trace, and which have remained in the dead letter office for the period of one month, will, in the case of dead letter offices other than those at Calcutta, Madras and Bombay, be forwarded in the first packet to the dead letter office at Bombay, and in the case of the above-mentioned dead letter offices will be forwarded to the head quarter post office with a sorting chalan (Form I 1 a), headed with the words "Returned Foreign Letter Branch." They will be entered in the despatch register under the column headed "Covers returned to Senders." The returned foreign letter branch will dispose of them under the foreign post rules.

Registered Newspapers to be returned to the Publisher.

39. Registered newspapers published in India will be returned free to the publishers made up in bundles for each newspaper office. All other printed papers may be destroyed or sold as waste paper.

Treatment of Packets.

40. Pattern and book packets will be treated in precisely the same way as has been prescribed for ordinary letters.

Registered Letters.

41. The superintendent should personally make endeavour to find the addressees of registered letters by reference to directories, army lists, &c. When reliable information is obtained, the letters should be re-directed, the two receipts received with each letter being sent with it.

Disposal of Registered Letters the Addressees of which are not traceable.

42. Those registered letters regarding which reliable information cannot be obtained, will, if they were posted in post offices of other circles, be sent to the dead letter offices of those circles unopened; each one being detailed in the lower portion of the chalan and accompanied by the two receipts appertaining to it. Application should be made to the office of origin for information regarding the senders of those letters which were posted in the post offices of the circle. If reliable information is obtained, the letters should be returned to the sender unopened in a sealed and registered cover. If information regarding the sender's address cannot be obtained, it may be opened. If, by reading and examining the contents, sufficiently reliable information can be obtained they should be forwarded in sealed and registered envelopes to the sender. Those letters regarding which no information can by any means be obtained, will be treated as dead letters and remain in deposit.

Disposal of Parcels.

43. Parcels will be treated in the same way as registered letters. If they have been opened, a memorandum of the contents signed by the superintendent should be placed inside, and they should always be reclosed in his presence. If they are forwarded to a post office, they will be made over to the head quarter post office entered in the lower portion of the letter chalan, any postage due on them being noted in it. When issuing parcels, great care should be taken that they are securely packed and sealed.

Treatment of Letters the contents of which render registration compulsory.

44. In the examination of ordinary letters it will sometimes occur that letters will be found containing articles which render registration compulsory *(vide Postal Guide)*; these letters should at once be handed to the superintendent who will examine them and enter them in the register of covers containing valuable articles (Form XVI 4). If the addressee is traced, the letters will be forwarded to destination registered and each one taxed with eight annas for the registration fee in addition to any postage already paid or due on it.

Treatment of Letters containing articles of value.

45. Some letters that are opened will be found to contain articles of value; they should at once be handed to the superintendent who will examine the contents, and enter details in the register of covers containing valuable articles (Form XVI 4). If the addressees, or failing them, the senders of letters can be traced, they should be forwarded under sealed covers, and those letters found to contain anything which renders registration compulsory, will be forwarded under sealed and registered covers, as is explained in the preceding paragraph, except that no registration fee will be charged.

Making of Packets for other Dead Letter Offices.

46. Packets for other dead letter offices should be made every day on which there are covers to be forwarded. Dead letter office chalans (Form XVI 1) will be prepared for the covers that have been sorted into the compartments for the several other dead letter offices; the numbers of these chalans will be taken from the despatch register (Form XVI 3), and the details of the entries on them copied into it. The dead letter offices will exchange bags, one with the other. The bags of one office should never be sent to another office; the bags should be securely tied and sealed.

Sorting and Despatch of Covers re-directed and Covers returned to senders.

47. All covers re-directed to addressees, or placed in envelopes for return to senders, will be sorted into two compartments of the sorting almirah, one labelled for the station, and the other for the sorting letters. In the station compartment will be placed all covers to be delivered from the head quarter post office or any of its branch offices; all other covers will be placed in the sorting compartment. The covers will be forwarded to the head quarter post office accompanied by letter chalans (Forms I 1 and I 1a), on the lower portion of which all registered letters and parcels will be detailed and which will be numbered in consecutive series, the numbers being taken from the despatch register (Form XVI 3); after preparation of the chalans the entries in them will be transferred to the despatch register. The covers will then be enclosed in two bags, one marked "Station" and the other "Sorting." The bags will be securely tied and sealed; they will be conveyed to the post office with the bags for the other dead letter offices, entered in a packet book, and a receipt obtained in the book for them.

Treatment of Dead Covers.

48. Dead covers, *i. e.*, the covers of which neither the addressees nor the senders can be traced, should be sorted into two almirahs, the compartments of one being marked with the letters of the English alphabet, and the other with the letters of a vernacular alphabet. The covers sorted into these compartments will be available for delivery to any addressee or sender who may enquire for them.

Final Disposal of Dead Letters.

49. There should be two pairs of almirahs as is described above; the covers placed in one pair during one month will be kept in them available for delivery till the expiration of the following month. Those covers which are not called for, and of the addressees or senders of which no trace can be found, will be ultimately made up in bundles, the alphabetical arrangement being preserved, and a label with the name of the month and letter of the alphabet being put on each bundle. The bundles should be put away in the compartment of the store almirah appropriated to the month to which they appertain.

Treatment of Dead Letters containing Valuables.

50. All covers containing anything of value should remain similarly available for delivery to the addressee or the sender for two months; they should then be transferred to the register of covers containing valuable articles in stock (Form XVI 5). A number should be given to each article, and a label corresponding with the number in the register should be put on each. The covers should then be placed in the stock almirah, unless the contents be money, notes, or jewelry, in which case they should be placed in the safe.

Receipt and Despatch Registers to be totalled.

51. A daily total should be made in the receipt and despatch registers (Forms XVI 2 and XVI 3), which being carried forward daily a monthly total should be completed. The difference between the total of the receipt and despatch registers will represent the stock of dead covers remaining in the office at the end of each month.

Entries in the Register of Covers containing valuable articles.

52. Those covers entered in the register of covers containing valuable articles (Form XVI 4) which are disposed of by being forwarded to the addressees or returned to senders, or transferred to the dead letter offices of other circles, will be written off as they are issued. The covers remaining and transferred to stock will be noted as being so transferred. No cover appertaining to a period prior to the last two months should, on the first day of the third month, remain in this register undisposed of.

Destruction of Letters.

53. On the first day of every month the ordinary letters which have been in the stock almirah for twelve months will be taken out, and destroyed by being burnt in the presence of the superintendent.

Disposal by auction of Contents of Letters.

54. The articles of value found in letters, parcels and packets which have been twelve months in deposit, will be disposed of by auction, either through some well known auction agency, or by some one appointed by the Postmaster General, who is unconnected with the dead letter office or post office. In making over articles to the auctioneer, care should be taken that all writing on them is obliterated, the letters accompanying the articles being burnt. The receipt of the auctioneer for the articles made over to him, should be taken in the register of covers containing valuable articles in stock (Form XVI 5); the amount realized by the sale will be made over to the head quarter postmaster for credit in the account current of his office, and his receipt will be forwarded by the Postmaster General to the Compiler. The employés of the dead letter office should be warned that they are precluded from bidding for or purchasing anything at the auction.

Disposal of Currency Notes and Stamps.

55. All half and entire currency notes found in covers which remain unclaimed in the dead letter office for twelve months, should be made over to the local Currency Office, and an acknowledgment obtained for them. All postage stamp labels similarly found should be made over to the head quarters postmaster; the value less the authorized discount will be credited by him in the account current (Form X 1) under the head miscellaneous receipts. All other stamps found in letters should be destroyed by the superintendent himself, a note being recorded of the value of each description of stamps so destroyed.

Almirahs and Boxes of a Dead Letter Office to be securely locked.

56. All the almirahs and boxes in a dead letter office should be supplied with good English locks. They should on no account be allowed to lie open, and should be opened only when there is necessity to do so. The keys should always be in the possession of the superintendent.

Strangers not admitted to the Dead Letter Office.

57. It should be very strictly enjoined that no strangers or persons unconnected with the dead letter office, whether they be employés of the Postal Department or otherwise, be permitted to enter the room allotted to the dead letter office.

CHAPTER XVII.

MISCELLANEOUS.

Arrangement of Cross Mails.

1. All cross mails should be so regulated as to reach the transit or sorting office before the mails on the main line of communication by which they are to be conveyed onwards arrive; sufficient time being allowed for the sorting and transit work being completely and conveniently done.

Letter-Boxes and Receiving Houses.

2. For the convenience of the public receiving houses should be opened in which ordinary covers may be posted, and registered letters and parcels received. Pillar and letter-boxes should also be placed in prominent and convenient positions. The attention of the Postmaster General and inspectors should be specially directed to ascertain where receiving houses may be opened or letter-boxes placed. The hour at which each letter-box is cleared should be distinctly indicated in a notice printed in English and the Vernacular on it or on a board placed near it. Arrangements should be carefully made for transmission of covers from the receiving houses, and for the clearance of the letter-boxes, so that they may arrive at the post office in time to be included in the several despatches, or deliveries of mails made during the day, and finally in the evening; covers posted in receiving houses should be transmitted to the post office in closed packets or bags accompanied by a chalan (Form I 1a), the registered letters and parcels being entered in the lower portion; the chalan will be receipted and returned to the receiving house. A trustworthy clerk or peon should be employed to clear the letter-boxes; when circumstances do not admit of this being done, light portable boxes may be used and brought by hurkaras to the post office to be emptied.

Applications to intercept Letters.

3. Applications are sometimes made by the public to intercept letters passing through a sorting office: but it is inconsistent with the proper working of the department to comply with them. Except, therefore, in very emergent circumstances, or under the special leave of a Postmaster General, such applications must be refused.

Conditions under which a Letter once posted may be returned to the Sender.

4. A letter, or other article once posted in an office, can be returned to the sender only through the dead letter office, if it be refused by

the addressee, or if the addressee cannot be found, or under an express order of the Government, or the Director General of the Post Office, or a Postmaster General.

Stamps detached from articles posted.

5. Stamps are sometimes detached from articles posted in the letter-box, and found loose in the box. Endeavour should be made to find the articles from which they were detached, and if they can be found, they should be replaced, otherwise their value should be credited to Government.

The name of the Sender not to be demanded.

6. The name of the sender of any article cannot be demanded: but in the case of registered letters and parcels it should be asked, and if given, recorded. The record will be useful, if the addressee cannot be found, or if the cover be lost or tampered with in transit.

Information not to be given regarding articles passing through a Post Office.

7. No information should be given respecting articles passing through a post office, except to the persons to whom they are addressed: nor can any person unconnected with the postal establishment be allowed to see or examine any cover not bearing his address, though he may state that it was posted by him. Officers of the department should not make public any information of a private nature which they may receive officially, or in the course of the discharge of their duties. A postmaster may, however, give the address of any person, unless he has reason to believe that the person for whose address he is asked, would disapprove of his doing so.

Articles not to be detained for examination.

8. Any article posted in a post office, regarding which the postmaster has reason to believe that the provisions of the Postal Act and Rules have been infringed* should not be detained for examination at the posting office, but should be forwarded to destination marked doubtful. The postmaster receiving such articles should be guided by the instructions laid down in Section 60 of the Postal Act.

* For example of infringement, see *Postal Guide.*

The Postmaster of the Despatching Office to take the requisite steps when infringement of Postal Rules is obvious.

9. Where the infringement of rules is obvious, and the penalty being merely the charge of a different rate of postage, or the refusal to receive or forward the article, the postmaster of the despatching office will himself take the necessary steps, and in all cases in which it is suspected that explosive, dangerous, or offensive substances are enclosed, it is the duty of the despatching office to do so.

CHAPTER XVII.—MISCELLANEOUS.

Search Warrants for Letters issued by the Magistrate of a District.

10. The following section of the *Code of Criminal Procedure* (Act X of 1872) relates to search warrants granted by the magistrates of districts for letters in the custody of the post office:—

"369. The last preceding section shall not authorize any magistrate, other than the magistrate of the district, to grant a search warrant for a letter in the custody of the postal department: but if any such letter is wanted for the purpose of any criminal proceeding, any magistrate or district superintendent of police may give notice to the postal authorities to cause search to be made for and to detain any such letter, pending the orders of the magistrate of the district: and the magistrate of the district may, if he thinks fit, direct the postal authorities to deliver up any such letter."

Admission of Strangers to a Post Office strictly prohibited.

11. The admission of strangers, or persons unconnected with a post office, to the interior of the office, is strictly prohibited; nor can such persons be permitted to examine the covers passing through a post office, or the records of the office.

The employment of unauthorised Apprentices prohibited.

12. The employment of apprentices, other than the authorised and paid apprentices, to assist in the work of a post office, is strictly prohibited.

Letters found in the Letter-Box unstamped.

13. It sometimes happens, that letters are found in the letter-box on which the word "Stamped" is written, but which do not bear stamps. The sender may, by mistake or design, not have put them on, or the messenger entrusted to post the letters may have removed the stamps. Such covers should always be shewn to the postmaster or deputy postmaster, who should write on them "Found in the letter-box without stamps," and attach his initials.

Covers found in the Letter-Box torn or open.

14. In case of a cover found in the letter-box torn, or injured, or open, the postmaster should repair or close it, so as to protect the contents, making a remark on the cover under his initials. If necessary, such covers should be forwarded to destination under protecting envelopes addressed to the postmaster of the office of delivery, who will, if he think it necessary, invite the addressee to call at the post office, and receive delivery from him, any loss of the contents being at once noted, and made the subject of enquiry.

Postal Officials not to open Covers issued from a Dead Letter Office.

15. Covers received from the dead letter office, enclosing letters to be delivered, should be regarded as letters posted by the public and on no account be opened by any official of the postal department, or by any

other than the person to whom they are addressed. When such covers are refused by the addressees, they should, with other refused covers, be placed in the first packet made up for the dead letter office.

Articles to be kept back in case of heavy Mails.

16. When the number of covers to be despatched from any post office causes the weight of the mails to be more than the prescribed weight, or more than the establishment employed on the road can carry, the postmaster is authorised to keep back a portion of the heavier public despatches, and imported newspapers, till the following day; but private letters, and public letters marked "Despatch," should not be kept back.

Correspondence between Officers of the Department.

17. All correspondence between officers of the department, when in English, should be by letter or official memorandum; and as a rule correspondence should be carried on, as much as possible, in English. When inferior officials are addressed in the vernacular, purwanahs may be sent by Postmasters General, inspectors and disbursing postmasters to those drawing Rs. 50 per month or less, and by sub-inspectors to subordinates drawing Rs. 20 per mensem or less; the persons addressed will, in such cases, reply by urzee. In all other cases vernacular correspondence must be in the form of a vernacular letter or khuth.

Transit Lists.

18. Transit lists and their annexed supplements (Forms I 2 and II 15) will be prepared for every disbursing and non-disbursing post office in the circle by the Postmaster General, and be issued by him, copies of the transit lists only being kept in his office for record. It will be the duty of inspectors and independent postmasters to bring to the notice of the Postmaster General any alterations in the transit lists or their supplements, which local information shows to be necessary; the Postmaster General will, if he approves of the suggested alterations, correct the copies in his office and issue revised lists to the post offices concerned. The transit list merely furnishes, in a condensed form, a bird's eye view of the transit arrangements of a post office, the annexed supplement contains information of the manner in which letters for every post office in India are to be forwarded, and great care and attention should be given to its preparation.

Arrangement of Records of a Post Office.

19. The records of a post office should be systematically arranged in almirahs. The chalans (both letter and parcel) and registered letter receipts should be made up into bundles of convenient size, a label being placed outside of each bundle describing the documents comprised in it. The bundles should be arranged consecutively according to dates of contents. The books and registers should have labels outside describing them, and should be arranged according to the departments of the office in which they have been used, and placed so that the labels may be easily

read. Circulars received from the Postmaster General's office and letters from the Postmaster General, from the inspector and from other postmasters, should be filed in proper order in guard books. An index to the Postmaster General's circulars should be kept up, and a note made opposite to those which are cancelled or modified by subsequent circulars. It is the duty of the postmaster to see that the records are properly attended to.

Index of extant Circulars.

20. Postmasters General will issue annually a printed index of all extant circulars, and on the receipt of this index, all circulars not entered therein should be destroyed.

Sale of Records in Non-disbursing Offices.

21. In non-disbursing offices, records more than a year old, except uncancelled circulars, office order books, and any other papers of a permanent character, should be sold as waste paper in January and July of each year.

Sale of Records in Disbursing Offices.

22. In disbursing offices the same rule will apply, cash accounts, acquittance rolls, and copies of monthly pay abstracts being classed among the records of a permanent character.

Records of a permanent character not to be destroyed.

23. Records of a permanent character may not be destroyed until three years have elapsed, and then only under the special permission of the Postmaster General.

Application for lost Documents.

24. When documents, *i. e.*, chalans, registered letter receipts, &c., which should be returned from one post office to another to be filed, are lost, and it becomes necessary to prepare duplicate copies, the duplicate copies will be prepared by the office in which the documents are recorded, and the necessary acknowledgment obtained on them. The application for these documents will be made in (Form XVII 5).

Appeals.

25. Appeals made by officers holding office in the department, to superior authority, must invariably be sent up through the appellant's immediate official superior. A copy of the order appealed against must be attached and the grounds of appeal fully stated. The officer whose duty it is to do so, will forward the appeal with such remarks as he may think are called for. The order passed on the appeal by the officer who disposes of it, will be communicated through the officer who sent it up.

Government has the exclusive privilege of conveying Letters.

26. By Section 5 of the Post Office Act the Government has the exclusive privilege of conveying letters by post except in the cases enumerated in that section. The officers of the department should give

careful attention to the prevention of infringement of this privilege, and the detection of instances in which it is infringed. The penalty for conveying letters in breach of privilege will be found in Section 46 of the Post Office Act.

Clubbed Packets.

27. It is also necessary that officers of the department use every precaution to prevent, and diligence to detect the transmission through the post office of clubbed packets. In Section 2 of the Post Office Act a "Clubbed packet" is defined to be "a packet containing a collection of letters not made by an agent of the post office, and transmitted through the post with the view of the enclosed letters being delivered to more than one person through the agent of the person by whom the packet was made up." The penalty for transmitting a clubbed packet by post or tendering or delivering a letter to be transmitted in a clubbed packet, will be found in Section 46 of the Post Office Act. Whenever an officer in charge of a post office has good reason to suppose that a cover posted for despatch from, or passing in transit through, the office is a clubbed packet, he should forward it to the office of destination marked "Doubtful," a note which will draw the attention of the receiving postmaster to it being made in the chalan (Form I 1). The postmaster of the office of final destination will, in such case, as well as in any case in which he may himself have good reason to suspect that a cover received for delivery is a clubbed packet, summon the addressee and cause him to open the packet in his presence, or if he does not attend at the office after forty-eight hours, open the packet himself under the authority given in Section 60 of the Post Office Act. Full postage should be taxed on the enclosures of the packet. A list of the addresses on the covers should be made for record, and they should be delivered to the addressees, the postage due being realised from them. The parties concerned should be warned that they are liable to the penalties prescribed by the law. An immediate report describing all the facts of the case, should be made to the Postmaster General who will decide whether or not legal measures shall be resorted to.

Transfer of Post Office Employés.

28. Employés of the postal department are liable to be transferred for employment to any part of a province, or any part of India whenever the interests of the public service render the transfer necessary. If any employé refuses to comply with an order for transfer, his services should be dispensed with.

Covers containing Documents of importance to be registered.

29. The record of the address of unregistered covers on chalans is prohibited. When covers on postal service containing anything of value or documents of importance are forwarded through the post, they should be registered in order to ensure their safe transmission. The registration

will be on postal service, and pre-payment of the registration fee will not be necessary; in all other respects, the covers will be treated as is prescribed in the rules for registration of letters, Chapter IV.

Registration not to be resorted to needlessly.

30. Registration of covers will impose work on the postal establishment, and it should not be resorted to needlessly, but only when the contents of a cover are of very special importance, such as to justify a deviation from ordinary treatment. The safe transmission of covers addressed to the Compiler may be ensured by registering them, but only those covers should be registered which contain papers precaution in the transmission of which is enjoined by the Compiler. The Compiler will submit to the Director General a list of the documents, in the transmission of which he considers precaution necessary, and will obtain the approval of the Director General before he promulgates it.

Discipline of a Post Office.

31. The officer in charge of a post office is responsible that the work of the office is judiciously distributed. The time and place for performing each duty, and the particular person by whom it is to be done should be arranged, and a strict discipline maintained throughout the office; persons engaged on particular work being forbidden to come and go except under proper authority, and those who have nothing to do with the work in hand being forbidden to intrude. Nothing more invites the cupidity of dishonest persons, or makes it more easy for them to steal or tamper with mails, than a disorderly and ill-regulated mode of doing work.

Letters sent under cover to a Postmaster to be posted.

32. Letters are sometimes sent under cover to a postmaster with a request that they may be posted for delivery at the station or for despatch to another post town. The postmaster should write on the cover the name of the post town it was received from, and the name of the sender (if it is given) and attach his initials. The cover should then be thrown into the letter-box, and disposed of according to the address on it when the mails for despatch are made up.

Money Transactions between Postal Officials prohibited.

33. Money transactions between employés of the department, and specially of the same office, or mail line, and between superiors and inferiors are strictly prohibited. When such transactions are detected a report should be made to the Postmaster General, who will exercise discretion in disposing of the case. Any officials of the department detected in money transactions of a discreditable nature, or who are arrested for debt, or are obliged to resort to the Insolvent Court are liable to dismissal.

Rules for preparation of Half-yearly Returns.

34. The following rules will govern the preparation of half-yearly returns of covers passing through the post office, from which are deduced the statistics of the department. During the second week of the months of February and August of each year, *i. e.*, from the 8th to the 14th, both days inclusive, an enumeration will be made in all disbursing and non-disbursing post offices, by the postmaster or deputy postmaster, of the number of covers of each class given out for delivery to the peons and the several branches of the subordinate delivery. The result of the enumeration will be entered in the appropriate column of the return of periodical enumeration (Form XVII 1). The number of covers returned undelivered by the peons and from the subordinate delivery, will also be entered in the column provided for them. At the end of the week the column headed "Total" will be filled in. A fair copy of the return prepared by the postmaster or the deputy postmaster himself, will be forwarded by the mail of the 15th to the Postmaster General's office. With the object of obtaining the returns from all post offices prepared on paper of uniform size, two blank forms will be issued from the Postmaster General's office to every post office from which the return is required. As the value of these returns depends upon the intelligence and accuracy with which they are prepared, inspectors and sub-inspectors should satisfy themselves that their subordinates thoroughly understand the work to be done and impress on them the importance of bestowing care on it. In Presidency post offices the enumeration will be personally superintended by the postmaster.

Service Covers.

35. Any covers which are or may hereafter be allowed, under special order, to pass through the post office under official frank, without charge of postage (see paragraph 6, Chapter V), including covers on postal service, will, in the half-yearly enumeration, be shown under the distinct head of "Service privileged." All other Service covers will be included under the heads "Paid" or "Unpaid."

Treatment of Half-yearly Returns in the Postmaster General's office.

36. When the returns are received in the Postmaster General's office, they should be carefully examined and the totals checked; comparisons should be made for each office with the returns of the previous half-year, and if there be considerable or unaccountable difference between the figures, the Postmaster General should call for explanation, and order that a similar enumeration be made for another seven days. If he has reason to mistrust the postmaster or deputy postmaster, he will order that this second enumeration be made by the inspector or the sub-inspector.

A General Return to be prepared.

37. From the returns received from post offices a general return for the circle will be prepared in the Postmaster General's office, names of post offices being placed at the top of columns in place of the dates, and the totals of each office entered in it. A grand total for the entire circle will be made: and the general statement submitted to the Director General with such remarks as may be called for.

All Post Office Employés to be cleanly and neatly dressed when on duty.

38. All the persons employed in a post office should, when on duty, be cleanly and neatly dressed. The officer in charge of a post office will be held responsible that this rule is enforced, and inspectors and sub-inspectors, when visiting post offices, will observe that it is attended to. All peons and rural messengers should be supplied at the public expense with a bag made of water-proof cloth or leather having a strap to suspend it from the shoulder to carry letters for delivery, and a badge having the name of the post office, and the number of the peon with a belt of cloth or leather.

Receiving Office authorised to correct mistakes of Despatching Office.

39. A postmaster or deputy postmaster who receives a mail is authorized to correct the mistakes of the despatching office in calculating postage by increasing or diminishing the amount. The Compiler's office will take notice of instances in which the amount of postage charged is largely decreased, or when the diminution of postage charged against a post office is frequent and call for explanation, holding the postmaster or deputy postmaster responsible if the explanation is not satisfactory.

Sickness interfering with duties to be reported.

40. Sickness of a character interfering with the proper discharge of official duties, should be reported to the officer to whom the official is subordinate in order that arrangements for a substitute be made.

Free Passes for conveyance of Postal Officials by Railways.

41. Officers of the postal department when travelling on duty by railways under State guarantee, are furnished with passes for free conveyance. Officers proceeding on leave, or travelling with non-official objects, are not entitled to free conveyance.

Accommodation on Railways for Post Office Officials.

42. The rule which governs the class of accommodation by which the several grades of officials will travel on railways, will be found in paragraph IXa of the travelling allowance rules, Appendix C.

Rules for Free Passes on the East Indian Railway.

43. The issue of free passes to officials of the department for conveyance by railway is regulated by different rules, in respect of different railways, and it would be out of place here to recapitulate all

the different systems. But the following rules issued for the East Indian Railway under date the 4th February 1871, are given as a sample :—

1. The postal officers noted below (or in their absence, the head clerks of their offices), may issue postal passes of the annexed form marked A, *viz.* :—

Director General of the Post Office of India.
Postmaster General of Bengal.
Ditto ditto of the North-Western Provinces.
Ditto ditto of the Punjab.
Chief Inspector of Post Offices, Central Provinces.
Ditto of ditto, Oudh.
Ditto of Frontier travelling post offices.

2. In emergent cases, station masters will issue postal passes on the written requisition of a local officer of the postal department.

3. Station masters will, for this purpose, be supplied on the usual indents, with pass books of the annexed form marked B.

4. The postal officer making the requisition, will sign and fill in the requisition on the upper portion of the pass and its counterfoil, and the station masters will fill in and sign the lower portion, the pass being then detached and given to the postal officer.

5. Local postal officers may also, when necessary, be supplied by the postal department with similar forms, so as to avoid the necessity of their going to the railway station to sign a requisition. When sending a requisition in this way, the local postal officer will of course fill in and sign the requisition both on the pass and the counterfoil, sending both of them to the station master, who will sign and make over the pass, retaining the counterfoil.

6. Inspecting officers of the postal department will be supplied with season passes on application by the Postmaster General, or Chief Inspector of post offices, to the Board of Agency, East Indian Railway, Calcutta.

7. Such season passes will contain the name and official designation of the inspecting officer and on occasion of a change of incumbency, will be made over by the outgoing to the incoming officer, under an endorsement on the back by the former transferring it to the latter.

8. Mail guards or persons in charge of the mails, will be furnished with postal badges under which they will be allowed to travel in the mail vans or mail compartments without passes.

9. All passes for a specified train or date must be collected and forwarded with the ticket collections to the audit office.

10. Periodical passes will be returned by the holders to the issuing officer.

11. All postal passes of expired date must be treated in the same way as other expired date passes or tickets, the holders being liable for excess fare.

CHAPTER XVII.—MISCELLANEOUS.

12. Station Masters will continue to forward to the traffic audit office, in the form at present in use, a return of postal passes issued at stations.

Form A.

EAST INDIAN RAILWAY.

Counterfoil of Postal Pass.

No._____ Class_____ Date_____
_____18_____ Pass_____
From_____ Station to_____ Station
on_____ day of_____ 18_____
by_____ train_____ on postal
_____ Signed_____
Service_____ Designation_____

Form A.

EAST INDIAN RAILWAY.

Postal Pass.

No._____ Class_____ Date_____
_____18_____ Pass_____
From_____ Station to_____ Station
on_____ day of_____ 18_____
by_____ train_____ on postal
_____ Signed_____
Service_____ Designation_____

Form B.

EAST INDIAN RAILWAY.

Emergent Postal Pass.

REQUISITION.—The Station Master of_____
_____is requested to grant a_____
class pass to_____
_____
travelling on urgent postal duty from_____
Station to_____ Station on_____
day of_____18 , by_____
Train_____
Dated Signature of
_____18 . Postal Officer.
Designation
No._____ Pass granted as above.
Station_____ Signature of
Dated_____18 . Station Master.

This requisition and pass to be retained at the Station.

Form B.

EAST INDIAN RAILWAY.

Emergent Postal Pass.

REQUISITION.—The Station Master of_____
_____is requested to grant a_____
class pass to_____
_____
travelling on urgent postal duty from_____
Station to_____ Station on_____
day of_____18 , by_____
Train_____
Dated Signature of
_____18 . Postal Officer.
Designation
No._____ Pass granted as above.
Station_____ Signature of
Dated_____18 . Station Master.

This requisition and pass to be sent to the Traffic Audit Office after collection.

ENUMERATION OF FORMS

Designation of the Chapter to which the Forms appertain.	Description of the Forms.	No. of the Forms.	Page.	Designations of Officers by whom the Forms are to be prepared.
LETTER DEPARTMENT. CHAPTER I.	Letter chalan ...	I 1	2	Postmasters and Deputy Postmasters of disbursing and non-disbursing Post Offices.
	Sorting letter chalan ...	I 1 a	3	Ditto ...
	Registered letter lists ...	I 1 b	4	Ditto ...
	Transit list and the supplement attached.	I 2	5	Postmasters General...
	Index to letter chalans despatched.	I 3	7	Postmasters and Deputy Postmasters of disbursing and non-disbursing Post Offices.
	Packet chalans ...	I 4	8	Ditto ...
	Despatch packet register.	I 5	9	Ditto ...
	Receipt packet register	I 6	10	Ditto ...
	Receipt letter register...	I 7	11	Ditto ...
	Peons' book ...	I 8	12	Disbursing Postmasters
	Peons' book ...	I 8 a	14	Non-disbursing Postmasters.

XVIII.

PRESCRIBED IN THE MANUAL.

Dates on which the periodical returns must be submitted.	Designations of Officers to whom periodical returns must be submitted.	REMARKS.
.....	.....	Will be printed on loose sheets, one chalan being used for every station packet made up; the number required in an office may be ascertained from the transit list (Form I 2). The chalans used in a Travelling Post Office need not have the form of claim bill.
.....	.....	Ditto ditto; this chalan will be printed in red.
.....	.....	Will be printed on loose sheets, and be used when the number of registered letters despatched is more than can be written on the lower portions of letter chalans (Forms I 1 and I 1 A), or when separate bags are made of registered letters.
.....	.....	One transit list, with supplement attached, will be required for each Post Office; they should be printed on stout English paper.
On the 8th, 16th, 24th, and last day of the month.	Check branch of the Compiler's office.	Will be in loose sheets, and also bound up in books, and must be printed only on one side of the paper. The majority of Post Offices will use 70 sheets, and a book containing 50 pages in a year. The books should not have more than 50 pages.
.....	.....	Will be printed on loose sheets, one chalan being used for each transit bag made up. The number used in a Post Office may be learned from the transit list (Form I 2).
.....	.....	Will be printed on one side of the paper only, and bound in books of 50 sheets each; ordinarily two books will suffice for one year's use.
.....	.....	Ditto, except that the books will have 70 sheets each.
Daily ...	Check branch of the Compiler's office.	Will be printed on loose sheets; ordinarily one sheet will be used each day. In some Post Offices, where the number of packets received is large, two or more sheets will be required.
.....	.....	Will be printed on stout paper on one side only, and bound in books of 100 pages. One book will suffice for each quarter. A new book should be commenced on the first day of each quarter.
.....	.....	Ditto ditto.

CHAPTER XVIII.—ENUMERATION OF FORMS

Designation of the Chapter to which the Forms appertain.	Description of the Forms.	No. of the Forms.	Page.	Designations of Officers by whom the Forms are to be prepared.
PARCEL DEPARTMENT. CHAPTER II.	Receipt for sender ...	II 1	16	Postmasters or Deputy Postmasters.
	Advice chalans ...	II 2	17	Ditto ...
	Despatch register ...	II 3	18	Ditto ...
	Receipt register ...	II 4	19	Ditto ...
	Index of advice chalans issued.	II 5	20	Ditto ...
	Index of advice chalans received.	II 6	21	Ditto ...
	Transit chalans ...	II 7	22	Ditto ...
	Parcel transit register...	II 8	23	Ditto ...
	Index to transit chalans despatched.	II 9	24	Ditto ...
	Index to transit chalans received.	II 10	25	Ditto ...
	Memorandum of original postage on forwarded articles despatched.	II 11	26	Ditto ...
	Memorandum of original postage on forwarded articles received.	II 12	27	Ditto ...
	Memorandum of parcel bags made up.	II 13	28	Ditto ...

PRESCRIBED IN THE MANUAL.

Dates on which the periodical returns must be submitted.	Designations of Officers to whom periodical returns must be submitted.	REMARKS.
.....	.....	Will be printed on only one side of the paper, and bound in books of 100 sheets each. The number of books required in a Post Office may be judged by the number of parcels posted.
.....	.....	Will be printed in sheets. One chalan will be used for the parcels despatched daily to each office. The number required in a Post Office may be ascertained from the index of advice chalans issued (Form II_5).
.....	.....	Will be in books of 100 pages each, and be printed on both sides of the paper. Ordinarily four advice chalans may be written on one page.
.....	.....	Ditto ditto.
5th of each month.	Check branch of the Compiler's office.	Will be in books, and in loose sheets printed on only one side of the paper; each book should contain 50 pages, and ordinarily four pages will be used in each month, and four loose sheets for copies of the index sent to the Compiler.
Ditto ...	Ditto ...	Ditto ditto.
.....	.....	Will be printed on loose sheets on only one side of the paper. One chalan will be used for every transit bag made up each day. The number of transit bags made may be known by reference to the parcel transit list (Form III_5).
.....	.....	Will be in books of 100 pages each, the form being printed on both sides of the paper. Ordinarily one page will be sufficient for two chalans.
.....	.....	Will be bound in books of 30 sheets each, the form being printed on only one side of the paper. One book will be sufficient for use in one year.
.....	.....	Ditto ditto.
5th of each month.	Check branch of the Compiler's office.	Will be printed on sheets; one sheet will be used per month.
Ditto ...	Ditto ...	Ditto ditto.
.....	.....	Will be bound in books of 100 pages each, the form being printed on both sides of the paper. One book will be sufficient for half a year's use.

CHAPTER XVIII.—ENUMERATION OF FORMS

Designation of the Chapter to which the Forms appertain.	Description of the Forms.	No. of the Forms.	Page.	Designations of Officers by whom the Forms are to be prepared.
PARCEL DEPARTMENT. CHAPTER II,—*contd.*	Parcel delivery book ...	II 14	29	Deputy Postmasters...
	Transit list and the supplement attached.	II 15	30	Postmasters General...
DEPOSIT ... CHAPTER III.	Dead letter bill ...	III 1	31	Postmasters and Deputy Postmasters of disbursing and non-disbursing Post Offices.
REGISTRATION OF LETTERS. CHAPTER IV.	Book of registered letters despatched.	IV 1	32	Ditto ...
	Registered letter receipts	IV 2	33	Ditto ...
	Book of registered letters in transit.	IV 3	34	Ditto ...
	Book of registered letters received for delivery.	IV 4	35	Ditto ...
	Branch office book of registered letters despatched.	IV 5	36	Deputy Postmasters of Branch Post Offices and receiving-houses.
SUBORDINATE. DELIVERY ... CHAPTER V.	Head office chalan ...	V 1	37	Postmasters and Deputy Postmasters of head offices.
	Head office register or subordinate delivery account.	V 2	39	Ditto ...

PRESCRIBED IN THE MANUAL.

Dates on which the periodical returns must be submitted.	Designations of Officers to whom periodical returns must be submitted.	REMARKS.
.....	.....	Will be bound in books of 50 pages each, and printed on only one side of the paper. Ordinarily 20 entries will be made in a page.
.....	.....	One transit list, with supplement attached, will be required for each disbursing and non-disbursing Post Office. They should be printed on stout English paper.
Disbursing offices on 3rd, 10th, 17th, and 24th of each month; non-disbursing offices on the 1st, 8th, 15th, and 22nd of each month.	Dead letter office ...	Will be printed on loose sheets. Four bills will be used in each month.
.....	.....	Will be bound in books of 100 sheets each, the form being printed on one side of the paper only. One page will be used for every letter registered; the number of books required in an office will be equal to the number of letters registered.
.....	.....	Will be printed on loose sheets and on yellow paper; one receipt and its duplicate will be used for each letter registered or forwarded.
.....	.....	Will be bound in books of 100 sheets each, with the form printed on both sides of the paper. Ordinarily 20 letters may be entered on one page.
.....	.....	Ditto . ditto.
.....	.....	Will be bound in books of 100 sheets each, with the form printed on one side of the paper only; one page will be used for every letter registered.
.....	.....	Will be printed on loose sheets, with the headings in English and Vernacular, one chalan being used daily for the despatch to each Branch Post Office.
.....	.....	Will be bound in books of 100 sheets each, with the forms printed on only one side of the paper. One sheet per month will be used for the account with each Branch Post Office or rural messenger, and one sheet for the general, or the subordinate delivery account.

CHAPTER XVIII.—ENUMERATION OF FORMS

Designation of the Chapter to which the Forms appertain.	Description of the Forms.	No. of the Forms.	Page.	Designations of Officers by whom the Forms are to be prepared.
SUBORDINATE DELIVERY. CHAPTER V.—*contd.*	Branch office chalan to the head office.	V 3	40	Deputy Postmasters of Branch Post Offices.
	Ditto sorting ...	V 3a	41	Ditto ...
	Receipt register ...	V 4	42	Ditto ...
	Direct branch office chalan.	V 5	43	Ditto ...
	Remittance book ...	V 6	44	Ditto ...
	Despatch register ...	V 7	45	Ditto ...
	Index of chalans ...	V 8	46	Ditto ...
	Return	V 9	47	Postmasters and Deputy Postmasters of head offices.
	Visit book of rural messengers.	V10	48	Postmasters and Deputy Postmasters of Post Offices to which rural messengers are attached.
	Memorandum book of rural messengers.	V 11	49	Rural messengers ...
CONVEYANCE OF MAILS. CHAPTER VI.	Way bill	VI 1	50	Mail cart mohurrirs ...
	Road time bill ...	VI 2	52	Postmasters and Deputy Postmasters.
	Monthly time statement	VI 3	53	Ditto ...
TRAVELLING POST OFFICE. CHAPTER VII.	Index of letter chalans despatched.	VII 1	54	Record clerks ...
	Index to packet chalans despatched.	VII 2	55	Ditto ...
	Index to packet chalans received.	VII 3	56	Ditto ...
	Register of mails received and despatched.	VII 4	57	Clerks of the Travelling Post Office and mail guards.
	Travelling Post Office packet chalans.	VII 5	59	Ditto Ditto and all officers who exchange mails with the Travelling Post Office.

PRESCRIBED IN THE MANUAL.

Dates on which the periodical returns must be submitted.	Designations of Officers to whom periodical returns must be submitted.	REMARKS.
Daily ...	Head office ...	Will be printed on loose sheets, with the headings in English and Vernacular. One chalan per day will be used.
Ditto ...	Ditto ...	Ditto (this form will be printed in red.)
3rd of each month	Ditto ...	Will be prepared in manuscript, one book being appropriated to each month.
.....	.....	Will be printed on loose sheets, with the heading in English and Vernacular, one chalan being used with each direct packet. The number may be ascertained from the transit list (Form Is .)
3rd of each month	Head office ...	Will be prepared in manuscript, one book being appropriated to each month.
Ditto ...	Ditto ...	Ditto ditto ditto.
.....	.....	Will be prepared in manuscript, one book being appropriated for six months.
10th of each month	Postmaster General.	Will be printed: on loose sheets: one sheet will be used each month.
.....	.....	Will be prepared in manuscript and written in vernacular.
.....	.....	Ditto ditto.
.....	.....	Will be printed on loose sheets, one sheet being used for each mail despatched.
Daily ...	Inspector of the division or Supdt.	Ditto ditto.
3rd of each month	Postmaster General.	Will be printed on loose sheets: one sheet will be used each month for each mail line.
5th of each month	Check branch of the Compiler's office.	Will be printed on only one side of the paper on loose sheets, and bound in books of 30 sheets each: two loose sheets and two sheets of the book will be used each month.
.....	.....	Will be bound in books of 50 sheets each, with the form printed on one side of the paper: one book will be sufficient for one year's use.
.....	.....	Ditto ditto.
Daily ...	Record clerk of the section.	Will be printed on loose sheets, and two sheets will be used each day.
.....	.....	Will be printed on one side of the paper only, and bound in books of 100 sheets each for use in Post Offices, and on loose sheets for use in Travelling Post Offices. One chalan will be used every time mails are exchanged.

CHAPTER XVIII.—ENUMERATION OF FORMS

Designation of the Chapter to which the Forms appertain.	Description of the Forms.	No. of the Forms.	Page.	Designations of Officers by whom the Forms are to be prepared.
STOCK. CHAPTER VIII.	Bag account ...	VIII 1	60	Postmasters General
	Register of bags despatched.	VIII 2	61	All officers to whom bags are issued.
	Indent for bags ...	VIII 3	62	Officers requiring bags
	Invoice of bags issued	VIII 4	63	Postmasters General
	Stock account ...	VIII 5	64	Ditto ...
FORMS. CHAPTER IX...	Indent for books and forms.	IX 1	65	Independent Postmasters and Inspectors.
	Stock register ...	IX 2	66	Postmasters General.
	Labels	...	...	Postmasters and Deputy Postmasters of disbursing and non-disbursing Post Offices.
	Envelopes... ...	...	...	Ditto ...
	Labels for claim bundles.	...	...	Ditto ...
ACCOUNTS. CHAPTER X ...	Account current ...	X 1	68	Disbursing Postmasters.
	Daily cash book ...	X 2	72	Ditto ...
	Monthly abstract of the postage account.	X 3	74	Disbursing Postmasters and non-disbursing Deputy Postmasters.
	Monthly abstract of bullock-train transactions.	X 3a	76	Bullock-train agents
	Monthly abstract of passenger service fares.	X 3b	79	Passenger service agents.

PRESCRIBED IN THE MANUAL.

Dates on which the periodical returns must be submitted.	Designations of Officers to whom periodical returns must be submitted.	REMARKS.
... ...	.....	Will be bound in books large enough for the bag accounts with the several Post Offices in the circle.
.....	.....	Will be bound in books of 50 sheets each, with the form printed on only one side of the paper; ordinarily 4 pages will be used in the month.
.....	Postmaster General	Will be prepared in manuscript whenever necessary.
... ...	.....	Will be printed on loose sheets and used when necessary.
... ...	.....	Will be bound in books of 100 sheets, with the form printed on one side only, one sheet being assigned to the account of each article
1st January and 1st July.	Postmaster General	Will be printed on loose sheets, one indent being prepared half-yearly.
.....	.....	Will be bound in books of 100 sheets each, with the form printed on one side only, one sheet being assigned to the account of each description of form.
... ...	... ...	See description in Chapter IX on forms.
.....	.....	Ditto ditto.
... ...	.....	Ditto ditto in Chapter III Deposit.
Seventh of every month.	Compiler of Postal Accounts.	Will be printed on loose sheets, one sheet being used for each month.
.....	... ...	Will be bound in books of 40 sheets each; ordinarily a book will be sufficient for two years' use.
Disbursing offices on 7th of each month to the ... Non-disbursing offices on 1st of each month to the	Compiler of Postal Accounts. Disbursing office ...	Will be printed on loose sheets, one sheet being used for each month.
Ditto ...	Ditto ...	Ditto ditto.
Ditto ...	Ditto ...	Ditto ditto.

CHAPTER XVIII.—ENUMERATION OF FORMS

Designation of the Chapter to which the Forms appertain.	Description of the Forms.	No. of the Forms.	Page.	Designations of Officers by whom the Forms are to be prepared.
ACCOUNTS. CHAPTER X,—*contd.*	Cash balance report ...	X 4	82	Postmasters and Deputy Postmasters of disbursing and non-disbursing Post Offices.
	Memorandum of permanent advance.	X 5	83	All officers holding permanent advances.
	Memorandum of unpaid salaries.	X 6	84	All officers who distribute salaries.
	Account of distribution of salaries and contingencies.	X 7	85	Ditto ...
	Acquittance rolls ...	X 7a	86	Ditto ...
	Receipts given for money received from disbursing Postmasters.	X 8	87	Officials to whom the money is paid.
	Post Office pay abstracts, original for Compiler.	X 9	88	Disbursing Post masters.
	Post Office pay abstracts, duplicate for treasury officers.	X 9a	90	Ditto ...
	Pay abstract of inspectors, original for Compiler.	X 10	91	Inspectors ...
	Pay abstract of inspectors, duplicate for treasury officers.	X 10a	92	Ditto ...
	Pay abstract of sub-inspectors, original for Compiler.	X 11	93	Sub-inspectors ...
	Pay abstract of sub-inspectors, duplicate for treasury officers.	X 11a	94	Ditto ...
	Contingent bill, original for Compiler.	X 12	95	Disbursing Post masters.
	Contingent bill, duplicate for treasury officers.	X 12a	97	Ditto ...
	Travelling allowance bill.	X 13	98	Inspectors and sub-inspectors.
	Treasury remittance book.	X 14	101	Disbursing Post masters.
	Sheet copy of ditto ...	X 14a	102	Ditto ...

PRESCRIBED IN THE MANUAL.

Dates on which the periodical returns must be submitted.	Designations of Officers to whom periodical returns must be submitted.	REMARKS.
Non-disbursing offices on 1st of each month to the	Disbursing office ...	Will be printed on loose sheets, one being used for each month.
Disbursing offices on 3rd of each month to the ...	Compiler of Postal Accounts.	
7th of each month	Compiler of Postal Accounts.	Will be prepared monthly in manuscript.
Ditto ...	Ditto ...	Ditto ditto.
.....	.....	Will be bound in a book of 50 sheets each printed only on one side of the paper; ordinarily one book will be sufficient for two years' use.
... ...	... ...	Will be printed on loose sheets, on only one side of the paper.
.....	... ...	Will be bound in a book of 100 sheets, the form being printed on one side of the paper only.
1st of each month	Compiler of Postal Accounts.	Will be printed on loose sheets, one being used each month.
Ditto ...	Treasury officer ...	Ditto ditto.
1st of each month	Compiler of Postal Accounts.	Ditto ditto.
Ditto ...	Treasury officer ...	Ditto ditto.
1st of each month	Compiler of Postal Accounts.	Ditto ditto.
Ditto ...	Treasury officer ...	Ditto ditto.
1st of each month	Postmaster General	Ditto ditto.
Ditto ...	Treasury officer ...	Ditto ditto.
6th of each month	Postmaster General	Ditto ditto.
... ...	... ...	Will be bound in books of 50 sheets each, printed on only one side of the paper; ordinarily one book will be sufficient for two years' use.
7th of each month	Compiler of Postal Accounts.	In loose sheets, one sheet being used each month.

CHAPTER XVIII.—ENUMERATION OF FORMS

Designation of the Chapter to which the Forms appertain.	Description of the Forms.	No. of the Forms.	Page.	Designations of Officers by whom the Forms are to be prepared.
ACCOUNTS. CHAPTER X,—*contd.*	Memorandum of remittances.	X 15	103	Non-disbursing Deputy Postmasters.
	Receipt for advances drawn from treasury.	X 16	104	Disbursing Postmasters.
	Disallowment order from check branch letter department.	X 17	105	Check branch of Compiler's office.
	Disallowment order check branch parcel department.	X 17a	106	Ditto ...
	Disallowment order of audit branch.	X 18	107	Audit branch of Compiler's office.
	Objection notices ...	X 19	108	Account branch of Compiler's office.
CREATION, ALTERATION, OR ABOLITION OF ESTABLISHMENTS. CHAPTER XI.	Tabular statement ...	XI 1	109	Officer who makes the proposition.
	Value returns ...	XI 2	110	Deputy Postmasters...
	Statement of working of experimental Post Offices.	XI 3	111	Sub-inspectors.
APPOINTMENTS, LEAVE, PENSIONS AND PUNISHMENTS. CHAPTER XII.	Appointment rolls ...	XII 1	112	Officers who make appointments.
	Descriptive rolls ...	XII 2	114	Ditto ...
	Charge reports ...	XII 3	115	All officers when relieved and relieving each other.
	Leave statement ...	XII 4	116	By officers granting leave.
	Fine statement ...	XII 5	117	By officers imposing fines.
SUPERVISING OFFICERS. CHAPTER XIII.	Half-yearly report of inspections.	XIII 1	118	Inspectors ...
INVESTIGATIONS. CHAPTER XIV.	Search bill ...	XIV 1	119	Postmasters and Deputy Postmasters.
	Remarks on search bill	XIV 2	120	Ditto.
	Register of search bills	XIV 3	121	Ditto.

PRESCRIBED IN THE MANUAL.

Dates on which the periodical returns must be submitted.	Designations of Officers to whom periodical returns must be submitted.	REMARKS.
.....	.....	Will be bound in books of 50 sheets each; ordinarily one book will be sufficient for two years use, and in loose sheets in which the treasury officer's acknowledgment will be obtained; the total amount paid during the month being entered.
.....		Will be printed on only one side of the paper, and bound in books of 100 sheets each.
.....	.....	Will be printed in loose sheets.
.....	.....	Ditto ditto.
.....	.....	Ditto ditto.
.....	.....	Ditto ditto.
.....	.....	Will be printed on loose sheets, and used when necessary.
5th of each month	Inspectors or sub-inspectors.	To be written in manuscript.
.....	Inspectors ...	Will be printed on loose sheets, and used when necessary.
.....	.....	Will be printed on loose sheets, one sheet being used monthly, or when necessary.
.....	.....	Ditto ditto.
.....	.....	Will be prepared in manuscript when necessary.
.....	.....	Will be printed on loose sheets, one sheet being used each month.
On 25th of each month.	Disbursing office ...	Ditto ditto.
.....	Postmaster General.	Will be prepared in manuscript half-yearly.
.....	.....	Will be printed on loose sheets, one sheet being used whenever necessary.
.....	.....	Ditto ditto.
.....	.....	Will be bound in books of 50 pages each.

CHAPTER XVIII.—ENUMERATION OF FORMS

Designation of the Chapter to which the Forms appertain.	Description of the Forms.	No. of the Forms.	Page.	Designations of Officers by whom the Forms are to be prepared.
RULES FOR THE MANAGEMENT OF DEAD LETTER OFFICES. CHAPTER XVI.	Dead letter chalan ...	XVI 1	122	Clerk of the dead letter office.
	Receipt register ...	XVI 2	123	Ditto ...
	Despatch register ...	XVI 3	124	Ditto ...
	Register of covers containing valuable articles received.	XVI 4	125	Superintendent ...
	Register of covers containing valuable articles transferred to stock	XVI 5	126	Ditto ...
	Quarterly *return of covers received and disposed of.	XVI 6	128	Postmaster General ...
	Index to dead letter bills received ...	XVI 7	130	Clerk of the dead letter office.
MISCELLANEOUS CHAPTER XVII.	Return of enumeration of covers.	XVII 1	131	Postmasters and Deputy Postmasters of disbursing and non-disbursing Post Offices.
	General return of enumeration of covers ...	XVII 2	132	Postmasters General
	Application for copy of documents.	XVII 3	133	Postmasters and Deputy Postmasters.

PRESCRIBED IN THE MANUAL.

Dates on which the periodical returns must be submitted.	Designations of officers to whom periodical returns must be submitted.	REMARKS.
.....	.....	Will be printed on loose sheets, one chalan being sent with each packet made up for a dead letter office.
.....	.....	Will be bound in books of 100 sheets each, the form being printed on both sides of the paper.
.....	.....	Ditto ditto.
.....	.....	Ditto ditto.
.....	.....	Ditto ditto.
1st of each quarter	Director General ...	Will be printed on loose sheets, one sheet being used for each quarter.
5th of each month	Check branch of the Compiler's office.	Will be bound in books of 50 sheets each, and also printed on loose sheets.
15th of February and 15th August.	Postmaster General.	Will be printed on loose sheets, two sheets being used for each half-year.
1st March and 1st September.	Director General ...	Ditto ditto.
.....	.....	Will be printed on loose sheets, a sufficient number being supplied to each office.

FORMS.

FORMS APPERTAINING TO CHAPTER I.

FORM I1.

STATION PACKET.

Stamp of Despatching Office.

Letter Chalan No. ——— *dated* ——— 187 .

From ———

To ———

This portion of the Chalan to be sent daily to the Compiler's Office.

POSTAGE DUE ON	Despatching Office.	Receiving Office.	
Unpaid covers including additional postage on paid covers re-directed.			Despatching Officer.
Unpaid covers re-directed. { Original as per total of Claim Bill ...			
Unpaid covers re-directed. { Additional			
Total ...			Receiving Officer.

RE-DIRECTED CLAIM BILL.

No. ——— *(same as Letter Chalan.) Dated* ——— 187 .

From ——— *To* ———

Original Postage previously charged to, and now claimed by this Office, on forwarded covers as below :—	Amount claimed.	Amount certified.	
To be made up in one Claim Bill. Re-directed covers			
Misscut covers			Stamp of Receiving Office.
Sorting covers received in Station Packets			
Total ...			

This portion of the Chalan to be returned after signature to the Despatching Office.

Bags belonging to Office of despatch No. ———.

Bags belonging to Office of destination No. ———.

STATION LETTER CHALAN,

No. ——— *dated* ——— 187 .

From ——— *To* ———

DETAIL OF REGISTERED LETTERS.

No.	Weight in tolas and eighths of a tola.	ADDRESS IN FULL.	Name of Office of final destination.

FORMS APPERTAINING TO CHAPTER I.

FORM I 1a.

SORTING PACKET.

Stamp of Despatching Office.

Letter Chalan No. ——— *dated* ——— 187 .

From ———

To ———

This portion of the Chalan to be sent daily to the Computer's Office.

RE-DIRECTED CLAIM BILL.

From ———

To ———

Stamp of Receiving Office.

Original Postage previously charged to, and now claimed by, this Office on forwarded covers as below. :—	Amount claimed.	Amount certified.	
To be made up in one Chalan Bundle. Re-directed covers ...			Despatching Officer
Missent covers			
Sorted covers received in Station Packets			
Total ...			Receiving Officer.

This portion of the Chalan to be returned after signature to the Despatching Office.

Bags belonging to Office of destination No. ———

Bags belonging to Office of despatch No. ———.

SORTING LETTER CHALAN.

No. ——— *dated* ——— 187 .

From ——— *To* ———

DETAIL OF REGISTERED LETTERS.

No.	Weight in tolas and eighths of a tola.	ADDRESS IN FULL.	Name of Office of final destination.

FORMS APPERTAINING TO CHAPTER I.

FORM I1b.

LIST OF REGISTERED LETTERS.

List of Registered Letters despatched from the _____ *to the* _____ *with Letter Chalan*

No. _____ *dated* _____

BAGS BELONGING TO OFFICE OF DESPATCH No. _____ BAGS BELONGING TO OFFICE OF DESTINATION No. _____

Nos. on the Registered Letters.	Weight in tolas and eighths of a tola.	ADDRESS IN FULL.	Name of Office of final destination.

FORMS APPERTAINING TO CHAPTER I.

FORM I2.

TRANSIT LIST OF THE POONA POST OFFICE.

1	2	3	4
Post Offices for which separate Packets are to be made.	Station or Sorting, and serial numbers.	Post Offices, letters for which are to be sent in the Packets named in column 2.	Post Offices for which Transit Bags are to be made.
		SUNGUMNAIR LINE.	
Kirkee	Station 1		
Khair	Ditto 2	Chakun, Wafgaum, Pabul	Kirkee.
Muncher	Ditto 3	Auuree, Gorsh	
Narayengaum ...	Ditto 4	Pimpulwandee	
	Sorting 5	Jeonair, Ootoor	
Sungumnair ...	Station 6		
	Sorting 7	Akola, Sinnur	
		DHARWAR LINE.	
Sattara	Station 8		Sattara.
	Sorting 9	Offices in Sattara Collectorate, Koregaum, Etta, Khanapore, &c.	
Oomruj	Station 10	Mussoor	
	Sorting 11	Pattou, Chiploon, &c.	
Kurrar	Station 12		
Kolapore	Ditto 13		
	Sorting 14	Jumkhundee, Hutnee, &c.	
Belgaum	Station 15		
	Sorting 16	Sawantwaree, Vengorla, Goa, &c. ...	
		SOUTH-EAST LINE UP-TRAIN.	
1st Local Section, S. E. R. Line...	Ditto 17	Offices on Railway Line Poona to Bombay	1st Section, S. E. R. Line.
Bombay	Station 18		
	Sorting 19	Goozrat, Kattiawar, Sind, and places seaward	
		SOUTH-EAST LINE DOWN-TRAIN.	
2nd Local Section, S. E. R. Line...	Ditto 20	Offices between Poona and Barsee Road	2nd Section, S. E. R. Line.
3rd ditto ditto ...	Ditto 21	Offices from Barsee to Gooiburga, Madras, Malabar Coast, and Deccan, Hydrabad, &c.	
		NORTH-EAST LINE, JUBBULPORE DOWN-TRAIN.	
1st Local Section, N. E. R. Line...	Ditto 22	Offices on the line from Cullian to Nassick	1st Section, N. E. R. Line.
2nd ditto ditto ...	Ditto 23	Ditto Nassick to Bhosawul and Khandeish, &c.	
3rd ditto ditto ...	Ditto 24	Ditto Bhosawul to Hurda	
4th ditto ditto ...	Ditto 25	Ditto Hurda to Jubbulpore	
Frontier T. P. O., Allahabad ...	Ditto 26	Bengal, North-Western Provinces and Punjab	
C. P. Section, Nagpore, R. Line	Ditto 27	Nagpore, &c.	
Berar ditto ditto ...	Ditto 28	Berar	

N. B.—The Post Offices given in column 3 opposite station entries in column 2 are Branch Offices, letters for which are to be sent in the station packet of the office named.

The names of lines in column 3 should be entered in red ink.

Column 3 should contain the principal places served through each Sorting Office, and a general description of the rest.

The appropriate serial numbers in column 2 will be quoted opposite each post town in the Supplement to the Transit List.

FORMS APPERTAINING TO CHAPTER I.

SUPPLEMENT TO THE TRANSIT LIST.

Names of the Post Offices in India alphabetically arranged.	District in which situated.	SERIAL NUMBER CORRESPONDING WITH COLUMN 2 OF TRANSIT LIST.		
		No.	Corrected No.	Corrected No.

Note.—When corrections are necessary, the original number assigned to one Office may be scored through, and the corrected No. entered in the next column.

FORM I s.

Index to Letter Chalans despatched from the _____ *Post Office during the* _____ *quarter of the month of* _____ 187 .

| Dates. | | |

FORM 14.

No. List of Packets and Transit Bags despatched from the ———— *Post Office to the* ———— *Post Office on the* ———— 187 .

Name of office whence despatched.	Name of office to which addressed.	Number of		Remarks.
		Packets.	Transit Bags.	
	TOTAL ...			

Transit Bags belonging to Office of despatch No.————.

Transit Bags belonging to Office of destination No.————.

————*Despatching Officer.*

————*Receiving Officer.*

Note.—This chalan must be receipted and returned to the Despatching Office by the first Mail.

FORM I 5.

DESPATCH PACKET REGISTER

Being a record of Packets and Transit Bags despatched from the Post Office during the month of _____ 187 .

Name of the Post Office to which the Packet Chalan is sent.	Name of Office whence the Packet or Transit Bag was despatched.	Name of Office to which the Packet or Transit Bag is addressed.	1st.			2nd.			3rd.			4th.		
			No. on the Packet Chalan.	Number of Packets.	Number of Transit Bags.	No. on the Packet Chalan.	Number of Packets.	Number of Transit Bags.	No. on the Packet Chalan.	Number of Packets.	Number of Transit Bags.	No. on the Packet Chalan.	Number of Packets.	Number of Transit Bags.

FORM Ia.

RECEIPT PACKET REGISTER

*Being a record of Packets and Transit Bags received in the Post Office during the month of*_____187 .

Name of the Post Office from which the Packet Chalan was issued.	Name of Office whence the Packet or Transit Bag was despatched.	Name of Office to which the Packet or Transit Bag is addressed.	1st.				2nd.				3rd.			
			No. and date of Packet Chalan.		Number of Packets.	Number of Transit Bags.	No. and date of Packet Chalan.		Number of Packets.	Number of Transit Bags.	No. and date of Packet Chalan.		Number of Packets.	Number of Transit Bags.
			No.	Date.			No.	Date.			No.	Date.		

FORM I 7.

RECEIPT LETTER REGISTER.

_____ POST OFFICE.

Sheet for the _____ 187 .

Name of the Despatching Office.	No. of Chalan.	Date of Chalan.	Postage to be accounted for.	REMARKS.

Postmaster.

FORMS APPERTAINING TO CHAPTER I.

FORM

Peons' Book of the _____

DAILY POSTAGE ACCOUNT.

Receipt of Peons or Delivery Clerk.	Details of Delivery.	Postage due on Mails received.	Postage due on covers delivered from Deposit.	Total postage due on issues.	Received into Deposit, being returned by Peons.	Balance cash realized.	Receipt of Treasurer or Clerk for postage paid by Peons.
	Delivered at the Window						
	Peon No. ...						
	Ditto No. ...						
	Ditto No. ...						
	TOTAL ...						
	Deposited						
	Total of 1st Delivery ...						
	Delivered at the Window						
	Peon No. ...						
	Ditto No. ...						
	Ditto No. ...						
	TOTAL ...						
	Deposited						
	Total of 2nd Delivery ...						
	Delivered this day to Peons or at the Window						
	(1) Deposited this day ...						
	(2) GRAND TOTAL ...						
			(5)		(6)		
			Cash received from Subordinate Delivery, *vide* Register Form V 2 ...				(7)
			Cash recovery of amount disallowed on Dead Letter Bill No. dated ...				
			Cash recovery of amount disallowed by Check Branch of Comptrollr's Office, *vide* Notice No. dated ...				
(3)	Total of Receipt Registers (Letter and Parcel) up to yesterday...		Total, being the amount of Postage collections to be credited this day in the Daily Cash Book				(8)
(4)	Grand Total, being amount entered in Receipt Registers (Letter and Parcel) from 1st of the month to date ...		Total collections up to yesterday ...				(9)
			Grand Total, being Postage collections from 1st of the month to date ...				(10)

Item 1 will agree with Item 18.
" 2 " " totals of Receipt Registers (Letter and Parcel.)
Item 3 will agree with Item 4 of the previous day's account.
Item 4 will agree with Item 11.
" 5 " " 23.
" 6 " " 19.

Item 7 will agree with the entry for the day in the Subordinate Delivery Account (Form V 2.)
Item 8 will agree with the entry for the day in the Cash Book.
Item 9 will agree with Item 10 of the previous day's account.
Item 10 will agree with Item 16.
" 11 " " " " 4.
" 12 " " " Items 14 and 15 of the account of the last day of the previous month.

FORMS APPERTAINING TO CHAPTER I.

I s.

*Disbursing Post Office for the*_____187 .

ABSTRACT OF THE POSTAGE ACCOUNT.

(11) Gross Total of Receipt Registers (Letter and Parcel) from 1st of the month to date	Letter Postage ...			
	Parcel " ...			
(12) Balances of last month of the Deposit and Subordinate Delivery Accounts ...				
Disallowed during the current month on Dead Letter Bills				
" " " " by Check Branch of the Comptler's Office ...				
TOTAL ...				
(13) Postage due on articles re-directed from 1st of the month to date, *vide* details in Forms I 3 and II 11				
Postage due on Articles sent to the Dead Letter Office				
(14) Postage due from Subordinate Delivery, *vide* Register Form V 2				
(15) Balance of the Deposit Account this day				
TOTAL ...				
(16) Balance, being net collections from 1st of the month to date				

DEPOSIT ACCOUNT.

(17) Balance of yesterday				
(18) Deposited this day at Delivery				
(19) Returned by Peons this day				
(20) Returned from the Subordinate Delivery, *vide* Register Form V 2				
TOTAL ...				
(21) Postage due on articles re-directed this day, *vide* Forms I 3 and II 11				
(22) " " " delivered from Deposit this day				
(23) " " " sent to Subordinate Delivery this day, *vide* Register Form V 2				
" " " sent to the Dead Letter Office with Bill No. ...				
TOTAL ...				
(24) Balance, being postage due on articles in deposit this day				

_____ *Postmaster.*

Item 13 will agree with the totals of Forms I 3 and II 11.
Item 14 will agree with the balance due in the Subordinate Delivery Account.
Item 15 will agree with Item 24.
" 16 " " 10.
" 17 " " 24 of the previous day's account.
Item 18 will agree with Item 1.

Item 19 will agree with Item 6.
" 20 " " " the entry for the day in the Subordinate Delivery Account.
Item 21 will agree with the entry for the day in Forms I 3 and II 11.
Item 22 will agree with Item 5.
" 23 " " " the entry for the day in the Subordinate Delivery Account.
Item 24 will agree with Item 15.

FORMS APPERTAINING TO CHAPTER I.

FORM

Peons' Book of the _____

DAILY POSTAGE ACCOUNT.

Receipt of Peons or Delivery Clerk.	Details of Delivery.	Postage due on Mails received.	Postage due on covers delivered from Deposit.	Total postage due on issues.	Received into Deposit, being returned by Peons.	Balance cash realised.	Receipt of Treasurer or Clerk for postage paid by Peons.
	Delivered at the Window Peon No. ... Ditto No. ... Ditto No. ...						
	TOTAL ...						
	Deposited						
	Total of 1st Delivery ...						
	Delivered at the Window Peon No. ... Ditto No. ... Ditto No. ...						
	TOTAL ...						
	Deposited						
	Total of 2nd Delivery ...						
	Delivered this day to Peons or at the Window (1) Deposited this day ...						
	(2) GRAND TOTAL ...						
			(5)		(6)		
			Cash received from Subordinate Delivery, *vide* Register Form V 2 ... ... Cash recovery of amount disallowed on Dead Letter Bill No. dated ... Cash recovery of amount disallowed by Check Branch of Compiler's Office, *vide* Notice No. dated ...				(7)
	(3) Total of Receipt Registers (Letter and Parcel) up to yesterday						
			Total, being the amount of Postage collections to be credited this day ...				(8)
	(4) Grand Total, being amount entered in Receipt Registers (Letter and Parcel) from 1st of the month to date ...		Total collections up to yesterday ...				(9)
			Grand Total, being Postage collections from 1st of the month to date ...				(10)

Item 1 will agree with Item 18.
" 2 " " totals of Receipt Registers (Letter and Parcel).
Item 3 will agree with Item 4 of the previous day's account.
Item 4 will agree with Item 11.
" 5 " " 22.
" 6 " " 19.

Item 7 will agree with the entry for the day in the Subordinate Delivery Account.
Item 8 will be the total postage collections of the day.
" 9 will agree with Item 10 of the previous day's account.
Item 10 will agree with Item 16.
" 11 " " " " 4.
" 13 " " " Items 14 and 15 of the last day of the previous month's account.

FORMS APPERTAINING TO CHAPTER I.

I 8a.

Non-disbursing Post Office for the _____ 187 .

ABSTRACT OF THE POSTAGE ACCOUNT.

(11) Gross Total of Receipt Registers (Letter and Parcel) from 1st of the month to date	Letter Postage ...		
	Parcel " ...		
(12) Balances of last month of the Deposit and Subordinate Delivery Accounts ...	...		
Disallowed during the current month on Dead Letter Bills	...		
" " " by Check Branch of the Compiler's Office	...		
TOTAL	...		
(13) Postage due on articles re-directed from 1st of the month to date, *vide* details in Forms I 3 and II 11	...		
Postage due on articles sent to the Dead Letter Office	...		
(14) Postage due from Subordinate Delivery, *vide* Register Form V 2	...		
(15) Balance of the Deposit Account this day	...		
TOTAL	...		
(16) Balance, being net collections from 1st of the month to date	...		
Balance cash in hand on last day of previous month	...		
TOTAL	...		
Remitted to Treasury from 1st of the month to date	...		
Balance, being cash in hand this day	...		

DEPOSIT ACCOUNT.

(17) Balance of yesterday	...		
(18) Deposited this day at delivery	...		
(19) Returned by Poona this day	...		
(20) Returned from the Subordinate Delivery, *vide* Register Form V 2	...		
TOTAL	...		
(21) Postage due on articles re-directed this day, *vide* Forms I 3 and II 11 ...	...		
(22) " " " delivered from Deposit this day	...		
(23) " " " sent to Subordinate Delivery this day, *vide* Register Form V 2	...		
" " " sent to the Dead Letter Office with Bill No.	...		
TOTAL	...		
(24) Balance, being postage due on articles in deposit this day	...		

_____ *Deputy Postmaster.*

Item 13 will agree with the totals of Forms I 3 and II 11.
" 14 " " the balance due in the Subordinate Delivery account.
Item 15 will agree with Item 24.
" 16 " " 10.
" 17 " " 24 of the previous day's account.
Item 18 will agree with Item 1.

Item 19 will agree with Item 6.
" 20 " " the entry for the day in the Subordinate Delivery Account.
Item 21 will agree with the entry for the day in Forms I 3 and II 11.
Item 22 will agree with Item 5.
" 23 " " the entry for the day in the Subordinate Delivery Account.
Item 24 will agree with Item 15.

FORM II1.

PARCEL RECEIPT.

No._____ Dated_____

Date_____

Name of Sender_____

Address of Sender_____

Name of Addressee_____

Destination_____

Weight_____

Postage paid in stamps Rs._____ A._____

Postage unpaid Rs._____ A._____

_____

Initials of Receiving Officer.

PARCEL RECEIPT.

No._____ Dated_____

Received from_____

A parcel addressed to_____

For despatch to_____

Weight_____

Postage prepaid in stamps Rs._____ A._____

Postage unpaid Rs._____ A._____

_____

Signature of Receiving Officer.

FORM II 2.

No. *Advice Chalan of Parcels despatched from the* _____ *Post Office to the* _____ *Post Office on the* _____ 187 .

This portion of the Chalan to be retained in the Receiving Office, and at the end of the month sent with the Receipt Index to the Compiler's Office.	Address on each Parcel.	Weight of each Parcel in the Despatching Office.	Unpaid Parcels.			Number of fully Stamped Parcels.	Weight of each Parcel in the Receiving Office.	Original Postage on re-directed Parcels and Packets for which this office claims credit.		
			Number.	Postage due.						
				Rs.	A.			Rs.	A.	
	Re-directed Packets	...	...			...	...			*Receiving Officer.*
	TOTAL ...									*Despatching Officer.*

Memorandum to be returned to the Despatching Office.

The Parcels described in the Advice Chalan No. _____, dated _____ 187 , from the _____ Post Office to the _____ Post Office, have been received; their condition is described on the reverse.

To be filled in by the Despatching Office.	Rs.	A.	As verified in the Receiving Office.	Rs.	A.
Unpaid postage for which the Receiving Office is liable.			Unpaid postage for which the Receiving Office is liable.		
Original postage on re-directed articles for which Despatching Office claims credit.			Original postage on re-directed articles for which the Despatching Office is entitled to credit.		

Dated _____ 187 . } *Postmaster.*

Particulars of the condition of the Parcels received.

FORM II3.

DESPATCH PARCEL REGISTER

Being a record of the Parcels despatched from the———Post Office.

Number of the Advice Chalan.	Date of despatch.		Post Office of final destination.	Address on each Parcel.	Weight of each Parcel in the Despatching Office.	Unpaid Parcels.				Number of fully stamped Parcels.
						Number.	Postage due.			
							Rs.	A.		

FORM II 4.

RECEIPT PARCEL REGISTER

Being a record of the Parcels received in the _____ Post Office.

Date of receipt.	Number and date of the Advice Chalan.		Post Office from which originally despatched.	Address on each Parcel.	Weight of each Parcel in the Despatching Office.	Unpaid Postage.			Number of fully stamped Parcels.	Weight of each Parcel in the Receiving Office.	Peon's receipt.
	No.	Date.				Number.	Postage due.				
							Rs.	A.			

FORMS APPERTAINING TO CHAPTER II.

FORM II 5.

Index of Parcel Advice Chalans issued from the———————Post Office.

NAMES OF POST OFFICES TO WHICH CHALANS ARE ISSUED.											
Date of issue.		Number of the Chalan.	Unpaid Postage to be levied.		Number of the Chalan.	Unpaid Postage to be levied.		Number of the Chalan.	Unpaid Postage to be levied.		
			Rs.	A.		Rs.	A.		Rs.	A.	
	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
	9										

FORM II a.

Index of Parcel Advice Chalans received in the———Post Office.

NAMES OF POST OFFICES FROM WHICH CHALANS ARE RECEIVED.											
Date of receipt.		Number of the Chalan.	Unpaid Postage realized.		Number of the Chalan.	Unpaid Postage realized.		Number of the Chalan.	Unpaid Postage realized.		
			Rs.	A.		Rs.	A.		Rs.	A.	
	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
	9										

FORM II7.

No. *Transit Chalan of Parcels and Packets despatched from the*_____*Post Office to the*_____*Post Office on the*_____187 *, at o'clock.*

_____PACKETS ARE SENT WITH THIS CHALAN.

*Parcel Bags belonging to Office of despatch No.*____.

PARTICULARS OF PARCELS.

*Parcel Bags belonging to Office of destination No.*____.

PARTICULARS OF ORIGINAL DESPATCH.		Name of Post Office of final destination.	Address on the Parcels.	Number of unpaid Parcels.	Number of fully stamped Parcels.	Number of closed Parcel Bags.	Weight of each Parcel and Parcel Bag in the Office of original despatch.	Weight of each Parcel and Parcel Bag in the last Transit Office.	Weight of each Parcel and Parcel Bag in this Office.	Weight of each Parcel and Parcel Bag in the Office in advance.	REMARKS ON THE CONDITION OF EACH PARCEL AND PARCEL BAG.	
Name of Post Office.	Date of despatch.										In this Office.	In the Office in advance.

FORM II s.

PARCEL TRANSIT REGISTER.

Being a record of Parcels and closed Parcel Bags received in transit at and despatched from the _____ *Post Office.*

Date of Receipt.	Description of the Transit Chalan with which Parcels are received.			Particulars of original despatch.		Name of Post Office of final destination.	Address on each Parcel or Parcel Bag.	Number of unpaid Parcels.	Number of fully stamped Parcels.	Number of closed Parcel Bags.	Weight of each Parcel and Parcel Bag in the Office of original despatch.	Weight of each Parcel and Parcel Bag in the last Transit Office.	Weight of each Parcel and Parcel Bag in this Office.	Names of Post Offices to which the Parcels and Parcel Bags are sent forward.	Description of Transit Chalan with which Parcels and Parcel Bags are sent forward.	
	Office from which issued.	No.	Date.	Name of Post Office.	Date.										No.	Date.

FORM II 9.

Index to Parcel and Packet Transit Chalans despatched from the _____ *Post Office during the month of* _____ 187 .

Dates.	1st.	2nd.	3rd.	4th.	5th.	
Names of Post Offices to which the Chalans are sent.	No.	No.	No.	No.	No.	

FORM II 10.

Index to Parcel and Packet Transit Chalans received in the _____
Post Office during the month of _____ 187 .

Dates.	1st.	2nd.	3rd.	4th.	5th.	
Names of Post Offices from which the Chalans are received.	No.	No.	No.	No.	No.	

FORM II 11.

MEMORANDUM

Being a record of Unpaid Parcels and Packets re-directed from the———— ————Post Office, for the original postage due on which credit is claimed.

No. of the Advice Chalan.	Date of despatch.	Post Office to which the Parcels and Packets were re-directed.	Address on each Parcel.	Original unpaid postage for which credit is claimed.		
				Rs.	A.	
			TOTAL ...			

Note.—This memorandum should be totalled at the end of the month, and sent in original to th Compiler's Office.

Postmaster.

FORM II 12.
MEMORANDUM

Being a record of Unpaid Parcels and Packets re-directed from other Post Offices and received in the ———————— Post Office, for the original postage due on which those Offices are entitled to credit.

Date of receipt.	Description of the Advice Chalan with which received.		Post Offices from which the Parcels and Packets were re-directed.	Address on each Parcel.	Original unpaid postage for which the Despatching Office is entitled to credit.		
	No.	Date.			Rs.	A.	
				TOTAL ...			

Note.—This memorandum should be totalled at the end of the month, and sent in original to the Compiler's Office.

Postmaster.

FORM II 13.

Memorandum of Parcel Bags made up at the _____ *Post Office for despatch.*

Month and date on which Bags were made up.	Name of Office to which Parcel Bags are sent.	Containing		Number of the Parcel Bag.	Weight of the Parcel Bag.	Remarks or receipt of Mohurrir.
		No. of Packets.	No. of Parcels.		Tolas.	

Certified that the above bags were closed and sealed in my presence.

Postmaster.

FORM II 14.

Delivery Book of Parcels delivered from the _____ *Post Office.*

Date on which the Parcels are issued for delivery.	Post Office from which originally despatched.	Address of each Parcel.	Number of fully stamped Parcels.	Unpaid Parcels.			Receipt of the addressees.
				Number.	Postage due.		
					Rs.	A.	

FORM II 15.

PARCEL MAIL TRANSIT LIST.

Transit List of the Umballa Post Office.

Post Offices for which separate Parcel Bags are made up.	Serial number corresponding with Alphabetical Supplement.	Names of Post Offices, Parcels and Packets for which are sent in the Parcel Bags named in column 2.	Name of Transit Offices to which closed bags entered in column 1 are sent.
		Up Train, Punjab Railway Line.	
Loodianah ...	1	Loodianah, Ferozpore, Fazilka, Sirsa	Loodianah.
Jullunder ...	2	Jullunder, Hooshiarpore, Dhurmsalla, Kangra ...	Jullunder.
		Down Train, Punjab Railway Line.	
Saharunpore ...	3	Saharunpore, Roorkee, Landour, Mussoorie, Hurdwar ...	Saharunpore.
Delhi	4	Delhi, Hansie, Hissar, Rohtuck, Bhewanie	Delhi.
		Simla Line.	
Simla	5	Simla ...	Kalka.
Dugshaie ...	6	Dugshaie ...	
Kussowlie ...	7	Kussowlie ...	
		Kurnaul Line.	
Kurnaul	8	Kurnaul	Paneeput.

Note.—The Supplement to this Transit List will be prepared in the same form as the Supplement to the Transit List in the Letter Department given at page 6.

FORMS APPERTAINING TO CHAPTER III.

FORM III 1.

DEAD LETTER BILL No.

Stamp of Despatching Office.

Unclaimed and Refused Letters, Newspapers, Packets and Parcels despatched from the _____ *Post Office to the* _____ *Dead Letter Office on the* _____ 187 ___.

This portion of the Chalan will be returned to the Despatching Office by first Mail, and will at the close of the month be attached as a voucher to the monthly account.

Particulars.		Amount claimed by the Post Office.					Amount certified by the Dead Letter Office.					
		No. of Paid Covers.	Unpaid.				No. of Paid Covers.	Unpaid.				
			No.	Postage.				No.	Postage.			
				Rs.	A.	P.			Rs.	A.	P.	
Unclaimed covers originally addressed to this office.	Letters ...											Despatching Officer.
	Newspapers											
	Packets ...											
	Parcels ...											
Unclaimed covers, re-directed to this office.	Letters ...											
	Newspapers											
	Packets ...											
	Parcels ...											
Refused covers.	Letters ...											
	Newspapers											
	Packets ...											
	Parcels ...											
Covers issued from Dead Letter Offices, the delivery of which cannot be effected.	Letters ...											Superintendent, Dead Letter Office
	Newspapers											
	Packets ...											
	Parcels ...											
Total ...												Stamp of
Amount disallowed by Dead Letter Office to be entered in the Daily Postage Account												Dead Letter Office.

This portion of the Chalan will be returned to the Despatching Office for record, a receipt being granted for the total number of Registered Letters and Parcels received.

Dead Letter Bill, No. _____ Dated _____ 187 ___.

From _____ Post Office to the Dead Letter Office at _____.

Bag belonging to Office of despatch, No. _____.

Detail of Registered Letters and Parcels.			
No.	Weight.	Address in full.	Name of Office in which originally registered.

FORMS APPERTAINING TO CHAPTER IV.

FORM IV L

A.—REGISTERED LETTER RECEIPT *to be given to the sender.*

Office stamp.

Posted at _____ Office.
No. _____ W _____
Date _____

Address

_____

Initials of Receiving Clerk.

_____

_____

B.—REGISTERED LETTER RECORD *to be kept in Office of Despatch.*

No. _____ W _____
Date _____

Sender's name and Address, if given { _____ _____

Address on Letter { _____ _____ _____

Initials of Entering Clerk } _____

C.

Blank space on which is to be pasted the original addressee's receipt (marked IV 2A) when received.

BOOK OF REGISTERED LETTERS DESPATCHED.

FORM IVa.

A. *Registered Letter Receipt to be signed by Addressee and returned by Receiving Office to the Office of Despatch.*

From _____ Office.
No. _____ W _____
Date _____

Address.

_____
_____
_____

Stamp of Despatching Office.

Stamp of Receiving Office.

Signature of the Addressee (Original).

Date _____

B. *Duplicate Registered Letter Receipt to be signed by the Addressee and retained by Receiving Office.*

From _____ Office.
No. _____ W _____
Date _____

Address.

_____
_____
_____

Office No. of Receiving Office _____

Stamp of Receiving Office.

Signature of the Addressee (Duplicate).

Date _____

FORM IVs.

Book of Registered Letters received in Transit.

Month and date of receipt in this Office.	Whence received.	Address.	Destination.	Registered No.	Weight.		To what Office forwarded.	No. and Date of Challan with which forwarded.		Remarks.
					As marked by Office of Despatch.	As weighed by this Office.		No.	Date.	

FORM IV4.

Book of Registered Letters received for delivery.

Month and date of receipt at this Office.	Office No.	Station from whence despatched with Registry No. and Date.			Address.	Weight.		Signature of peon who receives charge of the Letter.	Date of return of the receipt signed by the addressee to the Despatching Office.	Remarks.
		Station.	No.	Date.		As marked by Office of Despatch.	As weighed by this Office.			

FORM IV5.

A — *Registered Letter Receipt to be given to the Sender.*

Office Stamp.

Posted at _____ Branch Office.
Subordinate to _____ Head Office.
Weight of the Letter _____

Address.

_____
_____
_____

Initials of Deputy Post Master.

Date _____

B — *To accompany the Registered Letter to the Head Office.*

Posted at _____ Branch Office, forwarded to _____ Head Office.

Sender's name and address, if given. _____

Address on Letters. _____

Weight of the Letter _____

To be filled in by Branch Office.

Initials of Deputy Post Master. _____

No. _____ W _____

Date _____

To be filled in by Head Office.

Date _____

C — *To be kept as a record in Branch Office.*

Here should be pasted the addressee's receipt when received from the Head Office.

Posted at _____ Branch Office, forwarded to _____ Head Office.

Sender's name and address, if given. _____

Address on Letter. _____

Initials of Deputy Post Master. _____

Date _____

BRANCH POST OFFICE BOOK OF REGISTERED LETTERS DESPATCHED.

FORM V 1.

HEAD OFFICE CHALAN.

Stamp of

Despatching Office.

No._____

*Being a detail of the letters, &c., despatched from the*_____ *Head Office to the*_____ *Branch Office on the* 187 .

Class.	Detail.	Number of covers.	Postage. Rs.	A.	P.
Paid ..	Registered Letters or Newspapers				
	Ordinary Letters				
	Ditto Newspapers ..				
	Parcels				
	Packets				
	Total of paid articles ...				
Unpaid ..	Registered Letters or Newspapers				
	Ordinary Letters				
	Ditto Newspapers ..				
	Parcels				
	Re-directed Packets ..				
	Total of unpaid articles ..				

Stamp of

Receiving Office.

Detail of Registered Letters and Parcels sent with this Chalan.

No.	Weight in tolas and eighths of a tola.	Address in full.	Post Office of destination.	REMARKS.

Note.—This Chalan to be returned by next mail to the Head Office with the account on the back duly written up.

FORMS APPERTAINING TO CHAPTER V.

DAILY MEMO.

Being the account with the Head Office entered by the Branch Office on the back of the Head Office Letter Chalan.

	Rs.	A.	P.	Rs.	A.	P.
Balance of yesterday's account						
Unpaid Postage on covers received this day from the Head Office, as per Chalan No. dated						
Total Postage to be accounted for ..						
Deduct ..						
Postage on unpaid covers herewith returned						
Amount herewith sent in cash or paid into the Tehsil Treasury, as per receipt No. dated						
Total ..						
Balance due at the close of this day's account ..						

Detail of undelivered covers returned.

Paid Covers.					Unpaid Covers.				Total number of covers returned.	
Registered Letters and Newspapers.	Letters.	Newspapers.	Parcels.	Packets.	Registered Letters and Newspapers.	Letters.	Newspapers.	Parcels and Re-directed Packets.		

Address in full on Registered Letters and Parcels.

_____ *Branch Post office,*

The _____ 187 *Deputy Postmaster.*

FORM V2.

HEAD OFFICE REGISTER OR SUBORDINATE DELIVERY ACCOUNT.

Detailed postage account of the _____ *Head Office with the* _____ *Branch Office for the month of* _____ 187 .

Month and date.		
No. of the Chalan.		
Balance of the last day due from the Branch Office brought forward.		
Postage due on covers forwarded this day.		
Total amount to be accounted for by the Branch Office.		
Postage due on covers returned undelivered.	DEDUCTIONS.	
Remittance received in cash or by Tehsildar's receipt.		
Total deductions.		
Balance due by the Branch Post Office at the close of this day's account.		
REMARKS.		

FORM V3.

BRANCH OFFICE CHALAN.

No. _____

Being a detail of the Letters and Newspapers despatched from the _____ *Branch Office to the* _____ *Head Office on the* _____ 187 .

Class.	Detail.	Number of covers.	Postage.		
			Rs.	A.	P.
Paid	Registered Letters and Newspapers Ordinary Letters ... ... Ditto Newspapers ...				
	Total of paid Articles				
Unpaid ...	Registered Letters and Newspapers Ordinary Letters ... .. Ditto Newspapers				
	Total of unpaid Articles ...				

No. _____

Being a detail of the Parcels despatched from the _____ *Branch office to the* _____ *Head Office on the* _____ 187 .

Class.	Detail.	Number of covers.	Postage in Despatching Office.			Postage in Receiving Office.		
Paid ...	Parcels ... ... Packets							
	Total of paid Articles							
Unpaid ...	Parcels ... ... Re-directed Packets							

Note.—The numbers and dates written in both these portions of this Chalan will be the same. The letter portion will be forwarded to the Compiler's Office daily with the Receipt Register. The parcel portion will be detached and sent at the end of the month with the Parcel Index.

This portion of the Chalan will be returned to the office of despatch.

Chalan No.

Dated

From _____ Branch Office.

To _____ Head Office.

No.	Weight in tolas and eighths of a tola.	Address in full on Registered Letters and Parcels.	Office of final destination.

FORMS APPERTAINING TO CHAPTER V.

FORM V3a.

BRANCH OFFICE CHALAN.

No. _____

Being a detail of the Letters and Newspapers despatched from the _____ *Branch Office to the* _____ *Head Office on the* _____ 187 .

Class.	Detail.	Number of covers.	Postage.		
			Rs.	A.	P.
Paid ...	Registered Letters and Newspapers Ordinary Letters ... ... Ditto Newspapers				
	Total of paid Articles				
Unpaid ...	Registered Letters and Newspapers Ordinary Letters ... ... Ditto Newspapers				
	Total of unpaid Articles ...				

No. _____

Being a detail of the Parcels despatched from the _____ *Branch Office to the* _____ *Head Office on the* _____ 187 .

Class.	Detail.	Number of covers.	Postage in Despatching Office.			Postage in Receiving Office.		
			Rs.	A.	P.	Rs.	A.	P.
Paid ..	Parcels .. .. .. Packets							
	Total of paid Articles							
Unpaid ..	Parcels .. .. .. Re-directed Packets							

This portion of the Chalan will be returned to the office of despatch.

Chalan No.

Dated

From _____ Branch Office

To _____ Head Office

No.	Weight in tolas and eighths of a tola.	Address in full on Registered Letters and Parcels.	Office of final destination.

Note.—The numbers and dates written in both these portions of this Chalan will be the same. These portions will be retained in the Head Office.

FORM V 4.

RECEIPT REGISTER.

Being a nominal record of articles received in the _____ *Branch Office during the month of* _____ 187 .

Month and date of receipt.	Description of chalan.		Name of office from which received.	Address on each cover.	Description of articles.												Total of postage in preceding column for each day and month.			Receipt of Delivery Peons.	Remarks stating the cause of nondelivery of covers returned to the Head Office, and date of return of Registered Letter Receipts.
					Paid.					Unpaid.				Postage.							
	Number.	Date.			Registered Letters and Newspapers.	Letters.	Newspapers.	Parcels.	Packets.	Registered Letters and Newspapers.	Letters.	Newspapers.	Re-directed Packets and Parcels.	Rs.	A.	P.	Rs.	A.	P.		
																					Note.—This Register should be kept in manuscript, one book being used for each month.

FORM V.

DIRECT BRANCH OFFICE CHALAN.

No._____

Being a detail of paid *Letters, &c., despatched from the* _____ *Branch Office to the* _____ *Post Office on the* _____ 187 .

Detail of Articles.	Number.	
Paid ordinary letters		
Paid ordinary newspapers ...		
Paid parcels		
Paid packets		
TOTAL ...		

_____ BRANCH POST OFFICE,
Dated the 187 .

Deputy Postmaster.

FORM Ve.

REMITTANCE BOOK.

Being an account of the postage due on Covers received at, and the remittances made from, the _____ *Branch Post Office.*

DATE.	Balance of yesterday brought forward.			Unpaid postage due on covers received this day for delivery from the Head Office.			Total unpaid postage including yesterday's balance to be accounted for.			REMITTANCES.																		Balance due to the Head Office at the close of this day's account.			REMARKS.
										UNDELIVERABLE PAID COVERS.					UNDELIVERABLE UNPAID COVERS.							Cash remitted to the Head Office or paid into the Tehsil Treasury.			Total of Remittances.						
										Registered Letters and Newspapers.	Letters.	Newspapers.	Parcels.	Packets.	Registered Letters and Newspapers.	Letters.	Newspapers.	Re-directed Packets and Parcels.	Postage.											
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.										Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	

Note.—The balance of this account in the last column should daily tally with the balance of the account rendered to the Head Office on the back of the Chalan. The book will be kept in manuscript.

FORM V 7.

DESPATCH REGISTER.

Being a nominal record of articles despatched from the Branch Office during the month of _____ 187 .

Month and date of despatch.	Number of the Chalan.	Name of Office to which despatched.	Address on each cover.	DESCRIPTION OF ARTICLES.												Daily total of postage.		
				Paid.					Unpaid.									
				Registered Letters and Newspapers.	Letters.	Newspapers.	Parcels.	Packets.	Registered Letters and Newspapers.	Letters.	Newspapers.	Re-directed Packets and Parcels.	Postage.					
													Rs.	A.	P.	Rs.	A.	P.

Note.—This Register should be kept in manuscript, one book being used for each month.

FORM V s.

INDEX OF CHALANS.

Being a record of the Chalans received at and despatched from _____ *Branch Post Office.*

Month and date.	Head Office.			Post Office.		Post Office.		Remarks.
	Number of chalans received.	Numbers of Chalans despatched.		Number of chalans received.	Number of chalans despatched.	Number of chalans received.	Number of chalans despatched.	
		Station letter chalan.	Sorting letter chalan.					

FORM V9.

RETURN

Showing the number of Covers received at and despatched from the several Branch and District Post Offices subordinate to the _____ Post Office, and also those returned undelivered.

Names of Post Offices.	Covers received for delivery, whether from the Head Office or from other Branch Offices.									Covers posted for despatch, whether to the Head Office or to other Branch Offices.									Covers undelivered and returned to the Head Office.								
	Paid.					Unpaid.				Paid.					Unpaid.				Paid.					Unpaid.			
	Registered Letters and Newspapers.	Letters.	Newspapers.	Parcels.	Packets.	Registered Letters and Newspapers.	Letters.	Newspapers.	Re-directed packets and parcels.	Registered Letters and Newspapers.	Letters.	Newspapers.	Parcels.	Packets.	Registered Letters and Newspapers.	Letters.	Newspapers.	Parcels and re-directed packets.	Registered Letters and Newspapers.	Letters.	Newspapers.	Parcels.	Packets.	Registered Letters and Newspapers.	Letters.	Newspapers.	Re-directed packets and parcels.
Total ..																											

Dated *Postmaster.*

FORM V10.

Visit Book of the Rural Messenger, named _____ *No.* , *attached to the* _____ *Post Office.*

Date on which the Rural Messenger leaves the Post Office.	Names of Villages to be visited.	Detail of covers made over for delivery in each Village.					Address in full on Registered Letters and Parcels.	Date on which each village was visited.	Signature of Lumbardar or some respectable resident.	Date on which the Rural Messenger returned to the Post Office.	Remarks by, and signature of, the Postmaster or Deputy Postmaster.
		Paid.	Unpaid.	Postage due.							
				Rs.	A.	P.					

Note.—This book will not be printed, but written in the vernacular by the Deputy Postmaster or Clerk of the Post Office.

FORM V11.

MEMORANDUM BOOK

Of _____ *Rural Messenger No.* _____ *attached to the* _____ *Post Office.*

Name of villages in which Letter Boxes are placed.	Date on which each Letter Box was opened.	Detail of covers found in each Letter Box.				Detail of covers returned undelivered.								
						Address in full on each cover.	Description of covers.							Remarks stating cause of non-delivery of each cover.
		Paid Letters.	Paid Newspapers.	Unpaid Letters.	Unpaid Newspapers.		Paid Letters.	Paid Newspapers.	Unpaid Letters.	Unpaid Newspapers.	Postage due.			
											Rs.	A.	P.	

Note.—This Form will not be printed, but written in the vernacular by the Rural Messenger. It will be signed by the Postmaster or Deputy Postmaster when he takes over the returned covers.

FORMS APPERTAINING TO CHAPTER VI.

FORM

WAY

To accompany the Mail despatched from the _____ *Post Office on the*

NAMES OF POST OFFICES TO WHICH MAILS ARE TO BE DELIVERED.												
	Letter Mails.		Parcel Mails.		Letter Mails.		Parcel Mails.		Letter Mails.		Parcel Mails.	
Names of Post Offices from which mails are despatched.												
Total Number of Articles to be delivered in each Post Office.												
Receipt of the Officer to whom the mails were delivered.												

Note.—When this Way Bill is completed it will be lodged as a
When parcel mails are not sent, the columns provided

FORMS APPERTAINING TO CHAPTER VI.

VI 1.

BILL.

_____ *Line on the* _____ 187 , *in charge of* _____

Letter Mails.		Parcel Mails.		Letter Mails.		Parcel Mails.		Letter Mails.		Parcel Mails.		Letter Mails.		Parcel Mails.		REMARKS.

record in the last office to which mails are delivered.
for them need not be printed.

FORM VI 2.

ROAD TIME BILL

Being a record of the Transit of the Mail despatched from _____ *to* _____ *on the* _____

1	2			3			4	5		6		7				8				9		10
Names of Post Offices.	Date and hour of arrival.			Date and hour on despatch.			Distance in miles.	Time allowed for transit.		Time occupied in transit.		Difference between the time allowed and time occupied.				Detention at				Actual time occupied in transit.		Remarks stating cause of delay at Post Offices, or on rivers owing to the state of the weather.
	Date.	Hour.		Date.	Hour.							Slower.		Faster.		Post Offices.		Rivers and Ghats &c.				
		H.	M.		H.	M.		H.	M.	H.	M.	H.	M.	H.	M.	H.	M.	H.	M.	H.	M.	
				Total ...																		

Average rate of speed per hour exclusive of detentions M. _____ F. _____ P.

Note.—The several columns of this Time Bill must be carefully written up in the several Post Offices through which it passes. The terminal office will make up the totals, and strike the average. The necessary entries will be made in the monthly Time Statement, and the Time Bill will be forwarded by the first Mail to the Inspector of the Division or Superintendent of Mails. This form will ordinarily be lithographed, and the columns 1, 4 and 5 should for all the longer lines have the necessary entries lithographed.

FORM VI 3.

MONTHLY TIME STATEMENT

Being a record of the Transit of Mails from the _____ *Post Office to the* _____ *Post Office during the month of* _____ 187

The length of this mail line is _____ miles.

The time prescribed for transit of the mail is _____ hours.

Month, date and hour of despatch.			Date and hour of arrival.			Actual time occupied in transit.		Deduct detention at intermediate				Time occupied in transit exclusive of detentions.		Remarks stating briefly the cause [if any] of detention of mails.
Month and Date.	Hour.		Date.	Hour.				Post Offices.		Rivers Ghats, &c.				
	H.	M.		H.	M.	H.	M.	H.	M.	H.	M.	H.	M.	
1														
2														
3														
4														
5														
30														
31														
			Total ...											

Average rate of travelling per hour inclusive of detentions.

M. F. P.

Average rate of travelling per hour exclusive of detentions.

M. F. P.

The *Post Office,*

Dated 187 *Postmaster.*

FORM VIIL

Index to Letter Chalans despatched by the _____ *Section Travelling Post Office during the month of* _____ 187 .

DATES.	1ST.	2ND.	3RD.	4TH.	5TH.	6TH.	7TH.	8TH.	9TH.	10TH.	
Names of Post Offices or Sections of the Travelling Post Office to which Chalans are despatched.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	

FORM VII2.

*Index to Packet Chalans despatched by the_____Section Travelling Post Office during the month of_____*187 .

DATES.	1ST.	2ND.	3RD.	4TH.	5TH.	6TH.	7TH.	8TH.	9TH.	10TH.	
Names of Post Offices or Sections of the Travelling Post Office to which Chalans are despatched.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	

FORM VII 3.

Index to Packet Chalans received in the _____ *Section Travelling Post Office during the month of* _____ 187 .

DATES.	1ST.	2ND.	3RD.	4TH.	5TH.	6TH.	7TH.	8TH.	9TH.	10TH.	11TH.	
Names of Post Offices or Sections of the Travelling Post Office from which Chalans are received.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	

FORM VII4.

Sheet Register of Mails received and delivered by set No._____ of the _____ Section Travelling Post Office on _____ journey on the _____ 187 .

Names of Post Offices and Sections of the Travelling Post Office from which mails were received in Transit.	Names of Post Offices and Sections of the Travelling Post Office to which Mails were delivered in Transit.																						A. Total.
B. Total ..																							

Note.—The entries in column A will correspond with the totals shown in the packet chalans received by the Travelling Post Office.
The entries in column B will correspond with the totals shown in the packet chalans made by the Travelling Post Office.
This Register will only exhibit the total number of articles received from and delivered to each transit office. Details of articles can be obtained from the packet chalans attached.

FORMS APPERTAINING TO CHAPTER VII.

*Abstract of Mails received, made up, and delivered by set No._____of the _____Section on_____journey on the _____*187 .

Received.	Transit bags and packets.	Parcel bags.	Empty bags.	Despatched.	Transit bags and packets.	Parcel bags.	Empty bags.
Received from Post Offices on the Railway line.				Delivered to Post Offices on the Railway line.			
Received in Transit bags.				Enclosed in Transit bags.			
Made up by set No.				Opened and sorted by set No.			
Received from Set No. of the Section.				Transferred to relieving Section No.			
TOTAL ...				TOTAL ...			

Head Clerk set No.

_____Section.

FORM VII 5.

DUPLICATE.

No.

List of Packets, Transit Bags and Parcel Bags despatched from _____ *section Travelling Post Office to the* _____ *on* _____ *journey on the* _____

Name of office whence despatched.	Name of office to which addressed.	Number of			Remarks.
		Packets.	Transit bags.	Parcel bags.	
	Total ..				

Receiving Officer.

Dated stamp.

ORIGINAL.

No.

List of Packets, Transit Bags and Parcel Bags despatched from _____ *section Travelling Post Office to the* _____ *on* _____ *journey on the* _____

Name of office whence despatched.	Name of office to which addressed.	Number of			Remarks.
		Packets.	Transit bags.	Parcel bags.	
	Total ..				

Note.—This Chalan must be filed at the office of receipt.

Signature of Despatching Officer.

FORM VIIIA.

Bag Account with the _____ *Post Office.*

Date on which the bags were originally issued.	Transit Bags.								Packet Bags.						Parcel Bags.						
	Number on each bag.	Initial letter denoting size.	Dates on which renewed.						Number on each bag.	Initial letter denoting size.	Dates on which renewed.				Number on each bag.	Initial letter denoting size.	Dates on which renewed.				

FORM VIII 2.

Register of Bags despatched from the _____ *Post Office during the month of* _____ 187 .

Dates.	1st.			2nd.			3rd.			4th.		
Names of Post Offices to which Bags are sent.	Transit Bags.	Packet Bags.	Parcel Bags.	Transit Bags.	Packet Bags.	Parcel Bags.	Transit Bags.	Packet Bags.	Parcel Bags.	Transit Bags.	Packet Bags.	Parcel Bags.
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
Meerut	3	9	21									
Delhie	10	3	23									
Lahore	2	5	4									
Agra	23	18	6									

FORM VIIIs.

Indent on the Central Depôt at _____ *for Bags required in the* _____ *Post Office.*

Detail of new bags required.			Detail of bags required in renewal of old bags.							Total number of bags now indented for.			Remarks—stating necessity for new bags, or in case of renewal, whether the old bags are lost or injured or become unserviceable from fair wear and tear, and whether the old bags are returned or otherwise.
			Date on which the old bags were received.	Description of the old bags.									
				Numbers and initial letters of the transit bags.		Numbers and initial letters on the packet bags.		Numbers and initial letters on the parcel bags.					
Transit bags.	Packet bags.	Parcel bags.		No.	Letter.	No	Letter.	No.	Letter.	Transit bags.	Packet bags.	Parcel bags.	

_____ *Post Office,*

Dated _____ 187 .

Postmaster.

FORM VIII 4.

Invoice of Bags sent from the Central Depôt at _____ *to the* _____ *Post Office.*

Date on which the Bags were despatched.	Detail of new Bags sent.						Detail of Bags sent in renewal of old Bags.					
	Numbers and initial letters on the transit bags.		Numbers and initial letters on the packet bags.		Numbers and initial letters on the parcel bags.		Numbers and initial letters on the transit bags.		Numbers and initial letters on the packet bags.		Numbers and initial letters on the parcel bags.	
	No.	Letter.	No.	Letter.	No.	Letter.	No.	Letter.	No.	Letter.	No.	Letter.

Acknowledgment to be returned to the Central Depôt.

I acknowledge to have received the bags enumerated in this invoice.

Postmaster.

Dated *Post Office,* 187

CENTRAL DEPÔT AT

Dated 187

Postmaster General.

FORM VIII6.

Stock Account of (name of article) received and issued during the month of _____ 187 .

Balance in store on the 1st _____ See Stock Account, page _____	
Received into stock during the current month—	
From _____ on Indent No. _____ dated _____	
From _____ on Indent No. _____ dated _____	
From _____ on Indent No. _____ dated _____	
TOTAL ...	
Issued to Post Offices during current month, *vide* detail below:—	
Balance in store on the 1st of _____ carried to page _____ of Stock Account	

Detail of Issues from Stock.

Name of Post Office to which issued.	Date of indent.	Number passed by the Postmaster General.	Number supplied from stock.	Balance remaining to be supplied.	Name of Post Office to which issued.	Date of indent.	Number passed by the Postmaster General.	Number supplied from stock.	Balance remaining to be supplied.
TOTAL ...					TOTAL ...				

FORM IX1.

Indent on the Central Depôt at_____for books and forms required for the_____Division for six months.

NAMES OF POST OFFICES.												
Names of Books and Forms with the number assigned to each in the Manual.	Number required for 6 months' use.	In store on the	Number now indented for.	Number passed by the Postmaster General.	Number required for 6 months' use.	In store on the	Number now indented for.	Number passed by the Postmaster General.	Number required for 6 months' use.	In store on the	Number now indented for.	Number passed by the Postmaster General.
TOTAL ...												

*Dated*_____ *Postmaster.*

FORMS APPERTAINING TO CHAPTER IX.

FORM IX e.

LETTER CHALAN FORM I1.

Stock Account of Form I1. *received and issued during the month of*_____187

Balance in Store on 1st_____see Book Account Page_____	
Received into stock during the current month	
On the_____on Indent No._____dated_____	
On the_____Ditto No._____dated_____	
On the_____Ditto No._____dated_____	
TOTAL ...	
Issued to Post Offices during current month, *vide* detail below_____	
Balance in Store on the 1st_____carried to page_____of Stock Book	

Issues from Stock.

Names of offices to which Forms are issued.	Date of Indent.	Number passed by Post Master General.	Number supplied from Stock.	Balance remaining to be supplied.	Names of offices to which Forms are issued.	Date of Indent.	Number passed by Post Master General.	Number supplied from Stock.	Balance remaining to be supplied.
TOTAL ..					TOTAL ..				

FORM X1.

ACCOUNT CURRENT OF THE _____ DISBURSING POST OFFICE FOR THE MONTH OF _____ 187 .

FORMS APPERTAINING TO CHAPTER X.

FORM

DR. *Account Current of the* _____ *Dis*

DETAIL OF RECEIPTS.	Detail.	Total.
To cash balance (*vide* detail on the reverse)		
To Postage Collections (*vide* detail on the reverse) ...		
To Bullock Train Collections (vide *detail on the reverse.*)		
To Passenger service Collections (vide *detail on the reverse.*)		
To Miscellaneous Receipts (*vide* column 5 of the Cash Book) ...		
Sale proceeds of waste paper		
Ditto of unserviceable articles of Stock ..		
Value of loose Stamps found in the Letter Box ...		
Fees for Window Delivery Tickets		
Fares for passages in Dâk Boats		
Sale proceeds of copies of the Postal Guide (*vide* memorandum on the reverse.)		
To Advances from the Treasury (*vide* column 14 of the Treasury Remittance Book.)		
To Deductions from Bills (*vide* columns 9, 10, 12, and 13 of the Treasury Remittance Book.)		
On account of fines		
On account of Savings		
In adjustment of previous advances as follows ...		
In adjustment of retrenchments by the Compiler as follows		
On account of subscriptions to Funds as follows ...		
TOTAL ...		

_____ POST OFFICE,
Dated _____ 187 .

X1.

bursing Post Office for the month of _____ 187 Cr.

Detail of Charges.	Detail.	Total.	Adjusted.	Not adjusted.
By Payments to the Treasury (*vide* column 3 of the Treasury Remittance Book.)				
By Refunds (*vide* column 15 of the Daily Cash Book).				
By Bills Adjusted (*vide* column 8 of the Treasury Remittance Book.)				
For fixed charges				
For Fluctuating charges ...				
For Bullock Train charges.				
For Passenger Service charges.				
By Military Department (vide *entries per contra*).				
Amount of Bills for Bullock Train hire.				
Ditto ditto for Passenger Service Fares.				
By Advances Recoverable (*vide* individual items in column 9 of the Treasury Remittance Book).				
By Cash Balance (*vide* detail on the reverse).				
Total ...				

Postmaster.

MEMORANDUM.

Detail.	Disbursing Office.	Non-disbursing Office.	Non-disbursing Office.	Non-disbursing Office.	Non-disbursing Office.	Non-disbursing Office.	Non-disbursing Office.	Non-disbursing Office.	Non-disbursing Office.	Total.
Opening cash balance										
Net collections of Postage (detail in abstract attached)										
Net collections of Bullock Train *ditto*										
Audits of service Bullock Train hire *ditto*										
Net collections of passenger service *ditto*										
Audits of passenger service Fare *ditto*										
Remittances to Treasury										
Closing cash balance										

Memorandum of amount recovered by sale of copies of the Postal Guide.				List of Vouchers sent with this Account Current.
Balance of last month brought forward				
Add value of copies received for sale { From Compiler's Office .. / From Post Office ..				
Total ..				
Deduct value of copies sold and credited @ 12 annas per copy.				
Discount on above at 4 annas per copy				
Deduct value of copies sent to Post Office during the month @ one rupee per copy as per accompanying receipt of the Post Master.				
Balance ..				

Memorandum of Advances Recoverable.

Balance of last month brought forward	...	...			
ADD—					
Advances recoverable for current month	...	...			
	Total	...			
DEDUCT—					
Amount adjusted this month by Audited Bills	...	...			
Amount adjusted by deduction from Bills	...	...			
	TOTAL	...			
Balance remaining unadjusted *vide* detail below :—					

DETAIL.	AMOUNT.		

ACCOUNT CURRENT
OF THE
Disbursing Post Office for the month of _____ 187 .

Despatched.
Received.

FORMS APPERTAINING TO CHAPTER X.

FORM

DR. *Daily Cash Book of the* _____ *Dis*

1.	2.	3.	4.	4a.	4b.	5.	6.	7.	8.	9.	10.
			CASH COLLECTIONS.					ADVANCES FROM TREASURY.			
DATE.	Detail of Amounts entered in Columns 5, 7, and 8.	Cash Balance of last day.	Postage collected this day as per Peons' Book.	*Bullock Train collections this day as per Bullock Train Abstract.*	*Passenger Service collections this day as per Passenger Service Abstract.*	Miscellaneous Receipts, vide detail in column 2.	Total of Columns 4, 4a, 4b, and 5.	Drawn from Treasury on Salary Bills detailed in Column 2.	Drawn from Treasury on Contingent Bills detail in Column 2.	Total of Columns 7 and 8.	GRAND TOTAL.
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
	TOTAL ..										

X 2.

*bursing Post Office for the month of*_____187 . CR.

11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.
	PAYMENTS TO TREASURY.				CHARGES.						
Detail of Amounts entered in Columns 13, 15, 16, and 17.	To District Treasury.	Tehsil Receipts from Branch Offices.	Total of Columns 12 and 13.	Refunds paid from Revenue.	Amounts of Salary Bills.	Amounts of Contingent Bills.	Total of Columns 16 and 17.	Total of Columns 14, 15, and 18.	Cash Balance.	GRAND TOTAL.	Signature of Postmaster.
TOTAL ...											

Postmaster.

FORM X 3.

General abstract of postage collections for the month of _____ *to accompany the Account Current of the* _____ *Disbursing Post Office.*

DETAIL.	Disbursing Post Office.	Non-disbursing Post Office.	Non-disbursing Post Office.	Non-disbursing Post Office.	Non-disbursing Post Office.	Non-disbursing Post Office.	Non-disbursing Post Office.	Non-disbursing Post Office.	Non-disbursing Post Office.	TOTAL.
Gross total of Receipt Registers for the month of ——187—. { Letter Postage										
Gross total of Receipt Registers for the month of ——187—. { Parcel and Packet Postage ..										
Balance of last month in deposit and due from Subordinate delivery										
Disallowments during the month on Dead Letter Bills detailed on the reverse										
Disallowments during the month from Check Branch, Compiler's office, detailed on the reverse										
TOTAL										
DEDUCT—										
Postage on covers re-directed during the month { Letter Postage										
Postage on covers re-directed during the month { Parcel and Packet Postage ..										
Postage on articles sent to the Dead Letter Office *vide* chalans attached.										
Postage due from the Subordinate delivery										
Postage due on covers in deposit on last day of the month										
TOTAL										
Balance— Net cash collected and credited in Account Current ..										

Dated

Postmaster _____

Detail of Disallowments by the Dead Letter Office and Check Branch of the Compiler's Office during the month of _____.

Name of Office.	Office from which the disallowment was issued with No. and date.	Amount of each disallowment.			Explanation referring to each disallowment.

FORM X 32.

General Abstract of Bullock Train Transactions for the month of _____ to accompany the Account Current of the _____ Disbursing Post Office.

DETAIL.	Office.	Office.	Office.	Office.	Office.	Office.	Office.	Office.
Balance of last month { For hire due on packages forwarded to outstations ..								
Balance of last month { For hire due on packages in deposit								
Hire prepaid on packages despatched during the month								
Hire on service packages ditto ditto								
Hire on bearing packages received during the month								
Godown hire realized during the month								
Commission charged on packages sent to outstations during the month ..								
Recovered on retrenchments issued by Postmaster General for errors in credit orders detailed at back								
Recovered on retrenchments issued by Check Branch, Compiler's Office, for errors in account detailed at back								
Recovered on retrenchments issued by Compiler for errors in service bills detailed at back								
TOTAL								
DEDUCT—								
Amount of service hire bills sent to Compiler [see account at foot].. ..								
Hire on packages re-directed during the month [*vide* memorandum attached] ..								
Hire on packages sold or sent to Postmaster Genl.'s Office [*vide* order attached]								
Refunds of hire on authority of Compiler or Postmaster General ditto ..								
Amount of retrenchments cancelled by Compiler ditto ..								
Hire due on packages sent to outstations								
Hire due on packages in deposit on last day of the month								
TOTAL								
Balance net cash collected and credited in account current								
Balance of service hire unadjusted last month								
Amount of service hire bills for current month								
TOTAL								
Charged in account current on Compiler's intimation of audit, No.——, dated—								
Retrenched by Compiler on account of errors								
TOTAL								
Balance of service hire unadjusted [*vide* detail at back]								

Dated *Postmaster.*

*Detail of retrenchments issued by the Compiler and Postmaster General to the_____Disbursing Office and its subordinate offices during the month of_____*187 .

Office from which retrenchment was issued.	No. and date of retrenchment.	Bullock Train Agency to which issued.	Amount of retrenchment.		Remarks stating date on which amount was received or credited.

FORMS APPERTAINING TO CHAPTER X.

Detail of Unadjusted Service Hire on account of Bills sent to the Compiler's Office.

Name of Bullock Train Agency.	Month in which the charges were shown in Bullock Train abstract.	Number of Vouchers.	Amount of each Bill.		Remarks stating the date on which the Bill was sent to Compiler, call made by Bullock Train Office, and replies (if any) received from Compiler.

FORM Xm.

General Abstract of Passenger Service Collections for the month of _____ *to accompany the Account Current of the* _____ *Disbursing Post Office.*

	Disbursing Post Office.	Non-disbursing Post Office.	Non-disbursing Post Office.	Non-disbursing Post Office.	Non-disbursing Post Office.	TOTAL.
Balance of last month for Superintendent's Warrants not realized ..						
Fares realized from private passengers during current month ..						
Fares on service Dāks granted during the month, *vide* detail at foot						
Warrants issued by Superintendent for extra passengers and baggage						
Disallowments issued by Compiler for errors in Service Fare Bills *vide* detail at foot						
TOTAL ..						
DEDUCT—						
Amount of Service Fare Bills sent to Compiler, *vide* detail at foot ..						
Amount of refund ordered by Postmaster General, *vide* original order attached						
Warrants issued by Superintendent and subsequently cancelled, *vide* order attached						
Commission @ 4 per cent., on Dāks granted during current month.						
Superintendent's Warrants unrealized transferred to next month's account, *vide* detail at back						
TOTAL ..						
Balance cash collected and credited in Account Current ..						
Balance of Service Fares unadjusted last month						
Amount of Service Fare Bill for current month						
TOTAL ..						
Charged in Account Current on Compiler's intimation of audit No.——, dated						
Retrenched by Compiler on account of errors						
TOTAL ..						
Balance of Service Fares unadjusted, *vide* detail at back ..						

FORMS APPERTAINING TO CHAPTER X.

Detail of Warrants issued by Superintendent for extra passengers and extra baggage which have not been realized.

Name of Office.	No. and date of Superintendent's Warrant.	Name of Passenger.	Amount of fare entered in each Warrant.		Remarks explaining why fare has not been realized and credited.

Detail of unadjusted Service Hire on account of Bills sent to the Compiler's Office.

Name of Office.	Month in which the charges were shown in Passenger Service Abstract.	No. of vouchers sent with Bill.	Amount of each Bill.		Remarks stating dates on which Bills were sent to Compiler, calls made by Agent, and replies (if any) received from the Compiler.

FORMS APPERTAINING TO CHAPTER X.

FORM X4.

Report of the Cash Balances in the _____ *Disbursing and its Subordinate Non-disbursing Post Offices at the close of the month of* _____ 187 .

Names of the Disbursing and Non-disbursing Post Offices.	Currency Notes.	Silver.		Copper.	Total.
		Rupees.	Small Coins.		
Disbursing Office at—					
Non-disbursing Office at—					
GRAND TOTAL ...					

I do hereby certify upon my honor that the sum of Rupees _____ actually remained in my hands at the close of last month and was secured in a chest with double locks and keys of different dimensions. The balances of the Non-disbursing Offices have been certified in the like manner by the Deputy Postmasters in charge of those Offices.

The POST OFFICE, 187 . } *Postmaster.*

FORM X5.

Detail of the Permanent Advance held by the _____

for the month of _____ 187 .

Detail of sums advanced.	Detail.	Total.	Remarks stating date on which advance was made and cause of delay in adjustment (if any).
Total of Advances ...			
Balance cash in hand ...			
Total of Permanent Advance ...			

Dated *Postmaster, Superintendent, or Inspector.*

FORM X e.

Detailed Memorandum of Salaries and other items not distributed and remaining in deposit in the ———— *Post Office on the last day of* ———— 187 .

Balance of the memorandum for last month			
Total of items placed in deposit during the current month ...			
Total ...			
DEDUCT—			
Disbursed in cash as per detail in the account of distribution of salaries, &c.			
Deducted from Bills cashed at the Treasury as per detail on the reverse of the Bills			
Total ...			
Balance in deposit as per detail given below			

Detailed description of each item.	Detail.	Total.	Remarks stating reasons for non-payment, and the measures adopted for adjustment.

Dated *Postmaster.*

FORMS APPERTAINING TO CHAPTER X.

FORM X 7.

_____ DISBURSING POST OFFICE.

Account of Distribution of Pay and Contingencies for the month of _____ 187

Balance of undisbursed salaries in hand on last day of ...			
Advance received on the on Bills drawn by ...			
TOTAL ...			
Amount disbursed during the month, *vide* total in column 10 of detail at foot			
Balance in hand on last day of as shown in memorandum to Compiler...			

Particulars of Distribution.

1	2	3	4	5	6	7	8	9	10
Date of payment.	Detail of amounts paid on acquittance rolls and on receipts filed in office.	Amount paid on receipts and on acquittance rolls.	Amounts returned by Overseers and Deputy Postmasters as savings or salary that cannot be disbursed.	Net amounts disbursed.	Date of payment.	Detail of amounts paid on acquittance rolls and on receipts filed in office.	Amount paid in receipts and on acquittance rolls.	Amount returned by Overseers and Deputy Postmasters as savings or salary that cannot be disbursed.	Net amount paid and shown in account above.
						Brought forward, Rs.			
	Carried over, Rs.								

Each entry must be supported by receipt or acquittance roll.

The receipts should be numbered in a consecutive series and the acquittance rolls in a separate series for each office or Mail line.

FORMS APPERTAINING TO CHAPTER X.

FORM X7a.

*No.*_____

(This No. should be quoted in the entry in the account of distribution.)

*Acquittance Roll of the Establishment attached to the*_____*Post Office for Salaries paid for the month of*_____187 .

NAMES.—The name of every official to whom salary is paid should be written in full.	Designation of office.	Salary drawn in the bill.	Deductions: For fines, savings and retrenchments.	Deductions: For subscription to funds.	Net amount paid.	Signatures of the officials to whom salaries are paid. If any amount is unpaid, a note should be made opposite to it.
TOTAL ...						This total should agree with the entry in the account of distribution.
Deduct amount returned as undisbursed ...			...	...		Ditto.
Balance distributed in my presence ...			...	...		Ditto.

Dated

Postmaster.

FORM X 8.

*No.*_____

*Dated*_____187

*Received from the Postmaster of*_____

*the sum of Rupees*_____

*being the amount of a Bill prepared by me for*_____

*No.*_____ *Date*_____ *Name of Payee*_____ *Designation*_____ *Description of the Bill*_____ *Amount*_____

FORM X9.

[ORIGINAL FOR COMPILER.]

Detailed Bill for the Salaries of the Fixed Establishment attached to the Post Office at_____for the month of_____187 .

1	2	3	4	5		6	7		8	9		10	11
				SALARIES.			DEDUCTIONS.			DEDUCTIONS			
Number and date of Government order sanctioning the charge.	Ages of new incumbents.	Name.	Designation of office.	Minimum.	Maximum.	Amount of salary for the month.	For fines and savings.	For adjustment of previous advances or retrenchment.	Amount debitable to the Post Office.	For subscriptions to Funds.	For Income Tax.	Net cash paid to the Postmaster.	
													Fort William, Dated _____ 187 . Folio_____ Passed for Rupees_____ Subject to the deduction of_____ Rupees_____ Income Tax at_____ Net Rupees_____ *Compiler of Post Office Accounts.*
			TOTAL ..										

Further deductions on account of previous advances and Compiler's retrenchments which cannot be deducted in column 7, but are included in the detail on the reverse.

NET BALANCE ..

N. B.—The charge reports of Deputy Postmasters should be attached to this Bill. In the case of clerks the following certificate should be filled up.

Certified that _____ joined his appointment in

on the _____ { before / after } noon.

Dated POST OFFICE, 187 . }

Note.—Items which cannot be disbursed within the month should not be entered in the Bill; they may be included in the Bill for the following month.

Postmaster.

FORMS APPERTAINING TO CHAPTER X.

Budget classification of the fixed charges drawn in this Bill.

Budget heads under which the charges in this Bill are classified.	Number.	Sanctioned amount drawn in this Bill.	Deduction on account of fines and savings.	Deduction on account of retrenchments and previous advances.	Net amount paid under each head.	Remarks.
Salary of Postmasters, Deputy Postmasters, Clerks, Moonshees, Sorters, Delivery or Letter Box Peons, Rural Messengers, Miscellaneous Servants, Chowkeedars, Railway Peons, Chuprassies, Duftries, &c.						
Stationery and house rent allowance ...						
Pay of Overseers, Runners, Hanghy Bardars, &c. ...						
Allowances, such as for fire sticks, &c.						
Ferry establishment ...						
Boat ditto ...						
Mail cart ditto ...						
Mail guards, including oil ...						
Foot mail contract ...						
Mail cart ditto ...						
TOTAL ...						
	Subscription to Funds ... Rs.					
	Income Tax ... ... Rs.					
				NET TOTAL ...		

Particulars of deductions made in the Bill for previous advances, and in adjustment of retrenchments by the Compiler. Full detail of each item should be given, and numbers and dates of orders or retrenchment notices quoted.

Pay to the Postmaster of _____ on this Bill the sum of _____

Dated _____ 187 ,

Officer in charge of the Treasury.

Received payment.

Dated _____ 187

Postmaster.

Memorandum, being particulars of new incumbents.

Name.	Age.	Designation (acting or permanent.)	Office from which transferred.	Date and hour of joining the new appointment.	Salary drawn previous to joining this office.	REMARKS. (If more than minimum salary or acting allowance is given, the circumstance under which it is drawn should be stated in this column). If more than 50 per cent. of the mean salary is given to an outsider, the Postmaster General's authority in original should be attached to the Bill.

Memorandum of leave of absence granted this month.

Postmaster.

FORM X 9a.

[DUPLICATE FOR TREASURY OFFICER.]

Detailed Bill for the Salaries of the Fixed Establishment attached to the Post Office at _____ *for the month of* _____ 187 .

1	2	3	4	5		6	7			8	9		10	11
Number and date of Government order sanctioning the charge.	Ages of new incumbents.	Name.	Designation of Office.	SALARIES.		Amount of salary for the month.	DEDUCTIONS.			Amount debitable to the Post Office.	DEDUCTIONS.		Net cash paid to the Postmaster.	
				Minimum.	Maximum.		For fines and savings	For adjustment of previous advances or retrenchments.			For subscriptions to Funds.	For Income Tax.		
			TOTAL ...											

Further deductions on account of previous advances and Compiler's retrenchments which cannot be deducted in column 7, but are included in the detail on the reverse of the original Bill.

Payment to the Postmaster of _____ on this Bill the sum of _____

Dated 187 . *Officer in charge of the Treasury.*

Received Payment.

Dated 187 . *Postmaster.*

FORM X 10.

[ORIGINAL FOR COMPILER.]

Salary Bill of the Inspector of Post Offices, _____ *Division, for the month of* _____ 187 .

1	2	3	4	5		6	7		8	9		10	11
				Salaries.			Deductions.			Deductions			
Number and date of Government order sanctioning the charge.	Age of new incumbents.	Name.	Designation of office.	Minimum.	Maximum.	Amount of salary for the month.	For fines and savings.	For adjustment of previous advances or retrenchments.	Amount debitable to the Post Office.	For subscriptions to Funds.	For Income Tax.	Net cash paid to the Postmaster.	
		Stationery allowance.	Inspector of Post Offices Grade, Division.										Fort William, Dated 187 . Folio _____ Passed for Rupees _____ Subject to the deduction of Rupees _____ Income Tax at _____ Net Rupees _____ Compiler of Post Office Accounts.

Note.—A full detail of the deductions on account of retrenchments and previous advances should be written on the reverse.

Dated
The 187 .}

Inspector of Post Offices _____ *Division.*

FORM X 10a.

[DUPLICATE FOR TREASURY OFFICER.]

Salary Bill of the Inspector of Post Offices, _____ *Division for the month of* _____ 187 . .

1	2	3	4	5		6	7		8	9		10	11
Number and date of Government order sanctioning the charge.	Age of new incumbents.	Name.	Designation of office.	Salaries.		Amount of salary for the month.	Deductions.		Amount debitable to the Post Office.	Deductions.		Net cash paid to the Postmaster.	
				Minimum.	Maximum.		For fines and savings.	For adjustment of previous advances or retrenchments.		For subscription to Funds.	For Income Tax.		
		Stationery allowance.	Inspector of Post Offices Grade, Division.										

Note.—A full detail of the deductions on account of retrenchments and previous advances should be written on the reverse.

Dated

The 187

Inspector of Post Offices, _____ *Division.*

FORM XII.

[ORIGINAL FOR COMPILER.]

Detailed Bill for fixed Salaries, Establishment, &c., of the Sub-Inspector of Post Offices of _____ *District for the Month of* _____ 187 .

1	2	3	4	5		6	7		8	9		10	11
Number and date of Government order sanctioning the charge.	Ages of new incumbents.	Names.	Designation of office.	Salaries.		Amount of salary for the month.	Deductions		Amount debitable to the Post Office.	Deductions		Net cash paid to the Postmaster.	
				Minimum.	Maximum.		For fines and savings.	For adjustment of previous advances or retrenchments.		For subscription to Funds.	For Income Tax.		
		Stationery Allowance	Sub-Inspector of Post Offices of District. _____										Fort William, Dated _____ 187 Folio _____ Passed for Rupees _____ Subject to the deduction of Rupees _____ Income Tax at _____ Net Rupees _____ *Compiler of Post Office Accounts.*
			Overseer of the Line from _____ to _____										
			Overseer of the Line from _____ to _____										

Note.—A full detail of the deductions on account of retrenchments and previous advances should be written on the reverse.

Dated
The 187 .

Sub-Inspector of Post Office of _____ *District.*

FORM X 11a.

[DUPLICATE FOR THE TREASURY OFFICER.]

Detailed Bill for fixed Salaries, Establishments, &c., of the Sub-Inspector of Post Offices of _____ *District for the month of* _____ 187

1	2	3	4	5		6	7			8	9		10	11
				Salaries.			Deductions.				Deductions.			
Number and date of Government order sanctioning the charge.	Ages of new incumbents.	Name.	Designation of office.	Minimum.	Maximum.	Amount of salary for the month.	For fines and savings.	For adjustment of previous advances or retrenchments.		Amount debitable to the Post Office.	For subscription to Funds.	For Income Tax.	Net cash paid to the Postmaster.	
		Stationery allowance ...	Sub-Inspector of Post Offices of District.											
			_____											
			Overseer of the line from _____ to _____											
			Overseer of the line from _____ to _____											

Note.—A full detail of the deductions on account of retrenchments and previous advances should be written on the reverse.

Dated
The 187 .

Sub-Inspector of Post Offices of _____ *District.*

FORM X 12.

[ORIGINAL FOR COMPILER.]

Contingent Bill of the Disbursing Post Office at _____ *for the month of* _____ 187 .

1	2	3	4	5		6	
No. and date of authority.	No. of vouchers or receipts accompanying.	Description of charge.	Amount.	Deductions.		Amount debitable to the Post Office and payable in cash.	
				For fines and savings.	For adjustment of previous advances or retrenchments.		
							Retrenchments.
							Folio _____ Fort William, _____ 187 . Dated _____ Passed for Rupees _____ Rupees _____ Compiler of Post Office Accounts.

Dated *Post Office,* 187 . } *Post Master.*

The

Admitted for Rupees _____ included in the Budget Estimate for the year 187 -7 , as shown in the classification on the back of this Bill; and certified that "every charge made in this bill has been actually paid, and that for each item a receipt (duly stamped if a stamp was necessary) has been given to me and is now in my possession. The receipts for items in excess of Rs. 100 are attached to this bill. I have personally ascertained that the receipts for all other items are in proper form and order, and that they have been so cancelled that they cannot again be used to support claims against the Government."

Dated 187 . . *Postmaster General.*

FORMS APPERTAINING TO CHAPTER X.

Budget classification of the charges of this Bill.

Budget grant for the year 187 .	Available balance from which the charges included in this Bill are to be met.	Budget heads under which the charges included in this Bill are classified.	Amount as per Bill.	Deduction on account of fines and savings.	Net amount payable.	REMARKS.
		Allowance to apprentice.				
		Experimental and Temporary establishments.				
		Extra Runners* ...				
		Service Telegrams ...				
		Office Furniture ...				
		Miscellaneous office contingencies† ...				
		Do. Road contingencies.				
		Construction and Repairs of Post Offices ...				
		Do. Do. of huts ...				
		Travelling allowance to Postmasters and Deputy Postmasters ...				
		Rainy season charges ...				
		Boat contingencies ...				
		Mail cart contingencies.				
		Railway hire				
		Law and Justice ...				
		Printing charges ...				

* Runners of Experimental Post Offices should be included in the extra Runners.

† Travelling allowance of clerks should be included in the miscellaneous contingent charges.

Particulars of deductions made in the Bill for previous advances and in adjustment of retrenchments by the Compiler. Full detail of each item should be given, and numbers and dates of orders or retrenchment notices quoted.

Pay to the Post Master of _____ on this Bill the sum of _____

Dated 187 .

Received Payment. *Officer in charge of the Treasury.*

Dated 187 *Postmaster.*

FORM X 12a.

[DUPLICATE FOR TREASURY OFFICER.]

Contingent Bill of the Disbursing Post Office at _____ *for the month of* _____ 187 .

1	2	3	4	5		6	
				Deductions.			
Number and date of authority.	Number of vouchers or receipts accompanying.	Description of charge.	Amount.	For fines and saving.	For adjustment of previous advances or retrenchment.	Amount debitable to the Post Office and payable in cash.	

Dated _____ *Post Office,*
The _____ 187 .

Postmaster.

FORM X 13.

[ORIGINAL FOR THE COMPILER'S OFFICE.]

The Secretary of State for India in Council _____ Dr.

To my Travelling Allowance as _____
_____ *for the month of* _____ 187 ,
as per Travelling Memorandum on the back
(Rupees _____ *) Rs.*

E. E.,
Received Payment,

(STATION) _____
The _____ 187 .

_____

POSTMASTER GENERAL'S OFFICE.
The _____ 187

Admitted for Rupees (,) _____

Postmaster General.

CALCUTTA, OFFICE OF THE COMPILER OF POST OFFICE ACCOUNTS
The _____ 187 .

Passed for Rupees ( ) _____

Compiler of Post Office Accounts

Memorandum showing the mode of travelling, &c., of the _____

_____ *during the month of* _____ 187 .

FROM				TO				Description of Conveyance used (Private, Postal or Railway.)	Number of miles travelled in each mode of conveyance.	Number of hours occupied in travelling.	Rate.	Amount.	HALT.		Total Amount of mileage and halt.	Remarks.
Date and Hour.			Name of Station.	Date and Hour.			Name of Station.						Number of days and hours.	Amount.		
Date.	A. M.	P. M.		Date.	A. M.	P. M.										

(Signature) _____

MEMORANDUM.

Amount of limit to the travelling allowance for the year fixed by the Director General of the Post Office of India in his Circular No. 100, dated 29th November 1869 ... Rs.

Amount drawn by the_____for the months from March to_____ ... ... Rs.

Available balance from which the amount of the present bill for the month of_____187 is to be met Rs.

Excess passed over the limit, *vide* special certificate below Rs.

*Postmaster General of*_____

Special certificate (vide paragraph 3 of the Circular of the Director General of the Post Office of India, No. 100, *dated 29th November* 1869*).*

This is to certify that a special examination of the previous movements of_____ has been made by this Office, and that I do not consider that there has been any unnecessary waste of travelling, or uneconomical arrangement of tours on the part of that Officer, by which the limit of travelling allowance for the year fixed by the Director General of the Post Office of India has been caused to be exceeded by him.

*The*_____187 *Postmaster General of*_____

[DUPLICATE FOR THE TREASURY OFFICER.]

The Secretary of State for India in Council_____ Dr.

*To my Travelling Allowance as*_____ _____*for the month of*_____187 (*Rupees*_____) Rs.

E. E.,
Received Payment,
_____

(STATION)_____
*The*_____187

POSTMASTER GENERAL'S OFFICE,
*The*_____187

Admitted for Rupees (

_____

*Postmaster General of*_____

FORM X14.

Treasury Remittance Book of the _____ *Disbursing Post Office for the month of* _____ 187

PAYMENTS TO TREASURY.					ADVANCES FROM TREASURY.											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Date of each Remittance.	Detail of Remittances.	Total amount.	Signature of Treasury Officer.	Signature of Postmaster.	Date of payment.	Description of each pay abstract, contingent bill or receipt.	Amount of each pay abstract, contingent bill or receipt.	DEDUCTIONS. For fines and savings.	DEDUCTIONS. For adjustment of previous advances and retrenchments.	Amount debitable to Post Office.	DEDUCTIONS. For income tax.	DEDUCTIONS. For subscriptions to funds.	Balance net cash paid to Postmaster.	Signature of Treasury Officer.	Signature of Postmaster.	
TOTAL ..					TOTAL ..											

Note.—In column 2 the detail of Remittances sent to Treasury (Currency Notes, Silver and Copper) during the month will be entered.

FORM X 14 a.

Copy of the Treasury Remittance Book of the _____ *Disbursing Post Office for the month of* _____ 187

PAYMENTS TO TREASURY.			ADVANCES FROM TREASURY.									
1	2	3	4	5	6	7	8	9	10	11	12
Date of each remittance.	Names of Post Offices which have made payments.	Total amount.	Date of payment.	Description of each pay abstract, contingent bill or receipt.	Amount of each pay abstract, contingent bill, or receipt.	DEDUCTIONS. For fines and savings.	DEDUCTIONS. For adjustment of previous advances and retrenchments.	Amount debitable to the Post Office.	DEDUCTIONS. For income tax.	DEDUCTIONS. For subscriptions to funds.	Balance net cash paid to Postmaster.
	TOTAL ...			TOTAL ...							

Treasury Officer. *Postmaster.* *Treasury Officer.* *Postmaster.*

FORM X 15.

Memorandum of Remittances to Treasury by the Non-disbursing Post Office at _____ during the month of _____ 187

Date of Remittance.	Detail of Remittance.	Amount of each Remittance.			Signature of the Treasury Officer.	Signature of the Deputy Postmaster.
		Rs.	A.	P.		

FORM X16.

Counterfoil.

*No.*_____

*Dated*_____

Nature of charge for which advance is drawn.

Amount_____

Postmaster.

Original.

*No.*_____ *dated*_____ 187

Received from the Officer in charge of the Treasury at_____ the sum of Rs._____ being on account of_____ and debitable in the accounts of the Treasury to the Post Office.

*Pay Rs.*_____ *to the Postmaster of*_____

Officer in charge of the Treasury.

Dated

Rs._____ *Postmaster.*

Duplicate.

*No.*_____ *dated*_____ 187

Received from the Officer in charge of the Treasury at_____ the sum of Rs._____ being on account of_____ and debitable in the accounts of the Treasury to the Post Office.

Rs._____ *Postmaster.*

FORM X 17.

No._____Notice of Disallowment.

FROM

THE CHECK BRANCH OF THE COMPILER'S OFFICE,

TO

THE POSTMASTER

OF_____.

SIR,

You are requested to credit in the Abstract of postage collections the sum of Rs.____A.____P.____being the amount $\frac{\text{short credited}}{\text{over deducted}}$ for letter postage as shown below.

If satisfactory explanation is furnished by you, authority will be given to re-charge the amount.

I am, &c.,

Dated *Compiler.*

SHORT CREDITED.						OVER DEDUCTED.					
Gross total of the Receipt Registers checked with the chalans accompanying them as follows:—						Amount deducted in the Abstract of postage collections for original postage due on covers forwarded.					
1											
2											
3						Amount certified on claim bills in the offices to which they were sent.					
4											
5											
6											
7											
8											
9											
10						Over deducted					
11											
12											
13											
14						*Note.*—The claim bills on which a less amount has been certified are attached.					
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
Amount entered in the Abstract of postage collections.											
Short credited ..											

Abstract.

Amount short credited	..	..	..	..	..
Amount over deducted	...	..	..	..	..
Total disallowment	..	..	...	..	..

FORM X 17 a.

No._____ Notice of Disallowment.

FROM

THE CHECK BRANCH OF THE COMPILER'S OFFICE,

TO

THE POSTMASTER

OF _____.

SIR,

You are requested to credit in the Abstract of postage collections the sum of Rs._____ A._____ P._____, being the amount $\frac{\text{short credited}}{\text{over deducted}}$ for parcel postage as shown below.

If satisfactory explanation is furnished by you, authority will be given to recharge the amount.

I am, &c.,

Dated *Compiler.*

SHORT CREDITED.				OVER DEDUCTED.														
				AMOUNT EXCESS CLAIMED IN THE MEMORANDUM OF POSTAGE DUE ON PARCELS FORWARDED AS DETAILED BELOW.														
				Chalan.			To what Station.	Amount entered in the Memorandum.			Amount certified by the Receiving Office.			Difference.		
				No.	Date.											
Gross total of the Parcel Receipt Index for the month of , checked with the advice chalans accompanying it ...																
Amount entered in the Abstract of postage collections... ...																
Short credited on the chalans which are annexed ...																

Abstract.

Amount short credited	...	...	...	...	...	...	...			
Amount over deducted	...	...	...	...	...	...	...			
Total Disallowment			...	...	...	...	...			

FORM X 18.

Notice of Retrenchments made from the _____ *Bill of the* _____ *Post Office for the month of* _____ 187

N. B.—This notice must be returned within two days of its receipt, or the cause of delay in doing so explained by dockets.

A blank form of the notice is enclosed with the view of a copy being kept for record if necessary.

No. of items.	Description of Bill.	Nature and amount of each item objected to.	Grounds of objection, and remarks by the Compiler of Post Office Accounts.	Reply of the	
			No.	No. of item to which the reply refers.	No.

FORM X19.

Objection Statement showing the result of the examination of the Cash Account of the _____ *Post Office for* _____ 187 .

N. B.—This statement must be returned within a week of its receipt, or the cause of any delay in doing so explained by docket.

Date.	No. of Voucher under objection.	Nature of item.	Amounts under objection.		Nature of objection.	Orders of the Compiler.	Explanation or remarks of the Postmaster.

FORM XI[1].

Tabular Statement.

Office to which proposition refers.	Number and date of authority.	NATURE OF CHARGE.						PROPOSITION.													
		PRESENT SCALE.			PROPOSED SCALE.			PERMANENT.					TEMPORARY.				Annual Increment.	Grounds of proposition.	REMARKS BY THE DIRECTOR GENERAL.
			Minimum.	Maximum.		Minimum.	Maximum.	Minimum increase per month.	Maximum increase per month.	Minimum decrease per month.	Maximum decrease per month.	Period.	Minimum increase per month.	Maximum increase per month.	Minimum decrease per month.	Maximum decrease per month.			

FORM XI 2.

VALUE RETURN

Showing the number of Covers and the Postage on them received at and despatched from the———Experimental Post Office.

| Month and Date. | NON-SERVICE. | | |

FORM XI *d*.

Statement showing the number of Covers and the Postage on them received at and despatched from the _____ Experimental Post Office.

Months.	NON-SERVICE.																								SERVICE COVERS BEARING SERVICE POSTAGE LABELS OR CHARGEABLE WITH POSTAGE ON DELIVERY.																				Grand Total.			
	Received.								Despatched.								Total.				Received.								Despatched.								Total.							
	Paid.								Paid.				Unpaid.								Paid.				Unpaid.				Paid.				Unpaid.											
	Number.	Value of stamps affixed.			Number.	Postage realizable on delivery.			Number.	Value of stamps affixed.			Number.	Postage realizable on delivery.			Number.	Postage.			Number.	Value of stamps affixed.			Number.	Postage realizable on delivery.			Number.	Value of stamps affixed.			Number.	Postage realizable on delivery.			Number.	Postage.			Number.	Postage.		
		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.
Total ...																																																
Monthly average																																																
Four-fifths of do.																																																

Note.—Service covers will not include any article passing as "Service Privileged". See paragraph 34, Chapter XVII, no postage being chargeable thereon.

Dated }

Inspector of Post Offices,
_____ Division.

FORM

Particulars of appointment vacant.											
Office or establishment in which the vacancy has occurred.	Disbursing office from which the salary is drawn.	Name of the person vacating, or who has vacated the appointment.	Designation of the appointment vacant.	Cause of the vacancy.	Temporary or permanent. If leave is granted the section of the Code under which it is granted should be quoted.	Substantive pay of the appointment vacant.			Fixed allowances [if any.]	Portion of pay to be drawn by absentee.
						Minimum.	Maximum.	Amount drawn by present or last incumbent.		

Note.—This form will be used in all cases of nomination or appointment whether to permanent ation Roll. If it is used for one or more appointments it will be headed an Appointment Roll.

Dated

XII 1.

_____ROLL.

Particulars of the nominee.						Particulars of the salary which the nominee will be entitled to draw on being appointed.				
Name of the Nominee.	If the nominee does not already hold office in the Postal Department, these columns will contain the words "See Descriptive Roll."					Permanent pay.	Fixed allowances [if any.]	Acting allowance.	Amount of savings [if any] which should be credited in Pay Abstract.	Remarks
	Office now held by him.	Substantive pay.			Fixed allowances [if any.]					
		Minimum.	Maximum.	Amount now drawn.						

er officiating appointments. If this form is used for one or more nominations it will be headed a Nomin-

FORM XII 2.

DESCRIPTIVE ROLL.

Particulars of the Nominee.							Particulars of his previous services.										
Name of the Nominee.	Father's name.	Caste or Religion.	Age.	Residence.	Personal identification.	Names of any relatives or connections employed in the department and the offices held by them.	Any appointments which may have been held by him.	Salary.		Period of service in each appointment.			Cause of leaving the last appointment.	How long unemployed, and under what circumstances.	Copy of the certificate of the last employer.	Designation of the office for which nominated.
								Minimum.	Maximum.	Years.	Months.	Days.				

Note.—Descriptive Rolls must be submitted with the Nomination or Appointment Rolls in the cases of all persons not holding office in the Postal Department at the time of nomination or appointment. It is not necessary in the cases of those persons who are already employed in the Department.

Dated 187 .

FORM XII a.

CHARGE REPORT.

Certified that charge of the _____

was made over by _____ to _____

on the _____ day of _____ 187 noon. The detail of outstanding balances is written on the reverse.

_____ *Relieved Officer.*

_____ *Relieving Officer.*

Copy forwarded to the Postmaster General of _____ for information.

_____ *Relieved Officer.*

Dated _____

_____ *Relieving Officer.*

187

Detail of outstanding balances.

Balance of cash in hand, Rs.

Ditto of the deposit account, Rs.

Ditto of the permanent advance, Rs.

Ditto of advances recoverable, Rs.

Ditto of account of the Postal Guide, Rs.

_____ *Relieved Officer.*

_____ *Relieving Officer.*

FORM XII 4.

Statement of leave of absence granted to persons employed in the _____ *Circle of the Post Office of India during the month of* _____ 187 .

Designation of the officer by whom the leave was granted.	No. and date of the order granting the leave.		Name of the Absentee.	Designation of the office held by the absentee and name of the office or establishment to which he is attached.	Monthly Salary of the Absentee.			Fixed allowance, if any.	Nature of the leave granted.	Section of the Civil Leave Code under which the leave was granted.	Period of the leave.	Portion of salary to be drawn by absentee.	Remarks.
	No.	Date.			Min.	Max.	Amount drawn.						

FORM XII 5.

Statement showing the amount of fines realized by the Postmaster of _____ *for the month of* _____ 187 .

No. and date of order imposing fines.	Designation of the officer imposing fines.	Names of individuals fined, with designations.	Nature of offence.	Balance of last month.	Amount of fines imposed during the month.	TOTAL.	Amount realized and credited in the cash account of the current month.	Balance.	REMARKS.

N. B.—It must be borne in mind that the submission of this statement is not to be delayed beyond the 10th of the month following.

Post Office,
Dated 187 .

_____
Postmaster.

FORM XIII 1.

Half-yearly Abstract of Inspections made in the _____ *Division for the half-year ending* _____

Names of all the Post Offices in the division, whether disbursing, non-disbursing, branch or district, and of all the Imperial Mail Lines.			Dates on which each Post Office or Mail Line was inspected by the Inspector.	No. and Date of each Inspection Report.		Dates on which each Post Office was inspected by the Sub-Inspector.	Remarks, which should give the following information. If a Post Office or a Mail Line was more than once inspected, the necessity for the repeated inspection. If Post Offices and Mail Lines have not been inspected, the reasons for their not being visited. Here also, or on the back if more space be required, should be entered remarks on the conduct and efficiency of each Sub-Inspector in the Division.
Names of Post Offices.				No.	Date.		
Mail Lines.							
From	To	Miles.					

Inspector of Post Offices.

FORM XIV.

*No.*_____ SEARCH BILL *dated*_____187

Description of the article.

If a Registered Letter or Parcel, the number and date of registration, the office where registered and the address or such other particulars as are known. If a transit or parcel bag or packet, the offices of origin and destination, the date of original despatch or such other particulars as are known.

Post Master.

Names of Post Offices.	Date and hour when the article was received.			Date and hour when the article was despatched.			Detention.	Weight.	If the inquiry is working forwards, enter chalan with which the article was forwarded. If the inquiry is working backwards, enter chalan with which the article was received.		Remarks—explaining cause of detention, if any, and describing fully the condition of the article when it was received at and despatched from the office.
	Date.	Hour.		Date.	Hour.				No.	Date.	
		H.	M.		H.	M.					

FORM XIV 2.

REMARKS made by the Postmaster of _____ _____ on the Search Bill No. _____ dated _____ issued from the _____ Post Office. Received at this office from the _____ Post Office in Registered cover No. _____ dated _____ and despatched to the _____ Post Office under Registered cover No. _____ dated _____.

REMARKS.

_____ *Post Office,*
Dated _____ 187 .

_____,
Postmaster.

FORM XIV 3.

REGISTER OF SEARCH BILLS

Issued from and passed in transit through the _____ *Post Office.*

Description of the Search Bill.			Description of the Article inquired for, as given at top of the Search Bill.	Entries made on the Search Bill in this Office.														Particulars of despatch.	
No.	Date.	Name of Post Office from which it was issued.		Date and hour of receipt of the Article inquired for.				Date and hour of despatch of the Article inquired for.				Detention.		Weight in this office.	If the inquiry is working forwards here enter chalan with which the Article was forwarded. If the inquiry is working backwards here enter chalan with which the Article was received.			Remarks.	Name of Post Office to which the Search Bill was sent.	Date of despatch and No. of Registered cover.
				Date.		Hour.		Date.		Hour.					No.	Date.				
						H.	M.			H.	M.	H.	M.							

FORMS APPERTAINING TO CHAPTER XVI.

FORM XVI 1.

Stamp of Despatching Office.

DEAD LETTER CHALAN.

No. 1 *dated* _____ 187

From the Dead Letter Office at _____

To the Dead Letter Office at _____

	Unclaimed Covers that have not been re-directed.		Unclaimed Covers that have been re-directed.		Refused Covers.		Covers issued from Dead Letter Offices returned undelivered.	
	Paid.	Unpaid.	Paid.	Unpaid.	Paid.	Unpaid	Paid.	Unpaid.
Letters								
Papers								
Packets								
Parcels								

Bag belonging to Office of Destination No. _____

Bag belonging to Office of Despatch No. _____

Detail of Registered Letters and Parcels.

No.	Weight in Tolas or eighths of a Tolah.	Address in full.	Name of Office in which originally registered.

FORM XVI 2.

RECEIPT REGISTER

Being a record of covers of each class received in the Dead Letter Office at _____

Month and date of receipt of Packets in the Dead Letter Office.	Name of Office whence received.	No. and date of Dead Letter Bill or Challan.		Unclaimed covers that have not been re-directed.								Unclaimed covers that have been re-directed.								Refused covers.								Covers issued from Dead Letter Offices and returned undelivered.								Amount of postage claimed by despatching Post Offices.	Amount certified by the Dead Letter Office.
				Paid.				Unpaid.				Paid.				Unpaid.				Paid.				Unpaid.				Paid.				Unpaid.					
		Number.	Month and date.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.		

FORM XVI 9.

DESPATCH REGISTER

*Being a record of covers of each class disposed of in the Dead Letter Office at*_____

| No. and date of the Dead Letter Chalan. | | Names of offices to which packets are despatched. | TO POST OFFICES. | | | | | | | | | | | | | | | | TO OTHER DEAD LETTER OFFICES. | | | | | | | | | | | | | | | |

FORM XVI4.

Register of covers containing valuable articles received in the Dead Letter Office at _____.

Date of receipt in Dead Letter Office.	Name of office from which received.	Number and date of Dead Letter Bill or Chalan with which received.			Number and description of covers.					Detail of registered letters and parcels.				Office No. of registered letters according to receipts filed in guard book.	Full address of each registered letter or parcel and of each ordinary cover found to contain articles of value.	Particulars of contents.	Remarks stating how disposed of. If sent to a Post Office or another Dead Letter office, No. and date of chalan.
		No.	Month and date.		Letters.	Papers.	Packets.	Parcels.	Registered Letters.	Office in which originally registered.	Number of the registered letter or parcel.	Month and date of registration.	Weight.				

Superintendent.

XVI 5.

Register of covers containing valuable articles transferred to stock in the Dead Letter Office at _____

Serial No. of articles placed in stock.	Month and date of transfer from daily register of covers containing valuable articles.	Name of office whence received.	Date of receipt in the Dead Letter office.	No. and date of Dead Letter Bill or Chalan with which received.		Description of covers.					Full address of each registered letter or parcel. Number and weight.	Particulars of contents.	Remarks stating how disposed of.
				No.	Month and date.	Letters.	Papers.	Packets.	Parcels.	Registered letters.			

Superintendent.

FORM XVI c.

QUARTERLY RETURN OF THE NUMBER OF COVERS OF EACH CLASS RECEIVED IN THE DEAD LETTER OFFICE AT_____DURING THE_____ QUARTER OF 187

FORM

Quarterly Return of the number of covers of each class received in the Dead

Months.	Received from other Dead Letter Offices.																			
	1.				2.				3.				4.				5.			
	Unclaimed covers that have not been re-directed.				Unclaimed covers that have been re-directed.				Refused covers.				Covers issued from Dead Letter Offices, the addressees of which could not be found.				Total from other Dead Letter Offices.			
	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.
January ...																				
February ...																				
March ...																				
Total ...																				

Quarterly Return of the number of covers of each class disposed of and during the _____

Months.	Despatched to other Dead Letter Offices.																			
	12.				13.				14.				15.				16.			
	Unclaimed covers that have not been re-directed.				Unclaimed covers that have been re-directed.				Refused covers.				Covers issued to Dead Letter Offices, the addressees of which could not be found.				Total sent to other Dead Letter Offices.			
	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.	Letters.	Papers.	Packets.	Parcels.
January ...																				
February ...																				
March ...																				
Total ...																				

Dated

XVI 6.

*Letter Office at*_____*during the*_____*quarter of* 187 .

| Received from Post Offices. | | |

FORM XVI-7.

*Index of Dead Letter Bills received in the———————Dead Letter Office during the month of———————*187

| NAMES OF POST OFFICES. | | |

FORM XVII 1.

RETURN

Being a record of the enumeration of covers in the ..... Post Office during the second week of the months of February / August 187 .

DATES.		8TH.		9TH.		10TH.		11TH.		12TH.		13TH.		14TH.		TOTAL.	
		Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.
To Post Office Peons and from the window ..	Letters Paid ...																
	Unpaid ...																
	Service Privileged ...																
	Registered																
	Papers																
	Packets																
	Parcels																
To Branch Post Offices	Letters Paid ...																
	Unpaid ...																
	Service Privileged ...																
	Registered																
	Papers																
	Packets																
	Parcels																
To District Post Offices	Letters Paid ...																
	Unpaid ...																
	Service Privileged ...																
	Registered																
	Papers																
	Packets																
	Parcels																
To Rural Messengers ...	Letters Paid ...																
	Unpaid ...																
	Service Privileged ...																
	Registered																
	Papers																
	Packets																
	Parcels																
TOTAL ...																	

Note.—For explanation of "*Service Privileged*," see paragraph 34, Chapter XVII.

Postmaster.

FORM XVII 2.

GENERAL RETURN

Being a record of the enumeration of covers in the several Post Offices in the _____ *Circle during the month of* _____ 187 .

Names of Post Offices.		Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered	Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.	Number given out for delivery.	Number returned undelivered.	Total. Number given out for delivery.	Total. Number returned undelivered.
To Post Office Peons and from the window ...	Letters Paid ...																
	Unpaid ...																
	Service Privileged ..																
	Registered ...																
	Papers																
	Packets																
	Parcels																
To Branch Post Offices	Letters Paid ...																
	Unpaid ...																
	Service Privileged ...																
	Registered ...																
	Papers																
	Packets																
	Parcels																
To District Post Offices	Letters Paid ...																
	Unpaid ...																
	Service Privileged ...																
	Registered ...																
	Papers																
	Packets																
	Parcels																
To Rural Messengers	Letters Paid ...																
	Unpaid ...																
	Service Privileged ...																
	Registered ...																
	Papers																
	Packets																
	Parcels																
	Total ...																

Note.—For explanation of "*Service Privileged*," see paragraph 34, Chapter XVII.

FORM XVII3.

MEMORANDUM.

No._____

THE POSTMASTER

OF_____

Is requested to attest the accompanying documents which are described in the margin and return them by the first mail to the undersigned.

Dated }

Postmaster.

MEMORANDUM.

No._____

To

THE POSTMASTER

OF_____

The documents herein referred to are returned duly attested.

Dated }

Postmaster.

INDEX

TO THE

INDIAN POST OFFICE MANUAL,

Of February 1873.

SUBJECT.	PAGE.	PARA.
A.		
ABSENTEE ALLOWANCE of gazetted officers, where to be drawn	127	
ABSTRACT MONTHLY OF POSTAGE, entry in of claimed in dead letter bills and disallowment in dead letter office	[illegible]	[illegible]
ABSTRACT OF POSTAGE ACCOUNT, description and manner of preparing	[illegible]	[illegible]
ABSTRACT OF POSTAGE ACCOUNT, items comprised in, and how obtained	[illegible]	[illegible]
ABSTRACT OF BULLOCK TRAIN COLLECTIONS, to be kept in post offices which are also bullock train agencies	[illegible]	[illegible]
ABSTRACT OF PASSENGER SERVICE COLLECTIONS, to be kept in post offices which are also passenger service agencies	100	[illegible]
ABSTRACT OF INSPECTION, to be submitted half-yearly by Inspector	144	22
ABSTRACTS MONTHLY, to be submitted by non-disbursing post offices	110	59
ABSTRACTS MONTHLY, when submission of is delayed the transactions will aprear in the following month's accounts	110	60
ABSTRACTS MONTHLY, of non-disbursing post offices, vouchers to accompany	110	61
ABSTRACTS MONTHLY, of non-disbursing post offices, scrutiny of, instructions regarding	111	62
ACCOMMODATION IN RAILWAYS for postal officials, rule regarding	[illegible]	[illegible]

Subject.	Page.	Para.
Account of Delivery of letter mail to peons, manner of preparing	15	68
Account Daily Postage, manner of preparing ...	15	68
Account Deposit, balance of postage shewn in to be frequently checked	33	19
Account Subordinate delivery, instructions regarding preparation of	45	12
Account between head and branch offices, instructions regarding	45	12
Account with branch office, entry in of remittances received from	45	13
[illegible] Subordinate delivery, entry in of remittances received from branch offices	45	13
[illegible] with branch office, to be compared with account on back of chalan	46	14
[illegible] of postage due from a branch office to its head [illegible] to be written on back of chalan returned ...	47	20
[illegible] to be kept with each rural messenger ...	52	40
[illegible] of bags issued, to be kept in the central depôt ...	75	17
[illegible] Daily Postage, description of, and manner of preparing	97	8
[illegible] Deposit, description of, and manner of preparing	97	9
[illegible] Abstract of Postage, description of, and manner of preparing	98	10
Account Deposit, items comprised in, and how obtained	98	11
Account Abstract of Postage, items comprised in, and how obtained	98	11
Account of distribution of salaries, &c., entry in of money drawn for salary or contingent charges ...	101	27
Account Current Monthly, transfer entries for subscriptions, fines, savings, &c., to be made in ...	102	31
Account of distribution of salaries, &c., instructions regarding preparation of	106	43
Account of distribution of salaries, &c., advance drawn from the Treasury to be transferred to from the cash-book	107	45
Account Deposit, monthly memorandum of, instructions regarding preparation of	108	51

Subject.	Page.	Para.
Account Current Monthly, description of items comprised in	110	58
Account Current Monthly, of a disbursing post office, preparation and submission of	111	63
Account Current Monthly, description of items in ...	111	64
Account Current Monthly, opening cash balance of, defined	111	65
Account Current Monthly, instructions regarding closing of	113	79
Account Current Monthly, copy of and of all accompanying documents to be retained	114	[illegible]
Account Current Monthly, list of vouchers accompanying to be attached	114	[illegible]
Accounts in the peon's book, final preparation and closing of	16	[illegible]
Accounts, forms appertaining to will be printed in Calcutta	99	[illegible]
Accounts, adjustment of, division of post offices for convenience in	96	[illegible]
Accounts to be kept in a branch post office... ...	96	[illegible]
Accounts to be kept in a non-disbursing post office ...	96	[illegible]
Accounts to be kept in a disbursing post office ...	96	[illegible]
Accounts rendered to the Compiler by disbursing postmasters only	97	[illegible]
Accounts comprised in the peon's book	97	[illegible]
Account of bullock train collections to be kept in post offices which are also bullock train agencies ...	100	17
Account of passenger service collections to be kept in post offices which are also passenger service agencies	100	18
Accounts, all monetary transactions to be entered in without delay	116	88
Accounts to be made up to date in transferring charge of an office	116	89
Accounts of a post office, instructions as to the mode of conducting inspection of	142	19
Accumulated Parcels, despatch of, instructions regarding	58	24
Acquittance Rolls, instructions regarding preparation of	109	53
Acquittance Rolls of subordinate post offices, instructions regarding preparation of	109	54

SUBJECT.	PAGE.	PARA.
ACQUITTANCE ROLLS of road establishments, instructions regarding preparation of	109	
ACQUITTANCE ROLLS, disposal of after completion	109	56
ACQUITTANCE ROLLS, examination of by Inspector ...	109	56
ACQUITTANCE ROLLS for the month of December, disposal of after completion	109	57
ACTING APPOINTMENTS to be included in the register kept by the Post-Master General	123	20
ACTING ALLOWANCES governed by the acting allowance code	125	27
ACTING ALLOWANCE CODE, allowances to officers on leave governed by	125	27
ADDRESS, vernacular covers to be written in English ...	7	31
ADDRESS, change of, instructions regarding to be entered in register	29	4
ADDRESS on redirected covers to be written by the post-master in red-ink	30	7
ADDRESS on mail bags how to be attached	73	10
ADDRESS-LABELS not necessary on bags for branch post offices	77	22
ADDRESS, sender's, unclaimed and refused covers on which outwardly indicated disposal of in the dead letter office	168	31
ADDRESSEE OR SENDER of a cover missing or tampered with to be communicated with	154	9
ADDRESSEES OF UNCLAIMED COVERS, enquiries to be made regarding	33	16
ADDRESSEES ILLITERATE, instructions regarding receipt to be taken for registered letters delivered to ...	39	17
ADDRESSEE'S RECEIPT for registered cover delivered, instructions regarding disposal of	39	18
ADDRESSEE'S RECEIPTS for registered covers, instructions regarding return of	42	29
ADDRESSEE'S RECEIPTS for registered letters, inspection of by senders	42	31
ADDRESSEES of covers, tracing of, instructions regarding ...	163	8
ADDRESSEES, information regarding to be obtained from other circles by dead letter office	165	16

Subject.	Page.	Para.
Addressees, tracing of, carelessness in to be noticed in the dead-letter office	168	30
Addresses, covers with illegible, or without, treatment of	6	27
Addresses of parcels detailed in registers and chalans ...	21	8
Addresses of packets, not detailed in registers or chalans	21	8
Addresses illegible or imperfect, covers with, treatment of	34	22
Addresses of covers received or despatched, exemption from recording of, of the larger branch offices ...	50	32
Addresses undecipherable, covers with, received in the travelling post office, treatment of	63	20
Addresses, covers with illegible or without, received in the travelling post office, treatment of	[illegible]	[illegible]
Aden Post Office, foreign post stamps used in not referred to in this section	[illegible]	[illegible]
Adjustment of accounts, division of post offices for convenience in	[illegible]	[illegible]
Adjustment of charges of the postal department by audited bills	[illegible]	[illegible]
Adjustment of sums overdrawn as advances for work to be done, manner of effecting	[illegible]	[illegible]
Adjustment of advances, officer drawing them responsible for	[illegible]	[illegible]
Adjustment of items of unpaid salary or charges in deposit, instructions for	10[illegible]	[illegible]
Adjustment early, of items in deposit, instructions regarding	10[illegible]	[illegible]
Adjustment of payments made from the permanent advance, instructions for	114	83
Adjustment of items disallowed, instructions regarding...	115	87
Advances drawn from the Treasury to be entered in the cash-book	100	21
Advances from, and remittances to, the Treasury, to be entered in the treasury remittance book ...	102	32
Advances to meet special charges drawn from the Treasury, instructions regarding	106	44
Advances drawn from the Treasury on receipts to be entered in the cash-book, and transferred to account of distribution of salaries, &c.	107	45

SUBJECT.	PAGE.	PARA.
ADVANCES for work not completed, treatment of ...	107	46
ADVANCES RECOVERABLE, sums drawn for work not completed to be charged to	107	46
ADVANCES, portion of in excess of actual expenditure, now adjusted	107	47
ADVANCES RECOVERABLE, speedy adjustment of ...	107	48
ADVANCES to stand at the personal debit of the officer by whom drawn until adjusted	107	48
ADVANCES FROM TREASURY, detail of items composing, to be entered in the monthly account current ...	112	71
ADVANCES RECOVERABLE, items to be entered under in the monthly account current	113	77
ADVANCES RECOVERABLE, detail of to be written on reverse of account current	114	81
ADVANCES PERMANENT, adjustment of payments made from	114	83
ADVANCES PERMANENT, memorandum of to be attached to monthly account current	114	83
ADVICE CHALAN, description of and manner of preparing	22	12
ADVICE CHALAN, memorandum at foot of, manner of preparing	22	12
ADVICE CHALANS, entry of in the despatch register ...	22	13
ADVICE CHALAN, re-directed parcels and packets to be entered in	24	18
ADVICE CHALANS, entry of in the receipt register ...	27	28
ADVICE CHALANS RECEIVED, memorandum at foot of, disposal of	28	33
ADVICE CHALANS RECEIVED, disposal of	28	34
AGE, persons of 55 years of age, preparation of list of ...	129	50
ALLAHABAD travelling post office inquiry office, treatment of covers with illegible or without, addresses received at	70	47
ALLOWANCE ABSENTEE of gazetted officers, where to be drawn	127	33
ALLOWANCES ACTING, governed by the acting allowance code	125	27
ALLOWANCES LEAVE, to persons drawing less than Rupees 100 per mensem	126	34

SUBJECT.	PAGE.	PARA.
ALLOWANCE LEAVE, to be drawn at the office where salary was payable	127	37
ALLYGHUR POSTAL WORKSHOP, bags to be procured from for the several central depôts	72	5
ALLYGHUR POSTAL WORKSHOP will supply all the post offices in India with the requisite stamps	79	31
ALLYGHUR POSTAL WORKSHOP, stock of every description of scales to be kept in	87	51
ALMIRAH SORTING, labelling of compartments of ...	7	28
ALMIRAH SORTING, to be locked	9	41
ALMIRAH DEPOSIT, arrangement of unclaimed and refused covers in	33	18
ALMIRAHS of a dead letter office to be securely locked ...	17	55
AMALGAMATION of transit with station mails ...	10	14
APPEALS made by officers in the postal department, treatment of	17[illegible]	[illegible]
APPLICATION for pension or gratuity to be sent through immediate superior and be accompanied by a memorandum of service	12	[illegible]
APPLICATION for pension or gratuity to be prepared by the Post-Master General	128	[illegible]
APPLICATION for pension or gratuity, service described in and other particulars to be carefully examined by Compiler	129	48
APPLICATION for pension or gratuity to be examined and carefully prepared by the Post-Master General and delay avoided	129	49
APPLICATIONS FOR LEAVE, instructions regarding ...	125	30
APPLICATIONS FOR LEAVE, particulars to be contained in ...	125	31
APPLICATIONS FOR PENSIONS AND GRATUITIES, preparation of	128	41
APPLICATIONS to intercept letters, treatment of ...	175	3
APPOINTMENT ROLLS to be accompanied by descriptive rolls and medical certificate	120	4
APPOINTMENT ROLLS, preparation of	120	4
APPOINTMENTS, enquiry to be made into character and antecedents of candidates prior to	124	
APPOINTMENTS to the postal department, officers by whom made	120	1

SUBJECT.	PAGE.	PARA.
APPOINTMENTS officiating, governed by the same rules as permanent ones	120	2
APPOINTMENTS sanction necessary previous to the entry of nominees on duties	121	5
APPOINTMENTS in cases of emergency may be made in anticipation of sanction	121	5
APPOINTMENTS made by an independent post-master without report	121	6
APPOINTMENTS made by an independent post-master, under report	121	7
APPOINTMENTS made by a sub-inspector subject to confirmation by the Inspector	121	10
APPOINTMENTS made by an Inspector without report ...	121	10
APPOINTMENTS made by an Inspector under report ...	122	11
APPOINTMENTS made by a Presidency post-master ...	122	14
APPOINTMENTS made by a Post-Master General ...	122	17
APPOINTMENTS, register of to be kept by a Post-Master General	123	19
APPOINTMENTS both permanent and acting, to be included in the register kept by a Post-Master General	123	20
APPOINTMENTS, register of kept by Post-Master-General, copy of to be furnished to the Compiler ...	123	21
APPOINTMENTS, time for joining governed by provisions of the civil leave code	124	24
APPOINTMENTS, Post-Master-General to receive recommendations for from independent post-masters and Inspectors	124	25
APPOINTMENTS of candidate Inspectors of a probationary character	148	41
APPRENTICES UNAUTHORISED, employment of prohibited ...	177	12
ARMY LISTS, dead letter offices to be supplied with ...	161	2
ARTICLE REDIRECTED, definition of	29	3
ARTICLES of letter mail damaged or missing, investigation regarding	12	54
ARTICLES dealt with in the parcel department detailed ...	20	1
ARTICLES SUSPECTED received in a travelling post office, treatment of	61	12

SUBJECT.	PAGE.	PARA.
ARTICLES FORWARDED, original postage on to be checked in the travelling post office...	62	14
ARTICLES OF STOCK, register of each article to be kept ...	71	2
ARTICLES OF STOCK in a post office, list of to be kept ...	71	3
ARTICLES of STOCK UNSERVICEABLE, instructions regarding renewal and repair of	71	3
ARTICLES OF FURNITURE required in a post office, enumeration of	89	56
ARTICLES OF FURNITURE required in a post office, manner of obtaining explained	89	57
ARTICLES OF VALUE received in a dead letter office, treatment of	165	15
ARTICLES OF VALUE, letters containing received in a dead letter office, treatment of	171	45
ARTICLES OF VALUE in deposit in a dead letter office, disposal of by auction, instructions regarding	173	54
ARTICLES posted and supposed to be in infringement of the postal act not to be detained for examination ...	17	8
AUCTION, disposal by of valuable contents of letters, parcels and packets in deposit in a dead letter office, instructions regarding	74	54
AUDIT DEPARTMENT Compiler's office, objection notices issued by, instructions regarding treatment of ...	115	86
AUTHORITY of officers to sanction charges for repair and purchase of articles of stock, stated	71	3
AUTHORITY of an independent post-master in making appointments without report	121	6
AUTHORITY of an independent post-master in making appointments under report...	121	7
AUTHORITY of an independent post-master in making nominations	121	8
AUTHORITY of an Inspector in making appointments without report	121	10
AUTHORITY of an Inspector in making appointments under report	122	11
AUTHORITY of an Inspector in making nominations ...	122	12
AUTHORITY of a Presidency post-master, extent of ...	122	13
AUTHORITY of a Presidency post-master in making appointments	122	14

SUBJECT.	PAGE.	PARA.
AUTHORITY of a Presidency post-master in making nominations	122	15
AUTHORITY of a Post-Master General in making appointments	122	17
AUTHORITY of a Post-Master General in making nominations	123	18
AUTHORITY of officers to grant leave	125	28
AUTHORITY to order dismissal, officers in whom vested ...	130	53
AUTHORITY to order degradation, officers in whom vested...	130	54
AUTHORITY to suspend employés, officers in whom vested	131	57
AUTHORITY to suspend, officers not having, may in emergent cases put out of employ temporarily ...	131	58
AUTHORITY of officers to impose fines, extent of ...	131	59
AUTHORITY of sub-inspectors defined	147	35

B.

BADGE with belt to be supplied to delivery peons and rural messengers	183	38
BAG TRANSIT, definition of the term	10	42
BAG PARCEL, definition of the term	20	4
BAGS LETTER MAIL, sealing of	10	45
BAGS LETTER MAIL, sealing of, supervising officer responsible for	11	47
BAGS LETTER MAIL RECEIVED, seals on to be examined ...	12	53
BAGS TRANSIT RECEIVED, disposal of	13	58
BAGS PARCEL RECEIVED, examination and weighment of ...	25	21
BAGS PARCEL delayed or missing, detection and report of	26	23
BAGS WATERTIGHT, mails conveyed by boats to be placed in for protection from damp	55	10
BAGS, treatment of in the travelling post office, when supposed to have been tampered with	61	12
BAGS TRANSIT, making up of in the travelling post office, instructions regarding	63	20

Subject.	Page.	Para.
Bags supplied to the travelling post office, treatment of	69	46
Bags required for the several central depôts, instructions regarding procuring of	72	5
Bags, suggestions regarding material for	72	6
Bags mail and parcel, size of recommended ...	72	7
Bags mail, mode of fastening explained	73	8
Bags, construction of, instructions regarding ...	73	9
Bags, address on, how to be attached	73	10
Bags waterproof, where to be used	73	11
Bags, mode of making waterproof	73	11
Bags, supplied by contractors to be examined ...	73	11
Bags, stock of to be kept in the central depôt ...	74	12
Bags, number of required by each post office to be prescribed by Post-Master General	74	13
Bags not to be misused	74	14
Bags always to be returned to the office from which they were received	74	14
Bags surplus, instructions regarding the return of ...	74	15
Bags, responsibility of post-masters and deputy post-masters for	75	16
Bags, issue of, instructions regarding	75	17
Bag account to be kept in central depôt	75	17
Bags, manner of applying for	75	18
Bags old, renewal of, instructions regarding ...	75	18
Bags issued from the central depôt to be accompanied by an invoice	75	18
Bags old, not returned for renewal, list of such to be prepared annually	76	19
Bags despatched with mails, instructions regarding ...	76	20
Bags despatched, register of to be kept in every post office	76	21
Bags for branch post offices, instructions regarding ...	77	22
Bags, officer in charge of a post office responsible for the condition of	77	23
Bags missing, value of to be made good by the officer responsible	77	23
Bags, periodical examination of by post-master ...	77	24

SUBJECT.	PAGE.	PARA.
BAGS, account to be taken of by relieving officer when taking over charge of a post office	77	25
BAGS, examination of by an Inspector and replacing of those missing	77	26
BAGS, manner of attaching labels to described ...	93	10
BAGS for branch offices do not require labels... ...	93	10
BAGS MAIL, opening of, instructions regarding ...	153	7
BAGS waterproof or leather, to be supplied to all delivery peons and rural messengers ...	183	38
BANGHY, instructions for despatch of parcel mails conveyed by	23	16
BANGHY BURDARS, huts for accommodation of, instructions regarding construction and repair of	56	15
BANGHY BURDARS, duties of and arrangements for their stages	57	21
BANGHY BURDARS, selection of, instructions regarding ...	57	23
BANGHY BURDARS EXTRA, employment of for conveyance of accumulated parcels	58	24
BANGHY MAILS, arrangements for conveyance of on district post lines	58	26
BANK, in the case of the more important post offices amounts remaining undisbursed to be placed in ...	108	52
BEATS and movements of rural messengers, instructions regarding	51	35
BEATS of rural messengers, arrangement of	51	36
BENGAL, forms required for post offices in, supplied by the Superintendent of government printing, or the Jail press, Calcutta	91	1
BILL DEAD LETTER, instructions for preparation of ...	34	23
BILLS DEAD LETTER, prompt return of to despatching offices	34	24
BILLS DEAD LETTER, postage admitted by the dead letter office to be entered on	34	24
BILLS DEAD LETTER, disallowments in how brought to account	35	25
BILLS DEAD LETTER, entry of postage claimed in and disallowments in the dead letter office from in the monthly abstract of postage	35	26
BILLS DEAD LETTER, to be submitted with monthly abstract and checked by disbursing post-master ...	35	27
BILLS DEAD LETTER, to be sent to Compiler's office ...	35	27

SUBJECT.	PAGE.	PARA.
BILLS, money drawn from Treasury on, and charges liquidated and adjusted by	103	33
BILLS prepared for the charges of the postal department, description of	103	34
BILLS SALARY AND CONTINGENT, instructions regarding preparation of	105	36
BILLS SALARY AND CONTINGENT, further instructions regarding preparation of	105	37
BILLS CONTINGENT, countersignature of, manner of obtaining	105	38
BILLS, classification of charges in, instructions regarding...	105	39
BILLS, manner of obtaining money for from the Treasury explained	106	41
BILLS ORIGINAL, after payment of by the Treasury to be forwarded to the Compiler's office	106	42
BILLS, deductions from, entry of in the monthly account current	112	72
BILLS to be entered under "Post Office charges" in the monthly account current	113	76
BILLS DEAD LETTER, entry of in index, instructions regarding	166	20
BILLS DEAD LETTER, treatment of in a dead letter office ...	166	22
BINDING OF BOOKS, instructions regarding	91	2
BOAT, instructions for despatch of parcel mails conveyed by	23	16
BOATS, conveyance of mails by, instructions regarding ...	55	9
BOATS, mails conveyed by, protection of from damp ...	55	10
BOMBAY CIRCLE, forms required for post offices in, supplied by the postal printing press, Bombay ...	91	1
BOOK PACKETS FOREIGN POST, included in parcel mail ...	1	1
BOOK PACKETS FOREIGN POST, posted for transmission, manner of treating	28	35
BOOK OF REGISTERED COVERS DESPATCHED, entries in ...	36	5
BOOK OF REGISTERED COVERS RECEIVED, entries in ...	38	12
BOOK OF REGISTERED COVERS DESPATCHED, instructions regarding examination of by Inspector	42	29
BOOK OF REGISTERED COVERS RECEIVED, instructions regarding examination of by Inspector ...	42	29
BOOKS to be kept for each local section of the travelling post office detailed	60	7

SUBJECT.	PAGE.	PARA.
BOOKS, binding of instructions regarding	91	2
BOOKS, supply of to be kept in the central depôt ...	91	4
BOOKS, supply of obtainable on indent from the central depôt	91	4
Books indented for, despatch of, instructions regarding...	92	6
Books, indents for, examination of	92	5
BOOKS OF ACCOUNT, to be signed by the relieved and relieving officer when charge of an office is transferred	116	89
BOOKS SERVICE, to be kept by all employés of the post office	129	51
BOX LETTER, opening of at convenient intervals and stamping and sorting of contents	1	2
BOXES LETTER AND PARCEL, when open and when to be cleared	20	7
BOXES LETTER, villages in which they should be placed ...	52	38
BOXES LETTER STATION, collection of contents of in the travelling post office	62	16
BOXES of a dead letter office to be securely locked ...	174	56
BRANCH DAK LINES, length of stages and number of runners on	56	14
BRANCH OFFICE, delivery of registered covers from, instructions regarding	39	19
BRANCH OFFICE, covers tendered for registration at, instructions regarding	39	20
BRANCH POST OFFICE, application of the term ...	43	2
BRANCH OFFICE prohibited from sending covers on which postage is due to any but its head office... ...	43	5
BRANCH OFFICE, manner in which re-directed covers can be forwarded from	43	5
BRANCH OFFICE not to tax forward postage on covers re-directed from	43	5
BRANCH OFFICE, relation of to head office	44	7
BRANCH OFFICE, covers for delivery by, instructions regarding invoicing of	44	8
BRANCH OFFICE, invoicing of covers sent to, and account of postage due on, instructions regarding ...	45	9
BRANCH OFFICE, registered covers intended for delivery through, treatment of	45	10

SUBJECT.	PAGE.	PARA.
BRANCH OFFICE, parcels forwarded to from head office for delivery, treatment of	45	11
BRANCH OFFICE, account with in head office, instructions regarding	45	12
BRANCH OFFICE, remittances received from, instructions regarding entry of in the accounts	45	13
BRANCH OFFICE, remittances sent by, entry of on back of chalan to be checked by head office	46	14
BRANCH OFFICE, account with to be checked with account on back of the chalan	46	14
BRANCH OFFICE, covers returned undelivered by, disposal of	46	15
BRANCH OFFICE, remittance of postage collections in, instructions regarding	46	16
BRANCH OFFICE, covers received from, treatment of in head office	46	17
BRANCH OFFICE, postage due on covers sent to, deputy post-master responsible for	47	18
BRANCH OFFICE, list of forms to be kept in... ...	47	19
BRANCH OFFICE, mails received at for delivery, treatment of	47	20
BRANCH OFFICE, registered covers sent to for delivery, treatment of	47	21
BRANCH OFFICE, fees not to be taken for delivery of covers from	48	23
BRANCH OFFICE, postage collected at, instructions regarding remittance of	48	24
BRANCH OFFICE, mis-sent covers received at, or covers re-directed from, treatment of	48	25
BRANCH OFFICE, covers re-directed from, instructions regarding	48	25
BRANCH OFFICE, covers returned by to a head office, instructions regarding invoicing of	49	26
BRANCH OFFICE, documents returned by to a head office, to be entered in the chalan	49	27
BRANCH OFFICE, covers posted at, instructions regarding despatch of	49	28
BRANCH OFFICE registers and remittance book to be sent to head office monthly	49	30

SUBJECT.	PAGE.	PARA.
BRANCH OFFICE SMALL, deputy post-master or mohurrir of to assist in delivery of covers	50	33
BRANCH OFFICES, rules for management of, division of into two parts...	43	1
BRANCH OFFICES, principle on which forward postage is charged on covers re-directed from and to ...	43	4
BRANCH OFFICES, direct mails between, only fully prepaid covers to be sent by	48	22
BRANCH OFFICES, direct mails between, instructions regarding	48	22
BRANCH OFFICES, index to be kept in of all chalans received or despatched	49	29
BRANCH OFFICES, return for the Post-Master General of covers received at, and despatched from, instructions regarding the preparation of	50	31
BRANCH OFFICES, exemption of the larger from the duty of recording the address of each cover received or despatched	50	32
BRANCH OFFICES, bags for do not require labels ...	93	10
BRANCH OFFICES, bags exchanged with, instructions regarding	77	22
BRANCH OFFICES, list of stamps and seals required for use in	78	28
BRANCH OFFICES, mode of numbering, explained ...	81	39
BRANCH OFFICES, work performed and accounts rendered by	96	2
BRANCH OFFICES, postage collections at, disposal of when a treasury is not at hand	99	14
BRANCH OFFICES, payments to tehseel treasuries by to be entered in the cash-book	101	25
BULLOCK TRAIN, abstract of collections of, to be kept in post offices which are also bullock train agencies ...	100	17
BULLOCK TRAIN collections to be entered in the abstract and the monthly account current	112	67
BULLOCK TRAIN, items to credit of, debited to Military Department in the monthly account current ...	113	76
BUNDLES CLAIM, preparation of, instructions regarding ...	30	8
BURMAH, forms required for post offices in, supplied by the Superintendent of government printing, or the Jail press, Calcutta	91	1

Subject.	Page.	Para.
C		
Candidate Inspectors appointment, nature of described ...	148	41
Candidate Inspectors, selection of, instructions regarding	148	42
Candidate Inspectors, training of, instructions regarding	149	43
Candidate Inspectors, nomination of, observations regarding	149	44
Candidates, enquiry regarding character and antecedents of, prior to their nomination to appointments ...	124	26
Carelessness in re-directing covers from a dead letter office to be checked and punished	169	32
Carrier, delivery of mail to	11	48
Carrier of a mail, responsibility of, when it ceases ...	12	55
Case sorting, in a travelling post office, each compartment of to be labelled	63	29
Cash to be counted, and cash-book examined by Inspector immediately on his arrival at a post office ...	136	18
Cash to be counted by a sub-inspector immediately on his arrival at a post office	148	38
Cash Balance opening, of account current defined ...	111	65
Cash Balance closing in the monthly account current, description of	113	78
Cash Balance Report, submission of by post-masters, instructions regarding	115	85
Cash-Book to be kept in non-disbursing post offices, which are also bullock train or passenger service agencies	99	15
Cash Book to be kept in each disbursing post office ...	100	16
Cash Book, postage collections to be entered in daily ...	100	16
Cash Book, bullock train collections to be entered in ...	100	17
Cash Book, fares realized for the passenger service to be entered in	100	18
Cash Book, miscellaneous collections to be entered in ...	100	19
Cash Book, revenue from every source, total of to be made in daily	100	20

SUBJECT.	PAGE.	PARA.
CASH BOOK, all sums drawn from the Treasury to be entered in	100	21
CASH BOOK, constitution and total of the debtor side of...	100	22
CASH BOOK, remittances to the Treasury to be entered in	101	24
CASH BOOK, payments to tehseel treasuries from branch post offices to be entered in	101	25
CASH BOOK, refunds of postage and disallowments to be entered in	101	26
CASH BOOK, monies drawn for salaries and contingent charges to be transferred from to the account of distribution of salaries, &c.	101	27
CASH BOOK, balancing and final closing of instructions regarding	101	28
CASH BOOK, daily posting up of by the post-master himself	101	29
CASH BOOK, closing of at end of each month, instructions regarding	102	30
CASH BOOK, transfer entries of subscriptions, fines, savings, &c., not to be made in	102	31
CASH BOOK, entries made in of money received from the Treasury, instructions regarding	106	43
CASH BOOK, advances drawn from the Treasury on receipt to be entered in, and transferred to account of distribution of salaries, &c	107	45
CASH BOOK to be examined by Inspector immediately on his arrival at a post office	136	18
CENTRAL DEPOT for stock, formation of at the head-quarters station of each circle	71	1
CENTRAL DEPOT, stock to be kept in of the several descriptions of bags in use...	74	12
CENTRAL DEPOT, bag account to be kept in	75	17
CENTRAL DEPOT, issue of bags from, instructions regarding	75	17
CENTRAL DEPOT, invoice to accompany all bags issued from	75	18
CENTRAL DEPOT, stock of every description of scales to be kept in	87	51
CENTRAL DEPOT, a supply of forms and books to be kept in	91	4

SUBJECT.	PAGE.	PARA.
CENTRAL DEPOT, stock register of forms to be kept in ...	95	15
CENTRAL DEPOT, stock of forms in to be periodically checked	95	15
CENTRAL PROVINCES CIRCLE, forms required for post offices in, supplied by the postal printing press Bombay	91	1
CENTRAL STATION, work of a frontier section travelling post office when travelling towards the ...	65	30
CENTRAL STATION, work of a frontier section travelling post office when travelling from the	66	31
CERTIFICATE MEDICAL, to accompany all nomination or appointment rolls	120	4
CERTIFICATE LAST PAY, rule regarding not applicable to post office officials	124	23
CERTIFICATES LAST PAY, only required by officers quitting India	127	39
CHALAN SORTING, comparison of contents of sorting packet with	4	17
CHALAN LETTER, one to accompany every packet despatched	8	35
CHALAN STATION, preparation of	8	36
CHALAN SORTING, preparation of	8	37
CHALAN PACKET, manner of preparing	10	45
CHALAN OUTSIDE PACKET, preparation of	11	48
CHALAN ADVICE, description of, and manner of preparing	22	12
CHALAN TRANSIT, preparation of	22	15
CHALAN TRANSIT, entry of number in	22	15
CHALAN TRANSIT, one to be placed in each parcel bag ...	22	15
CHALAN TRANSIT, entries in to be compared with despatch register	22	15
CHALAN TRANSIT, remarks and receipt on to be examined when returned	23	17
CHALAN TRANSIT, prompt return of to be watched and delay noticed	23	17
CHALAN TRANSIT DESPATCHED, copy of not necessary ...	23	17
CHALAN TRANSIT, if lost, instructions for preparation of copy	23	17
CHALAN ADVICE, re-directed parcels and packets to be entered in	24	18

SUBJECT.	PAGE.	PARA.
CHALAN LETTER, entry in, of registered covers despatched	37	9
CHALAN sent to a branch office, preparation of ...	45	9
CHALAN to be receipted and returned by branch office ...	45	9
CHALAN, entries on back of, of remittances sent by a branch office, to be checked in head office	46	14
CHALAN, documents returned by a branch to a head office to be entered in ...	49	27
CHALAN TRANSIT, size of, when for use in small offices (vide foot-note)	91	3
CHALAN belonging to a bag or packet ascertained to have been tampered with to be detained	153	7
CHALAN PACKET, received in a dead letter office, treatment of	165	18
CHALANS SORTING RECEIVED, disposal of	11	49
CHALANS to be used by mail guard, instructions regarding	11	50
CHALANS PACKET RECEIVED, disposal of	13	60
CHALANS STATION LETTER, entry of in receipt letter register	14	62
CHALANS to be prepared for packets received without any	15	65
CHALANS STATION RECEIVED, to be sent to Compiler's office	18	80
CHALANS STATION, disposal of lower portions of ...	18	80
CHALANS ADVICE, entry of in the despatch register ...	22	13
CHALANS TRANSIT RECEIVED, numbers of to be entered in the index	26	23
CHALANS TRANSIT RECEIVED, disposal of	26	26
CHALANS TRANSIT, to be returned without delay ...	26	26
CHALANS ADVICE, entry of in parcel receipt register ...	27	28
CHALANS ADVICE RECEIVED, memorandum at foot of, disposal of	28	33
CHALANS ADVICE RECEIVED, disposal of	28	34
CHALANS LETTER, postage due on re-directed covers to be entered in	31	9
CHALANS LETTER, entry in of postage due on registered covers despatched in seperate packets	37	10
CHALANS received from a branch office, disposal of ...	46	17
CHALANS, returned receipted from a branch office to its head office to have account of postage due written on the back	47	20

SUBJECT.	PAGE.	PARA.
CHALANS, index of all received or despatched to be kept in branch offices	49	29
CHALANS PREPARED to be given to clerks before they start on duty in the travelling post office	60	8
CHALANS PACKET, preparation of in the travelling post office, instructions regarding	63	21
CHALANS PACKET, exchanged with the travelling post office, disposal of	64	24
CHALANS PREPARED, to be supplied to a mail guard before he starts on a journey	67	35
CHALANS received by a travelling post office, treatment of by record clerk	68	39
CHALANS letter and packet, preparation of by travelling post office record clerk, instructions regarding ...	68	41
CHALANS PACKET received by a travelling post office, index of to be filled in by record clerk	69	42
CHALANS travelling post office, instructions regarding filing of	69	43
CHALANS DEAD LETTER, treatment of in a dead letter office	166	22
CHARACTER and antecedents of candidates for appointments, enquiry regarding	124	26
CHARGE OF A POST OFFICE, on transfer of, articles of stock to be taken over	71	4
CHARGE OF A POST OFFICE, on transfer of, all accounts to be made up to date	116	89
CHARGE REPORTS, instructions regarding preparation of	123	22
CHARGE of a sub-inspector defined	145	26
CHARGES for repair or purchase of articles of stock, authority of officers to sanction stated	71	3
CHARGES, collections of postage not to be used for payment of	101	23
CHARGES POSTAL DEPARTMENT, manner of liquidating and adjusting them	103	33
CHARGES POSTAL DEPARTMENT, description of bills prepared for	103	34
CHARGES, powers of officers in sanctioning explained ...	105	35
CHARGES, classification of, instructions regarding ...	105	39
CHARGES SPECIAL, to meet which advances may be drawn from Treasury	106	44

SUBJECT.	PAGE.	PARA.
CHARGES POST OFFICE, detail of items to be entered under in the monthly account current	113	75
CHARGES MONSOON, application for sanction to, how prepared	117	2
CHARGES MONSOON, general tabular statement of for each circle, preparation of	118	3
CHARGES MONSOON, cases in which expenses may be incurred in anticipation of sanction	118	5
CHARGES brought against a servant of the post office department, statement of to be given to offender and written defence obtained before orders are passed	129	52
CIRCLES of the post office to be indicated by initial letters	80	36
CIRCULARS EXTANT, index of to be issued annually by Post-Masters General	179	20
CIVIL LEAVE CODE, leave granted under rules contained in	125	27
CIVIL LEAVE CODE, Supplement F. of, to what officers applicable	125	27
CIVIL LEAVE CODE, Supplement F. of, application of to officers of the postal department	126	33
CIVIL LISTS, dead letter offices to be supplied with ...	161	2
CIVIL PENSION CODE applicable to post office employés	128	40
CLAIM BUNDLE received in a sorting packet to be sought for and contents carefully examined	5	19
CLAIM BUNDLES, postage due in covers found in to be carefully calculated	13	61
CLAIM BUNDLES, preparation of, instructions regarding ...	30	8
CLAIM BILL, preparation of by post-master ...	31	9
CLAIM of despatching office for postage due on covers sent to a dead letter office to be carefully checked ...	166	19
CLASSIFICATION OF CHARGES, instructions regarding ...	105	39
CLASSIFICATION OF SERVICE COVERS in half-yearly enumeration	182	35
CLEARANCE of letter or parcel boxes when to be made ...	20	7
CLEARING of pillar and other letter boxes, instructions regarding	175	2
CLERK DISTRIBUTING, needful qualifications of ...	15	66
CLERK SENIOR, in a travelling post office responsible for correct performance of the work	60	9

SUBJECT.	PAGE	PARA.
CLERK RECORD, to superintend transfer of mails from one set to another	65	27
CLERKS of the travelling post office, prepared chalans to be given to prior to their starting on duty ...	60	8
CLERKS of the travelling post office to exchange mails without intervention of mohurrir or mail agent ...	65	26
CLERKS of the travelling post office, duties of on return to rest station, explained	67	37
CLOSED MAILS, treatment of when received in the travelling post office	61	11
CLOSING of packets for despatch by night mails ...	1	3
CLOSING of packets for despatch by day mails ...	1	3
CLOSING OF MAILS, preliminary preparation for ...	7	30
CLOSING of mails to be delayed till arrival of transit mails	9	40
CLOSING of packets to be according to lines of transit ...	10	43
CLOSING of cash-book monthly, instructions regarding ...	102	30
CLOSING of the monthly account current, instructions regarding	113	79
CLUBBED packets of letters, treatment of	180	27
CODE ACTING ALLOWANCE, governs allowances to officers on leave	225	27
CODE CIVIL LEAVE, application of to officers of the Postal Department	125	27
CODE CIVIL LEAVE, Supplement F of, to what officers applicable	125	27
CODE CIVIL LEAVE, Supplement F of, application of to the officers of the postal department	126	33
CODE CIVIL PENSION, applicable to post office employés ...	128	40
COIN, covers containing, compulsory registration of ...	40	22
COLLECTIONS of postage in a branch office, instructions regarding remittance of	46	16
COLLECTIONS of postage in a non-disbursing post office, instructions regarding	99	14
COLLECTIONS BULLOCK TRAIN, abstract of to be kept in post offices where collected	100	17
COLLECTIONS BULLOCK TRAIN, total amount collected to be entered in cash-book	100	17

Subject.	Page.	Para.
Collections miscellaneous, instructions regarding accounting of	100	19
Collections from every source, total of to be made daily in the cash-book	100	20
Collections of postage to be paid to the Treasury ...	101	23
Collections of postage not to be used for payment of charges	101	23
Collections postage, entry of in the general abstract and in the monthly account current	112	66
Collections bullock-train, to be entered in the abstract and the monthly account current	112	67
Collections passenger service, to be entered in the abstract, and the monthly account current ...	112	68
Collections of the Punjab Van-Dak how brought to account	112	69
Compartments of the sorting almirah to be labelled ...	7	28
Compiler to supervise printing of forms appertaining to accounts	92	7
Compiler, accounts rendered to by disbursing post-masters only	97	5
Compiler to observe when items remain in deposit for a lengthened period	108	52
Compiler to examine details of service and other particulars described in application for pension or gratuity...	129	48
Compiler's Office sorting chalans received to be sent to	11	49
Compiler's Office, station chalans received to be sent to	18	80
Compiler's Office, sheet of receipt register to be sent to	18	80
Compiler's Office, copy of the despatch parcel index to be sent to	22	14
Compiler's Office memorandum of original postage due on re-directed parcels despatched to be sent to ...	24	18
Compiler's Office, copy of the receipt parcel index to be sent to	27	31
Compiler's Office, memorandum of original postage due on re-directed parcels received to be sent to ...	28	32
Compiler's Office, advice chalans received to be sent to ..	28	34
Compiler's Office, copy of index to letter chalans despatched to be sent to	31	9

Subject.	Page.	Para.
Compiler's Office, dead letter bills to be sent to with monthly account current	35	27
Compiler's Office chalans received in a travelling post office to be sent to	68	39
Compiler's Office, envelopes for documents transmitted to, instructions regarding preparation of ...	94	13
Compiler's Office, disbursing post office the medium of communication with	96	1
Compiler's Office, disallowments issued from check branch, treatment of	97	8
Compiler's Office, original bills, after payment by the Treasury to be forwarded to	106	42
Compiler's Office, memorandum of the deposit account to be sent monthly to	108	51
Compiler's Office, acquittance rolls for December after examination to be sent to	109	57
Compiler's Office monthly account current to be sent to...	111	63
Compiler's Office memorandum of the permanent advance to be sent to	114	83
Compiler's Office, cash balance reports to be sent to ...	115	85
Compiler's Office, disallowments and retrenchments by, instructions regarding treatment of ...	[illegible]	6
Compiler's Office, copy to be furnished to of the r[illegible] of appointments kept by a Post-master General	[illegible]	1
Compiler's Office, date from which information is [illegible] able in respecting service for pension ...	[illegible]	14
Compiler's Office, monthly fine statements to [illegible] warded to	[illegible]	63
Compiler's Office, copy of index of dead letter b[illegible] be sent to, from the dead letter office ...	[illegible]	20
Compiler's Office, registration of covers for, instructions regarding	181	30
Complaints of abstraction, &c., points to be observed in investigating cases of	156	15
Compulsory registration of covers containing coin, currency notes, &c.	[illegible]	22
Condition of bags, officer in charge of a post office responsible for	[illegible]	[illegible]

SUBJECT.	PAGE.	PARA.
CONDITIONS under which experimental establishments may become permanent	118	7
CONDITIONS under which experimental establishments may become permanent, explained	119	8
CONSTRUCTION of mail bags, instructions regarding ...	73	9
CONTINGENT BILLS of the postal department, description of	103	34
CONTINGENT BILLS, preparation of, instructions regarding	105	36
CONTINGENT BILLS, preparation of, further instructions regarding	105	37
CONTINGENT BILLS, countersignature of, manner of obtaining	105	38
CONTINGENT CHARGES, money drawn for, how to be entered in account	101	27
CONTRACT, conveyance of mails by mail cart under ...	54	8
CONTRACT, printing of forms under, for post offices in some circles	91	1
CONTRACTORS, bags for the several central depôts obtainable from	72	5
CONTRACTORS, waterproof bags made by to be thoroughly examined	73	11
CONTROL of runners dâk-lines, arrangements for ...	55	12
CONVEYANCE of mails, means available for	53	1
CONVEYANCE of mails by Indian mail packets, instructions regarding	53	2
CONVEYANCE of mails by Railway, instructions regarding...	53	3
CONVEYANCE of mails by mail carts and parcel vans, instructions regarding	54	7
CONVEYANCE of mails by mail cart under contract, instructions regarding	54	8
CONVEYANCE of mails by boats, instructions regarding ...	55	9
CONVEYANCE of mails by runners, instructions regarding...	55	11
CONVEYANCE of parcel mails by banghy burdars, arrangements for	57	21
CONVEYANCE of mails on district post lines, arrangements for	58	26
CONVEYANCE of letters by post, the exclusive privilege of Government	179	26

SUBJECT.	PAGE	PARA.
COOLIES EXTRA, employment of for the conveyance of accumulated parcels	58	24
COPIES of monthly account current and accompanying documents to be kept in the office	114	82
CORRESPONDENCE, of a travelling post office, to be conducted by record clerk	69	44
CORRESPONDENCE, assistance in, to be rendered to Inspector by the establishment of the post office at the station he halts	134	7
CORRESPONDENCE, Sub-Inspectors to endeavour to develop	146	30
CORRESPONDENCE between officers of the postal department, instructions regarding	178	17
COUNTERSIGNATURE of contingent bills, manner of obtaining	105	38
COVERS taken from letter-box, separation of... ..	2	5
COVERS taken from letter-box, to be faced	2	5
COVERS UNPAID, posted for despatch, how treated ...	3	8
COVERS posted in outside letter-boxes, how disposed of ...	3	13
COVERS received from foreign post department of a Presidency post office, how disposed of	4	15
COVERS received from the dead letter office, treatment of	4	16
COVERS received in sorting packets, treatment of.	4	17
COVERS FORWARDED, received in sorting packets, how	4	19
COVERS received from deposit for despatch, treatment of	5	21
COVERS containing telegrams received for transmission by post, how disposed of	5	23
COVERS for despatch, sorting of ...	6	24
COVERS for despatch, preliminary sorting of	6	25
COVERS for despatch, final sorting of, ...	6	26
COVERS with illegible or without addresses, treatment of...	6	27
COVERS addressed in the vernacular to have the name of the post town of address written on them in English..	7	31
COVERS UNPAID, sent in sorting packets, treatment of ...	7	32
COVERS sorted for despatch to be finally examined ...	8	33
COVERS, facing of to be carefully preserved ...	9	38
COVERS, safety of to be ensured by locking the sorting almirah	9	41
COVERS, number of for which direct packets are to be made up	12	51

SUBJECT.	PAGE.	PARA.
COVERS received in claim bundles, to be carefully examined, and the postage due on them calculated ...	13	61
COVERS received with station mails, stamping and distribution of	14	62
COVERS which cannot be sent out for delivery to be placed in deposit	15	67
COVERS placed in deposit, description of the several kinds of	15	67
COVERS delivered at the window by peons to be included in their accounts	15	67
COVERS received and transferred to deposit, disposal of ...	16	69
COVERS delivered at the window of the post office, to be entered in the peon's book under "window delivery"	16	72
COVERS not to remain at night with delivery peons or rural messengers	17	74
COVERS for regiments and detachments, delivery of ...	17	75
COVERS to be treated as parcels, specified	21	8
COVERS to be treated as packets, specified	21	8
COVERS included in the deposit account, description of ...	29	1
COVERS sent out from deposit, manner of disposing of ...	29	2
COVERS, re-direction and forwarding of, instructions regarding	30	5
COVERS MISSENT, instructions regarding disposal of ...	30	5
COVERS, re-direction of, to foreign countries	30	6
COVERS, re-direction of, instructions regarding ...	30	7
COVERS SENT ON, not chargeable with re-directed postage...	30	7
COVERS RE-DIRECTED, sorting of, instructions regarding ...	30	8
COVERS PREPAID RE-DIRECTED, to be kept separate, and sorted into compartments	30	8
COVERS UNPAID RE-DIRECTED, to be put up in claim bundles	30	8
COVERS RE-DIRECTED, examination of by post-master, and preparation of claim bill	31	9
COVERS not to be needlessly re-directed	31	11
COVERS needlessly re-directed, treatment of ...	31	11
COVERS delivered and reposted, treatment of ...	32	12
COVERS for the subordinate delivery to be placed in deposit	32	13
COVERS issued to, or returned from the subordinate delivery, treatment of	32	14

SUBJECT.	PAGE.	PARA.
COVERS UNCLAIMED, list of to be placed on notice-board ...	33	15
COVERS UNCLAIMED, addressees of, enquiries to be made regarding	33	16
COVERS sent to a dead letter office, number of indicative of efficiency of establishment	33	17
COVERS UNCLAIMED and refused, to be arranged in the deposit almirah	33	18
COVERS UNCLAIMED, time during which they are to be retained in the office	34	20
COVERS REFUSED, forwarding of to the dead letter office ...	34	21
COVERS illegibly or imperfectly addressed, treatment of ...	34	22
COVERS, conditions under which they may be registered...	36	1
COVERS, hours for registration of	36	2
COVERS can be registered only if presented at the window	36	2
COVERS tendered for registration, instructions regarding treatment of	36	4
COVERS REGISTERED DESPATCHED, entry of in book of ...	36	5
COVERS REGISTERED DESPATCHED, instructions regarding the numbering of	37	6
COVERS REGISTERED DESPATCHED, receipts to accompany instructions regarding preparation of ...	[illegible]	7
COVERS REGISTERED, to be bound with green t[illegible] the receipts being placed with them ...	[illegible]	8
COVERS REGISTERED, instructions regarding despa[illegible]	[illegible]	9
COVERS REGISTERED, when in considerable number[illegible] made up in separate packets ...	[illegible]	10
COVERS REGISTERED, received in a sorting packet, tre[illegible] of	[illegible]	11
COVERS REGISTERED, received in a station packe[illegible] ment of	38	12
COVERS REGISTERED, received in station packets, office number to be given to each	38	13
COVER REGISTERED, made over to delivery peon, receipt to be taken for	38	15
COVERS REGISTERED RECEIVED, distribution of to peons, instructions regarding	38	16
COVERS REGISTERED, delivered to illiterate addressees, manner of obtaining receipt for	39	17

SUBJECT.	PAGE.	PARA.
COVERS REGISTERED DELIVERED, addressee's receipt for, instructions regarding disposal of	39	18
COVERS REGISTERED, delivery of from branch or district post offices, instructions regarding	39	19
COVERS tendered for registration at a branch or district post office, or at a receiving house, instructions regarding	39	20
COVERS REGISTERED, redirection of, instructions regarding	40	21
COVERS for foreign countries, instructions regarding registration of	41	24
COVERS REGISTERED, which cannot be delivered, instructions regarding disposal of	41	25
COVERS REGISTERED REFUSED, instructions regarding disposal of	41	26
COVERS REGISTERED, missing or tampered with, instructions as to action to be taken regarding ...	41	27
COVERS REGISTERED, loss of, responsibility of Government and officers of the department for	42	28
COVERS REGISTERED, addressees' receipts for, instructions regarding return of	42	29
COVERS REGISTERED, officers by whom duties connected with are to be performed	42	30
COVERS REGISTERED, inspection by senders of addressees' receipts	42	31
COVERS re-directed to, or from, a branch office, rules regarding charge of forward postage on	43	3
COVERS re-directed from or to branch post offices, forward postage on, principle on which charged... ..	43	4
COVERS re-directed from branch post offices, instructions regarding despatch of	43	5
COVERS re-directed from branch post offices, to be taxed with forward postage in head offices	43	5
COVERS SERVICE, conveyed by district dâk, conditions of charge of postage on	44	6
COVERS for delivery by branch offices to be sent in station packets of head office	44	8
COVERS sent to a branch office, instructions regarding invoicing of	45	9
COVERS REGISTERED, intended for delivery through a branch office, treatment of	45	10

Subject.	Page.	Para.
Covers undelivered, returned by a branch office, disposal of	46	15
Covers, invoicing of, from a branch to a head office ...	46	17
Covers received from a branch office, treatment of in head office	46	17
Covers received for delivery in a branch office, treatment of	47	20
Covers Registered, sent to a branch office for delivery, treatment of	47	21
Covers fully prepaid may be sent direct from one branch office to another if direct communication exists between them	48	22
Covers unpaid or registered, posted at a branch office, to be sent to head office	48	22
Covers delivered from a branch office, fees not to be taken for	48	23
Covers missent, received at a branch office, treatment of	48	25
Covers re-directed from a branch office, treatment of ...	48	25
Covers in deposit in a branch post office, instructions regarding	48	25
Covers returned by a branch to a head office, instructions regarding invoicing of	49	26
Covers Registered, despatched from a branch to a head office, entry of in chalan	49	28
Covers received at, and despatched from branch office, instructions regarding the preparation of return for the Post-Master General ...	[illegible]	31
Covers containing coin, &c., to be entered in [illegible] portion of chalan	[illegible]	18
Covers received in the travelling post office, sorting of	[illegible]	20
Covers with undecipherable addresses, treatment [illegible] the travelling post office	[illegible]	20
Covers posted in the mail van letter-box after closing of packets, or for post offices for which no packets are made up, treatment of	63	22
Covers received in the travelling post office from small post offices on the line, for places beyond sectional limits, instructions regarding	64	23
Covers with illegible, or without addresses sent to the travelling post office, treatment of	70	47
Covers, impressions of stamps to be on the reverse of ...	80	154

SUBJECT.	PAGE.	PARA.
COVERS MISSING, or tampered with, sender or addressee of to be communicated with	154	9
COVERS, postage stamps not to be affixed to by post office officials	159	3
COVERS opened in the dead letter office, officials bound to secrecy as regards contents of	162	6
COVERS, tracing of addressees and senders of, instructions regarding	163	8
COVERS received from post offices by a dead letter office, irregularities in to be noticed and reported ...	163	9
COVERS UNCLAIMED AND REFUSED, disposal of by dead letter office	165	14
COVERS received by a dead letter office, description of ...	165	17
COVERS received in a dead letter office, treatment of ...	166	19
COVERS UNCLAIMED, sent to a dead letter office, object of separation of explained	167	23
COVERS issued from a dead letter office, postage realizable on, rules regarding	169	34
COVERS issued from a dead letter office, stamping of, instructions regarding	169	35
COVERS re-directed or returned to senders, sorting and despatch of from a dead letter office	172	47
COVERS, neither addressees nor senders of which can be traced in a dead letter office, treatment of ...	172	48
COVERS neither the addressees nor senders of which can be traced, instructions regarding final disposal of ...	172	49
COVERS containing valuables, neither the addressees nor the senders of which are traceable, treatment of ...	173	50
COVERS containing valuable articles, entries of in the dead letter office register, instructions regarding ...	173	52
COVERS, destruction of in a dead letter office, instructions regarding	173	53
COVERS posted in receiving houses, transmission of to the post office, instructions regarding	175	2
COVERS not to be examined by strangers, or persons unconnected with the postal establishment ...	176	7
COVERS torn or open found in the letter-box, disposal of	177	14

SUBJECT.	PAGE.	PARA.
COVERS issued from a dead letter office not to be opened by postal officials	177	15
COVERS on postal service when containing important documents, to be registered	180	29
COVERS on postal service, registration of, instructions regarding	181	30
COVERS passing through the post office, periodical enumeration of instructions regarding	182	34
COVERS FRANKED and passed without charge, classification of in half-yearly enumeration	182	35
CROSSING of mails over rivers and nullahs, arrangements for	56	18
CROSS MAILS, arrangement of, instructions regarding ...	175	1
CURRENT ACCOUNT MONTHLY of a disbursing post office, preparation and submission of	111	63
CURRENT ACCOUNT MONTHLY, description of items in ...	111	64
CURRENCY NOTES, covers containing, compulsory registration of	40	22
CURRENCY NOTES found in covers received in a dead letter office, disposal of	174	55
D.		
DAILY POSTAGE ACCOUNT of peon's book, manner of preparing	[illegible]	8
DAILY POSTAGE ACCOUNT, description of, and manner of preparing	[illegible]	[illegible]
DAK LINES RUNNERS, arrangements for control of	[illegible]	[illegible]
DAK LINES MAIN, length of stages and number of runners on	55	13
DAK LINES BRANCH, length of stages and number of runners on	56	14
DAMAGED MAILS received, treatment of	12	54
DAMP, protection from, of mails conveyed by boats ..	55	10
DEAD COVERS, treatment of in the dead letter office ...	172	48
DEAD LETTER BILL, instructions for preparation of ...	34	23
DATED STAMP ROUND, use of explained	84	47
DATED STAMPS, supply of type figures with, instructions regarding	84	46

SUBJECT.	PAGE.	PARA.
DEAD LETTER BILL, prompt return of to despatching office	34	24
DEAD LETTER BILL, postage admitted by the dead letter office to be entered in	34	24
DEAD LETTER BILLS, disallowments in, how brought to account	35	25
DEAD LETTER BILLS, entry of postage claimed in, and disallowments in the dead letter office from, in the monthly abstract of postage	35	26
DEAD LETTER BILLS to be submitted with monthly abstracts, and checked by disbursing post-master ...	35	27
DEAD LETTER BILLS to be sent to Compiler's office ...	35	27
DEAD LETTER BILLS, entry of in index, instructions regarding	166	20
DEAD LETTER BILLS AND CHALANS, treatment of in a dead letter office	166	22
DEAD LETTER OFFICE, covers received from, treatment of	4	16
DEAD LETTER OFFICE, unclaimed covers sent to, number of indicative of efficiency of establishment ...	33	17
DEAD LETTER OFFICE, after what period unclaimed letters should be sent to	34	20
DEAD LETTER OFFICE, treatment of refused covers sent to	34	21
DEAD LETTER OFFICE, covers to be sent to when address is illegible or imperfect	34	22
DEAD LETTER OFFICE, packets for, manner of preparing ...	34	23
DEAD LETTER OFFICE, disallowments by in dead letter bills, how brought to account	35	25
DEAD LETTER OFFICE, packets for, punctuality in despatch of	35	28
DEAD LETTER OFFICE, transmission of unclaimed registered covers to, instructions regarding	41	25
DEAD LETTER OFFICE, registered covers refused to be sent to	41	26
DEAD LETTER OFFICE, stamps and seal supplied to, description of	83	44
DEAD LETTER OFFICE STAMP, use of explained ...	85	47
DEAD LETTER OFFICE FREE STAMP, use of explained ...	86	47
DEAD LETTER OFFICE POSTAGE-DUE STAMP, use of explained	86	47
DEAD LETTER OFFICE SEAL, use of explained ...	86	47
DEAD LETTER OFFICE, disallowments by, treatment of ...	97	6

Subject.	Page.	Para.
Dead letter offices, enumeration of	161	1
Dead letter offices, establishment employed for the performance of the duties of	*ib.*	*ib.*
Dead letter offices to be supplied with directories, army lists, civil and distribution lists, and other books of reference	161	2
Dead letter office, articles of furniture required in, detail of	161	3
Dead letter office, enumeration of registers and forms to be used in	162	4
Dead letter office, stamps used in, description of ...	162	5
Dead letter office, officials employed in bound to secrecy as to contents of covers opened by them ...	162	6
Dead letter office, officials employed in necessary qualifications of indicated	162	7
Dead letter office, tracing of in addressees and senders of letters, instructions regarding	163	8
Dead letter office to report irregularities in covers received from post offices	163	9
Dead letter office, a means of testing the efficiency of post-masters and deputy post-masters ...	163	10
Dead letter office, visits to, and examination of, by Post-Master General	163	10
Dead letter office, inspection of quarterly by Post-Master General, and submission of report of, instructions regarding	[illegible]	11
Dead letter office, testing work of, instructions regarding	[illegible]	12
Dead letter office, work in to be done under the [illegible] of the Superintendent	[illegible]	13
Dead letter office, disposal of unclaimed and [illegible] covers by	165	14
Dead letter office, valuable articles received in, treatment of	165	15
Dead letter office to obtain information regarding addressees from other circles	165	16
Dead letter office, description of covers received by ...	165	17
Dead letter office, receipt of packets by, instructions regarding	165	18

SUBJECT.	PAGE.	PARA.
DEAD LETTER OFFICE, covers received in, treatment of ...	166	19
DEAD LETTER OFFICE, claim of despatching office for postage due on covers to be carefully checked in ...	166	19
DEAD LETTER OFFICE, Superintendent responsible for valuables and registered letters	166	21
DEAD LETTER OFFICE, treatment of dead letter chalans and bills received in	166	22
DEAD LETTER OFFICE, separation of unclaimed covers sent to, object of explained	167	23
DEAD LETTER OFFICE, newspapers and packets received in, to be separated from the letters	167	24
DEAD LETTER OFFICE, preliminary separation of letters received in, instructions regarding	167	25
DEAD LETTER OFFICE, functions of described ...	167	26
DEAD LETTER OFFICE, unclaimed letters received in, re-direction of, instructions regarding	168	27
DEAD LETTER OFFICE, separation in, of unclaimed letters which cannot be disposed of by re-direction ...	168	28
DEAD LETTER OFFICE, unclaimed letters posted in other circles, instructions regarding disposal of from ...	168	29
DEAD LETTER OFFICE to notice want of diligence in tracing addressees, and report to Post-Master General	168	30
DEAD LETTER OFFICE, unclaimed and refused letters in which outwardly indicate sender's address, disposal of	168	31
DEAD LETTER OFFICE, carelessness in re-directing letters from to be checked and punished	169	32
DEAD LETTER OFFICE, covers issued from, rules regarding postage realizable on	169	34
DEAD LETTER OFFICE, letters issued from, stamping of, instructions regarding	169	35
DEAD LETTER OFFICE, refused and opened letters issued from to be enclosed in envelopes	170	36
DEAD LETTER OFFICE, envelopes issued from to have name of office printed thereon	170	37
DEAD LETTER OFFICE, covers from abroad received in, disposal of	170	38
DEAD LETTER OFFICE, registered newspapers and other printed papers received in, disposal of	170	39

SUBJECT.	PAGE.	PARA.
DEAD LETTER OFFICE, packets received in, disposal of	170	40
DEAD LETTER OFFICE, registered letters received in, disposal of	170	41
DEAD LETTER OFFICE, registered letters received in addressees of which are not traceable, disposal of	171	42
DEAD LETTER OFFICE, parcels received in, disposal of	171	43
DEAD LETTER OFFICE, treatment of letters received in, the contents of which render registration compulsory	171	44
DEAD LETTER OFFICE, letters containing articles of value received in, treatment of	171	45
DEAD LETTER OFFICE packets for other dead letter offices when to be made	172	46
DEAD LETTER OFFICE, covers re-directed or returned to senders from, instructions regarding sorting and despatch of	172	47
DEAD LETTER OFFICE, dead covers in, treatment of ...	172	48
DEAD LETTER OFFICE, final disposal of dead letters in ...	172	49
DEAD LETTER OFFICE, treatment in of dead covers containing valuables	173	50
DEAD LETTER OFFICE receipt and despatch registers, in [illegible] tions for totalling of	[illegible]	51
DEAD LETTER OFFICE register of covers containing v[illegible] articles, entries to be made in ...	[illegible]	52
DEAD LETTER OFFICE, destruction of ordinary let[illegible] structions regarding	[illegible]	53
DEAD LETTER OFFICE, articles of value in deposit in, c[illegible] of by auction, instructions regarding ...	[illegible]	54
DEAD LETTER OFFICE, currency notes and stamps found in covers received in, disposal of	174	55
DEAD LETTER OFFICE, almirahs and boxes of to be securely locked	174	56
DEAD LETTER OFFICE, strangers or persons unconnected with, not to be admitted to	174	57
DEAD LETTER OFFICE, covers issued from, not to be opened by postal officials	177	15

SUBJECT.	PAGE.	PARA.
DEAD LETTERS, final disposal of, instructions regarding ...	172	49
DEAD LETTERS containing valuables, treatment of ...	173	50
DEBT, post office employés arrested for, liable to dismissal	181	33
DECEMBER, acquittance rolls for, disposal of after completion	109	57
DEDUCTIONS from bills, entry of in the monthly account current	112	72
DEFINITION of the term "*pay*"	120	3
DEGRADATION, authority to order, officers in whom vested	30	54
DEGRADATION of an employé, rule applicable to ...	130	54
DELIVERY of covers from a branch post office, fees not to be taken for	48	23
DELIVERY of covers by a small branch office, deputy post-master or mohurrir to assist in	50	33
DELIVERY of mails by the travelling post office, instructions regarding	63	21
DELIVERY of mails by a mail guard, instructions regarding	67	36
DELIVERIES, number of, and hours fixed for	18	78
DELIVERY BOOK OF PEONS, particulars of parcels made over to to be entered in	27	29
DELIVERY BOOK OF PEONS, examination of	27	29
DELIVERY DATED STAMP, use of explained	85	47
DELIVERY LATE, attendance of establishment for ...	18	79
DELIVERY PEON, daily postage account of, manner of preparing	15	68
DELIVERY PEONS, treatment of undelivered letters returned by	16	70
DELIVERY PEONS, supervision of by post-master ...	16	70
DELIVERY PEONS, covers not to remain with at night ...	17	74
DELIVERY PEONS not to be delayed, or to deviate from prescribed route	17	76
DELIVERY PEONS required in an office, number of ...	17	77
DELIVERY PEONS, supervision of	18	81
DELIVERY PEON's receipt to be taken for each registered cover made over to him	38	15
DELIVERY PEONS, distribution to of registered letters received, instructions regarding	38	16

SUBJECT.	PAGE.	PARA.
DELIVERY PEONS to be supplied with a bag and a badge ...	183	38
DELIVERY SUBORDINATE, covers for the, placed in deposit .	32	13
DELIVERY SUBORDINATE, covers issued to, or returned from, treatment of	32	14
DEPOSIT, treatment of covers received from for despatch ...	5	21
DEPOSIT, covers which cannot immediately be sent out for delivery to be placed in	15	67
DEPOSIT, disposal of covers transferred to	16	69
DEPOSIT, covers sent out from, manner of disposing of ...	29	2
DEPOSIT, covers for subordinate delivery, placed in ...	32	13
DEPOSIT, items in, instructions regarding disposal of ...	108	50
DEPOSIT, early adjustment of items in, instructions regarding	108	52
DEPOSIT ACCOUNT, covers included in, description of ...	29	1
DEPOSIT ACCOUNT, balance of postage shewn in, to be frequently checked	83	19
DEPOSIT ACCOUNT, description of, and manner of preparing	97	9
DEPOSIT ACCOUNT, items comprised in, and how obtained.	98	11
DEPOSIT ACCOUNT, monthly memorandum of to be prepared for the Compiler	108	51
DEPOSIT ALMIRAH, arrangement of unclaimed and refused covers in	33	18
DEPOSIT BRANCH of a post office, instructions as to the mode of conducting inspection of	140	19
DEPOSIT COVERS in a branch office, instructions regarding	48	25
DEPOSIT MONEY, in the larger post offices to be placed in the bank	108	52
DEPÔT CENTRAL, for stock, formation of at the head-quarter station of each circle	71	1
DEPÔTS CENTRAL, bags for, manner of procuring ...	72	5
DEPÔTS CENTRAL, a supply of each description of scales to be kept in	87	51
DEPÔT CENTRAL, supply of books and forms to be kept in	91	4
DEPÔT CENTRAL, stock register of forms to be kept in and periodically examined	95	15
DEPÔT CENTRAL, stock of forms in to be periodically examined	95	15

SUBJECT.	PAGE.	PARA.
DEPUTY POST-MASTER, application of the term ...	43	2
DEPUTY POST-MASTER responsible for the postage due on covers sent to a branch office	47	13
DEPUTY POST-MASTER of a small branch office to assist in delivery of covers	50	33
DEPUTY POST-MASTERS, responsibility of for bags ...	75	16
DEPUTY POST-MASTERS subordinate to Inspectors ...	133	2
DESCRIPTIVE ROLLS to accompany nomination or appointment rolls	120	4
DESPATCH of parcel mails, instructions for	23	16
DESPATCH of bags with mails, instructions regarding ...	76	20
DESPATCH of books and forms indented for, instructions regarding	92	6
DESPATCH of letters re-directed or returned to senders from a dead letter office, instructions regarding ...	172	47
DESPATCHES EXTRA, on mail lines, instructions regarding	56	16
DESPATCHING OFFICE, copy of remarks made in search bill to be sent to	158	22
DESPATCHING OFFICE, post-master of, to take requisite steps when postal rules have been infringed ...	176	9
DESPATCHING OFFICE, mistakes made by, may be corrected by receiving office	183	39
DESPATCH INDICES of chalans used in travelling post offices, instructions for preparing	60	8
DESPATCH LETTER INDEX, preparation of	8	26
DESPATCH PARCEL INDEX, preparation of	22	14
DESPATCH PARCEL INDEX, copy to be sent to Compiler's office	22	14
DESPATCH REGISTER, entry of advice chalans in, and preparation of	22	13
DESPATCH REGISTERS of a branch office to be sent to the head office every month	49	30
DESPATCH REGISTERS, dead letter office, instructions for totalling of	173	51
DESTRUCTION of ordinary letters in the dead letter office, instructions regarding	173	53
DETENTION of a portion of the public despatches in case of the mails being in excess of prescribed weight ...	178	16

SUBJECT.	PAGE.	PARA.
DIAGRAMS of stamps and seals, and descriptions of each ...	84	47
DIARY to be kept by Inspector, and copy sent weekly to Post-Master General	136	15
DIARY to be kept by Sub-Inspector, and copy submitted weekly to Inspector	147	36
DIRECT PACKETS, number of covers for which to be made...	12	51
DIRECTOR GENERAL, sanction of necessary before proposition for creation or change of establishment is carried out	117	1
DIRECTOR GENERAL to be furnished by the Post-Master General with a preliminary report in all cases of robbery	156	17
DIRECTOR GENERAL, general half-yearly return to be submitted to by Post-Master General	183	37
DIRECTORIES, dead letter offices to be supplied with ...	161	2
DISALLOWED ITEMS, adjustment of, instructions regarding...	115	87
DISALLOWMENTS in dead letter bills, how brought to account	35	25
DISALLOWMENTS by check branch Compiler's office and dead letter office, treatment of	97	6
DISALLOWMENTS by dead letter office and check branch Compiler's office, instructions regarding refund of ...	101	26
DISALLOWMENTS by account and audit departments of the Compiler's office, instructions regarding ...	115	86
DISBURSING POST-MASTERS only to draw money from treasuries and render accounts to the Compiler's office	97	5
DISBURSING POST OFFICE, description of the work done in and accounts rendered by	96	4
DISBURSING POST OFFICE, remittances to treasuries from, instructions regarding	101	24
DISBURSING POST OFFICE, preparation and submission of monthly account current by	111	63
DISBURSING POST OFFICE, monthly account current of, description of items in	111	63
DISBURSING POST OFFICE, copy of fine register to be sent to monthly	132	62
DISBURSING POST OFFICES, mode of numbering, explained -	80	37
DISBURSING POST OFFICES, instructions regarding sale of records in	179	22

SUBJECT.	PAGE.	PARA.
DISCIPLINE of a post office, instructions regarding ...	181	31
DISMISSAL, written order stating cause of to be given to a person when dismissed	130	53
DISMISSAL, authority to order, officers in whom vested ...	130	53
DISTRIBUTING CLERK, needful qualifications of ...	15	66
DISTRIBUTION of covers received with station mails ...	14	62
DISTRIBUTION to peons of registered covers received, instructions regarding	38	16
DISTRIBUTION of pay to runners, irregularities in to be guarded against	57	19
DISTRIBUTION LISTS, dead letter offices to be supplied with -	161	2
DISTRICT DAK, conditions of charge of postage on service covers carried by	44	6
DISTRICT POST, Sub-Inspectors to endeavour to develop correspondence of	146	30
DISTRICT POST MAIL LINES, organization and working of ...	58	26
DISTRICT POST MAIL LINES, supervision of	58	27
DISTRICT POST MAIL LINES, Sub-Inspector specially responsible for working of	146	28
DISTRICT POST OFFICE, application of the term ...	43	2
DIVISION OF POST OFFICES for convenience in the adjustment of accounts	96	1
DOCUMENTS returned by a branch to a head office to be entered in the chalan	49	27
DOCUMENTS, transmission of from post offices in envelopes, instructions regarding	94	11
DOCUMENTS attached to monthly account current, copy of to be kept	114	82
DOCUMENTS IN A POST OFFICE, instructions regarding arrangement of	178	19
DOCUMENTS LOST, preparation of duplicate copies of, instructions regarding	179	24
DOCUMENTS OF IMPORTANCE, covers on postal service containing to be registered	180	29
DOUBLE OBLITERATOR, use of explained	84	47
DRESS OF POST OFFICE EMPLOYES when on duty, observations regarding	183	38

SUBJECT.	PAGE.	PARA.
DUPLICATE COPIES of lost documents, instructions regarding preparation of	179	24
DURRIE, the best material for mail and parcel bags ...	72	6
DUTIES of Inspector in reference to post offices ...	133	3
DUTIES and responsibilities of Inspectors with regard to mail lines	134	4
DUTIES of supernumerary Inspectors defined ...	150	45
E.		
EAST INDIAN RAILWAY, frontier sections on, constitution of	59	2
EAST INDIAN RAILWAY, extent of frontier sections on, in connection with the travelling post office ...	65	29
EAST INDIAN RAILWAY, rules regulating the issue of free passes on	183	43
EFFICIENCY of post-masters and deputy post-masters, tested in the dead letter office	163	10
EMERGENCY, in cases of, appointments may be made in anticipation of sanction	121	5
EMPLOYES of the post office, instructions regarding transfer of	180	28
EMPLOYES of the post office, money transactions between, prohibited	181	33
EMPLOYES of the post office, resorting to the insolvent court, or arrested for debt, liable to dismissal	181	33
ENQUIRY into character and antecedents of candidates prior to their nomination to appointments ...	124	26
ENQUIRY to be instituted by Sub-Inspectors into robberies &c., and the result reported	147	34
ENQUIRY into cases of robbery, success of largely depends on the accurate performance of duties in post offices	152	4
ENQUIRY, promptitude of, in cases of robbery of great importance	152	5
ENQUIRY, cases of in which the telegraph should be used...	153	6
ENQUIRY in a post office, manner of making ...	153	8
ENQUIRY, points suggested for attention in making ...	155	14
ENUMERATION PERIODICAL, of covers passing through the post office, instructions regarding	182	34

SUBJECT.	PAGE.	PARA.
ENVELOPES PRINTED, introduction of use of ...	92	8
ENVELOPES, instructions regarding the use of by post-masters	94	11
ENVELOPES, size and printing of, instructions regarding ...	94	12
ENVELOPES for documents transmitted to the Compiler's office, instructions regarding preparation of ...	94	13
ENVELOPES to be included in half-yearly indent for forms	95	14
ENVELOPES not to be used for office correspondence by Inspectors	95	14
ENVELOPES to be used for refused and opened letters issued from a dead letter office	170	36
ENVELOPES issued from a dead letter office to have name of office printed thereon	170	37
ESTABLISHMENT, attendance of, beyond the usual hour ...	18	79
ESTABLISHMENT of a post office, efficiency of tested by number of covers sent to a dead letter office ...	33	17
ESTABLISHMENT ROAD, pay of to be included in the cost of experimental offices	119	9
ESTABLISHMENT of the post office at the place an Inspector halts to assist him in office work ...	134	7
ESTABLISHMENT of the post office of a place at which Sub-Inspector may be to assist him in his office work	146	29
ESTABLISHMENT MAIL, in cases when suspicion rests on, course to be followed described	154	10
ESTABLISHMENT of a post office, arrangement of work and discipline of	181	31
ESTABLISHMENT ROAD, acquittance rolls of, instructions regarding preparation of	109	55
ESTABLISHMENTS, creation, alteration, or abolition of, to be proposed in tabular statements	117	1
ESTABLISHMENTS, not previously sanctioned, entertainment of requires previous sanction of the Director General	117	1
ESTABLISHMENTS MONSOON application for, instructions regarding	117	2
ESTABLISHMENTS MONSOON, responsibility of Inspectors and Superintendents with regard to	118	4
ESTABLISHMENTS EXPERIMENTAL, instructions regarding entertainment of	118	6

SUBJECT.	PAGE.	PARA.
ESTABLISHMENTS EXPERIMENTAL, conditions under which they may be made permanent	119	7
ESTABLISHMENTS EXPERIMENTAL, conditions under which they may be made permanent, explained ...	119	8
ESTABLISHMENTS ROAD, supervision of by Inspectors ...	134	4
EXAMINATION FINAL, of contents of sorting almirah ...	8	33
EXAMINATION by post-master at head office of registers kept at a branch office	49	30
EXAMINATION of the rural messenger's letter-box and visit book, on his return to the post office ...	52	39
EXAMINATION of documents by travelling post office record clerk	68	39
EXAMINATION of bags periodically by post-master ...	77	24
EXAMINATION by an Inspector of the bags in store, and the register of those despatched	77	26
EXAMINATION DAILY of stamps and their impressions, instructions regarding	79	33
EXAMINATION and testing of scales and weights by Inspector	88	52
EXAMINATION PERIODICAL, of the register and stock of forms in the central depot	95	15
EXAMINATION by an Inspector of a post office not under his control	136	16
EXAMINATION of cash and cash-book to be made by Inspector immediately on his arrival at a post office ...	136	18
EXAMINATION, articles posted not to be detained for ...	176	8
EXCHANGE OF MAILS by the travelling post office at a terminus or between sections, instructions regarding	64	25
EXCHANGE OF MAILS with frontier sections of the travelling post office, instructions regarding	66	32
EXEMPTION of the larger branch offices from the duty of recording the address of each cover received or despatched	50	32
EXPERIMENTAL ESTABLISHMENTS, instructions regarding entertainment of	118	6
EXPERIMENTAL ESTABLISHMENTS, conditions under which they may be made permanent	119	7
EXPERIMENTAL ESTABLISHMENTS, conditions under which they may be made permanent explained ...	119	8

SUBJECT.	PAGE.	PARA.
EXPERIMENTAL OFFICES, pay of road establishment employed for, to be included in the cost of	119	9
EXPERIMENTAL POST OFFICE, stamp required for use in ...	78	28
EXPERIMENTAL POST OFFICE, preparation of value return of	119	10
EXPERIMENTAL POST OFFICE, final report on the working of, preparation of	119	11
EXPERIMENTAL POST OFFICE, proposal to open, when to be made by a Sub-Inspector	146	30
EXTRA DESPATCHES of mails on mail lines, instructions regarding	56	16
EXTRA DESPATCHES of accumulated parcels, instructions regarding	58	24
F.		
FACING of covers taken from the letter-box, instructions for	2	5
FACING to be preserved in sorting letters for despatch ...	6	26
FACING of covers to be carefully preserved	9	38
FACING of covers to be preserved up to the time of distribution to peons	14	62
FARES PASSENGER SERVICE, abstract of, to be kept in post offices where fares are collected	100	18
FARES PASSENGER SERVICE, total amount realized to be entered in the cash-book	100	18
FARES of the passenger service, how brought to account ...	112	68
FARES for the Punjab van dak, how brought to account	112	69
FASTENING of mail bags, instructions regarding ...	73	8
FEES on late letters rules for	5	22
FEES not to be taken for delivery of covers from a branch post office	48	23
FINAL REPORT on the working of an experimental post office, preparation of	119	11
FINAL REPORTS of investigations, instructions for preparation of	156	18
FINAL SORTING of covers for despatch	6	26
FINE REGISTER, copy to be sent to disbursing office ...	132	62

SUBJECT.	PAGE.	PARA.
FINE STATEMENT to be prepared monthly by disbursing post-masters	132	63
FINE STATEMENT to be sent to the Compiler's office ...	132	63
FINES, transfer entries of in account current, instructions regarding	102	31
FINES imposed by Post-Masters General, Inspectors and disbursing post-masters, extent of	131	59
FINES, imposition of on officers of the superior grades not appropriate	131	60
FINES, orders imposing to be recorded	131	61
FINES to be entered in fine register	131	61
FINES IMPOSED to be realised by disbursing post-master...	132	63
FOREIGN COUNTRIES, re-direction of covers to ...	30	6
FOREIGN COUNTRIES, registration of covers for, instructions regarding	41	24
FOREIGN LETTERS received in a dead letter office, disposal of	170	38
FOREIGN POST LETTERS posted for despatch, treatment of	3	9
FOREIGN POST NEWS-PAPERS posted for despatch, treatment of	3	11
FOREIGN POST DEPARTMENT covers received from, treatment of	4	15
FOREIGN POST PACKETS posted for transmission, treatment of	28	35
FOREIGN POST PACKETS received for delivery, disposal of ...	28	36
FOREIGN POST STAMPS not referred to in section on stamps.	78	27
FORMS to be kept in a branch office, enumeration of ...	47	19
FORMS for the post offices in the several circles, whence obtained	91	1
FORMS used in post offices throughout India to be uniform in every respect	91	3
FORMS UNAUTHORIZED, use of in post offices prohibited ...	91	3
FORMS, supply of to be kept in the central depot ...	91	4
FORMS, supply of obtainable on indent from the central depot of each Post-Master General	91	4
FORMS, indents for, examination of	92	5
FORMS indented for, instructions regarding despatch of ...	92	6

SUBJECT.	PAGE.	PARA.
FORMS appertaining to accounts will be printed in Calcutta	92	7
FORMS, stock register of to be kept in the central depot and examined periodically	95	15
FORMS, stock of in the central depot to be periodically checked	95	15
FORMS, stock of in a post office, instructions for conducting inspection of	142	19
FORMS to be used in a dead letter office, enumeration of	162	4
FORWARDED COVERS received in sorting packets, treatment of	5	19
FORWARDING OF COVERS, instructions regarding ...	30	5
FORWARD POSTAGE on re-directed covers to or from a branch office, rules regarding charge of	43	3
FORWARD POSTAGE on covers re-directed to or from branch post office, principle on which charged	43	4
FRANKED COVERS passed without charge, classification of in half-yearly enumeration...	182	35
FRAUD, ways in which it may be committed in connection with postage labels	159	5
FRAUD in using postage labels, action to be taken described	159	5
FRAUDULENT and inadvertent use of washed stamps, distinction to be made between	160	6
FREE PASSES by railway furnished to postal officials when travelling on duty	183	41
FREE PASSES on the East Indian Raliway, rules regulating the issue of	183	43
FRONTIER SECTION travelling post office, work of when travelling from the central station	66	31
FRONTIER SECTION of a travelling post office, work of distinct from that of a local section	66	33
FRONTIER SECTIONS on the East Indian Railway, constitution of	59	2
FRONTIER SECTIONS, duties of explained	59	4
FRONTIER SECTIONS, extent of on the East Indian Railway in connection with the travelling post office ...	65	29
FRONTIER SECTION travelling post office, work of when travelling towards the central station	65	30

SUBJECT.	PAGE.	PARA.
FRONTIER SECTIONS of the travelling post office, exchange of mails with, instructions regarding ...	66	32
FRONTIER SECTIONS, distinguishing stamps for, explanation regarding	66	32
FURNITURE, articles of required in a post office enumeration of	89	56
FURNITURE required in a post office, manner of obtaining explained	89	57
FURNITURE in a post office to be cleaned daily ..	90	58
FURNITURE, post-master responsible for	90	58
FURNITURE, articles of required in a dead letter office, detail of	161	3
G.		
GAZETTED OFFICERS, absentee allowance of where to be drawn	127	38
GENERAL HALF-YEARLY RETURNS of enumeration, preparation of in Post-Master General's Office ...	183	57
GENERAL TABULAR STATEMENT of proposed monsoon charges for each circle, preparation of	118	3
GOVERNMENT has the exclusive privilege of conveying letters by post	179	26
GRATUITY, application for, preparation of	128	41
GRATUITY, application for, to be accompanied by memorandum of services, and sent through immediate superior	128	42
GRATUITY, superior service in support of application for, manner of verifying	128	43
GRATUITY, service in support of, instructions regarding verification of	128	45
GRATUITY, application for to be prepared by Post-Master General	128	47
GRATUITY, service and other particulars described in application for, to be examined by Compiler ...	129	48
GRATUITY OR PENSION, application for, to be carefully examined and prepared by the Post-Master General, and delay avoided	129	49
GREEN TWINE for binding registered letters, instructions regarding the preparation of indents for ...	90	59

SUBJECT.	PAGE.	PARA.
GUARD MAIL, mails received by, instructions regarding treatment of	66	34
GUARD MAIL, to be supplied with prepared chalans before he starts on a journey	67	35
GUARD MAIL, delivery of mails by, instructions regarding	67	36
GUARDS MAIL, on railway lines, duties of ...	54	5
GUARDS MAIL, on railway lines, when employed and duties of	60	5
GUARDS MAIL, duties of on return to rest station explained	68	38
GUNNY CLOTH OR TAUT, use of in packing parcels forbidden	72	6
H.		
HALF-YEARLY ABSTRACT of inspection to be submitted by Inspector	144	22
HALF-YEARLY RETURNS of enumeration, rules for the preparation of	182	24
HALF-YEARLY RETURNS of enumeration, treatment of in Post-Master General's Office	182	36
HEAD OFFICE, relation of branch office to	44	7
HEAD OFFICE, postage due on covers to be delivered from branch offices to be charged to	44	8
HEAD OFFICE, account in of postage due from branch offices, instructions regarding	45	12
HEAD OFFICE, treatment in of covers received from a branch office	46	17
HEAVY MAILS, in case of a portion of public despatches &c., to be kept back	178	16
HIGHWAY ROBBERIES, investigations in cases of, instructions regarding and form of report of	151	2
HIGHWAY ROBBERIES, in cases of, officers who should be communicated with	152	3
HIGHWAY ROBBERIES, in cases of, owners of missing articles to be communicated with	154	9
HOURS fixed for closing of packets	1	3
HOURS during which covers can be registered ...	36	2
HUTS for accommodation of dâk-runners, instructions regarding construction and repair of	56	15
HUTS, runners, bills for construction of, description of ...	103	34

SUBJECT.	PAGE.	PARA.
I.		
ILLEGIBLE ADDRESSES, covers with received for despatch, treatment of	6	27
ILLEGIBLY or imperfectly addressed covers, treatment of ...	34	22
ILLITERATE ADDRESSEES, instructions regarding receipts to be taken for registered letters delivered to ...	39	17
IMPORTANT DOCUMENTS, covers on postal service containing to be registered	180	29
IMPRESSIONS of stamps on covers to be clear and intelligible	79	33
IMPRESSIONS OF STAMPS to be made daily in a blank book	79	33
IMPRESSIONS of stamps to be on the reverse of covers ...	80	34
INDENT FOR BAGS, instructions regarding	75	18
INDENT, half yearly for forms, to include envelopes ...	95	14
INDENTS FOR STAMPS, instructions regarding preparation of	79	31
INDENTS FOR GREEN TWINE for binding registered letters, instructions regarding preparation of ...	90	59
INDENTS FOR BOOKS AND FORMS, instructions regarding submission of	91	4
INDENTS FOR FORMS AND BOOKS, examination of ...	92	5
INDEPENDENT POST-MASTER, authority of in making appointments without report	121	6
INDEPENDENT POST-MASTER, appointments made by under report	121	7
INDEPENDENT POST-MASTER, nominations to be made by ...	121	8
INDEPENDENT POST-MASTERS not subordinate to Inspectors, their position defined	133	1
INDEX DESPATCH LETTER, preparation of	8	36
INDEX DESPATCH PARCEL, preparation of	22	14
INDEX DESPATCH PARCEL, copy of to be sent to the Compiler's office	22	14
INDEX OF TRANSIT CHALANS DESPATCHED, numbers of transit chalans to be entered in	22	15
INDEX OF TRANSIT CHALANS RECEIVED, preparation of ...	26	23
INDEX PARCEL RECEIPT, preparation of	27	31

SUBJECT.	PAGE.	PARA.
INDEX PARCEL RECEIPT, copy of to be sent to Compiler's office	27	31
INDEX TO LETTER CHALANS, postage due on re-directed covers to be entered in	31	9
INDEX TO LETTER CHALANS, copy of to be forwarded to the Compiler's office	31	9
INDEX to be kept in branch offices of all chalans received or despatched	49	29
INDEX OF DEAD LETTER BILLS, instructions regarding ...	166	20
INDEX OF DEAD LETTER BILLS, copy of to be sent to Compiler's office monthly	166	20
INDEX OF EXTANT CIRCULARS, to be issued annually by Post-Masters General	179	20
INDIAN MAIL PACKETS, treatment of mails conveyed by ...	53	2
INDICES of chalans used in travelling post offices, instructions for preparing	60	8
INDICES to be kept by travelling post office record clerk of all chalans despatched in outward and inward journies	68	41
INFERIOR SERVICE, instructions regarding verification of ...	128	46
INFORMATION to be acquired by Inspectors from Sub-Inspectors of by personal interview	135	13
INFORMATION from other circles regarding addressees to be obtained by dead letter office	165	16
INFORMATION regarding articles passing through the post office not to be given	176	7
INFORMATION of a private nature received by post office officials not to be made public	176	7
INITIAL LETTERS employed to indicate the several circles of the post office	80	36
INK PADS, instructions regarding supply of	86	48
INK STAMPING, instructions regarding preparation of ...	87	49
INK STAMPING, instructions regarding supply of to post offices	87	50
INQUIRY OFFICE ALLAHABAD, covers received at with illegible or without addresses, treatment of	70	47
INQUIRY OFFICE, character of possessed by a dead letter office	167	26

Subject.	Page.	Para.
Insolvent Court, post office employés who resort to, liable to dismissal	181	33
Inspection of post offices, periods at which to be made by Inspector	135	9
Inspection of a post office by an Inspector, points to be noticed in making	135	19
Inspection of a post office instructions as to the mode of conducting, and points suggested for notice ...	136	19
Inspection Report of an Inspector, after inspecting a post office, instructions regarding preparation of ...	144	20
Inspection of a mail line by an Inspector, points to be noticed in making	144	21
Inspection Report of an Inspector after inspection of a mail line, instructions for preparation of ...	144	21
Inspection, abstract of to be submitted half-yearly by Inspector	144	22
Inspection of post offices and mail lines, periods at which to be made by Sub-Inspector	147	33
Inspection of a post office by a Sub-Inspector, points to be noticed in making	148	39
Inspection Report of a Sub-Inspector after inspecting a post office, instructions for preparation of ...	148	40
Inspection of a dead letter office quarterly by the Post-Master General, and submission of report of, instructions regarding	164	11
Inspector, powers of to sanction charges for the repair or purchase of articles of stock	71	2
Inspector, examination by of the bags in store at a post office, and of the register of those despatched ...	77	26
Inspector to cause missing bags to be replaced ...	77	26
Inspector to examine scales and weights, and test their accuracy	88	52
Inspector, articles of furniture noticed by to be lost or injured, to be made good by post-master ...	90	58
Inspector not to use envelopes for the correspondence of his office	95	14
Inspector to examine acquittance rolls when he inspects an office	109	56

SUBJECT.	PAGE.	PARA.
INSPECTOR, responsibility of in connection with entertainment &c. of monsoon establishments	118	4
INSPECTOR, jurisdiction of described	121	9
INSPECTOR, appointments made by without report ...	121	10
INSPECTOR, authority of to make appointments under report	122	11
INSPECTOR, nominations to be made by	122	12
INSPECTOR, recommendations by, for appointments beyond his powers for nomination	124	25
INSPECTOR, authority of to impose fines	131	59
INSPECTOR, independent post-masters not subordinate to...	133	1
INSPECTOR, offices and mail lines subordinate to described ...	133	2
INSPECTOR, duties and responsibilities of in reference to post offices	133	3
INSPECTOR, supervision of mail lines by, duties and responsibilities of in reference thereto	134	4
INSPECTOR, assistance to be rendered to by Sub-Inspectors	134	5
INSPECTOR, responsibility of, for proper management of entire division	134	5
INSPECTOR responsible for the working of the post office at the place he halts, provided the office be subordinate to him	134	6
INSPECTOR to visit post office daily and ordinarily do his office work there	134	6
INSPECTOR, employment by of the post office establishment at the place he halts in assisting him in office work...	134	7
INSPECTOR, careful attention of to be devoted to arrangements for conveyance of mails during the monsoon season	134	8
INSPECTOR, frequency of visits to post offices by ...	135	9
INSPECTOR, frequency of visits to mail lines by ...	135	10
INSPECTOR to proceed to places where robberies or other exceptional occurrences take place, and investigate the matter	135	11
INSPECTOR to be called to account for any unnecessary travelling	135	12
INSPECTOR to acquire information from Sub-Inspectors by personal interview	135	13

SUBJECT.	PAGE.	PARA.
INSPECTOR, instructions to in case of investigations into fraud, theft, or gross irregularities	136	14
INSPECTOR, diary to be kept by and copy sent weekly to Post-Master General	136	15
INSPECTOR, authority of to visit or inspect a post office not under his control	136	16
INSPECTOR, visits paid by to an office, date of to be recorded by him	136	17
INSPECTOR, instructions given by to be entered in the order book	136	17
INSPECTOR to examine the cash book, and count the cash, immediately on his arrival at a post office ...	136	18
INSPECTOR, points suggested to be noticed by, when making inspections of post offices	136	19
INSPECTOR, instructions to for preparing report of inspection of a post office	144	20
INSPECTOR, points to be observed by, when making inspection of a mail line	144	21
INSPECTOR to submit half-yearly abstract of inspection of the division	144	22
INSPECTOR to be of active habits, and able to ride on horseback	144	23
INSPECTOR to prepare and maintain a map of post offices, mail lines, &c. in his division	145	24
INSPECTOR to pay particular attention to transit lists ...	145	25
INSPECTOR to define the sub-division of a Sub-Inspector, as also his head quarters	145	26
INSPECTOR CANDIDATE, appointment of a temporary character	148	[illegible]
INSPECTOR CANDIDATE, selection of, instructions regarding...	148	42
INSPECTOR CANDIDATE, training of, instructions regarding...	149	43
INSPECTOR CANDIDATE, nomination of, instructions regarding	149	44
INSPECTOR SUPERNUMERARY, duties of defined ...	150	45
INSPECTOR SUPERNUMERARY, occasions on which they may sign on behalf of the Post-master General ...	150	46
INSPECTOR and Sub-Inspector to be immediately informed, in cases of loss or tampering with mails. ...	154	12
INSPECTOR to keep Post-Master General informed of all important steps during the progress of an investigation.	156	16

SUBJECT.	PAGE.	PARA.
INSTRUCTIONS regarding changes of address and residence to be entered in a register	29	4
INSTRUCTIONS regarding every change of address and residence necessary, and not to be in force longer than three months	29	4
INTERCEPTION of letters, applications for, instruction regarding	175	3
INTERCOMMUNICATION to be maintained by officials of different jurisdictions when necessary, in cases of robbery	155	13
INVESTIGATION to be made at once, if any article of the letter mail is damaged or missing	12	54
INVESTIGATION of cases of robbery and the like to be immediately made by Inspector	135	11
INVESTIGATIONS by Inspector in cases of fraud, theft, or serious irregularity, instructions for	136	14
INVESTIGATIONS, circumstances under which necessary described	151	1
INVESTIGATIONS in cases of highway robbery, instructions regarding	151	2
INVESTIGATIONS into robberies, success of largely depends on the accurate performance of duties in post offices...	152	4
INVESTIGATIONS, promptitude in the institution of, of great importance in cases of robbery	152	5
INVESTIGATIONS, cases of in which the telegraph should be employed	153	6
INVESTIGATIONS in a post office, manner of making ...	153	8
INVESTIGATIONS, important points in conducting suggested	155	14
INVESTIGATIONS of cases of complaint made by the public, points to be observed in	156	15
INVESTIGATIONS, during the progress of, Inspector to keep Post-Master General informed of all important steps in the enquiry	156	16
INVESTIGATIONS, final reports of, instructions regarding preparation of	156	18
INVOICE to accompany all bags issued from the central depôt	75	18
INVOICING of covers sent to a branch office, instructions regarding	45	9

SUBJECT.	PAGE.	PARA.
INVOICING of covers returned by a branch to a head office, instructions regarding	49	26
IRREGULARITY in transit of parcels, course to be adopted...	27	30
IRREGULARITIES, noticed in a travelling post office, to be reported by record clerk	69	44
IRREGULARITIES in covers received from post offices by the dead letter office to be reported	163	9
ITEMS DISALLOWED, instructions regarding adjustment of...	115	87
J.		
JOINING TIME allowed in accordance with the provisions of the Civil Leave Code	124	24
JURISDICTION of Inspectors described	121	9
JURISDICTION of a Post-Master General, extent of ...	122	16
JURISDICTION DIFFERENT, when necessary in cases of robbery officials of, to maintain free and prompt intercommunication	155	13
L.		
LABELLING of compartments of the sorting case in the travelling post office	63	19
LABELS on claim bundles, postage due on unpaid covers to be marked on	30	8
LABELS OF ADDRESS not necessary on bags exchanged with branch post offices	77	[illegible]
LABELS, manner of attaching to bags described ...	93	10
LABELS POSTAGE on prepaid letters despatched, obliteration of	2	6
LABELS POSTAGE, prepayment of parcels and packets by...	20	5
LABELS POSTAGE on packets and parcels, obliteration of ...	21	11
LALELS POSTAGE, description of conditions of sale of &c., to be found in the Postal Guide	159	1
LABELS POSTAGE, a stock of always to be kept by post-masters and deputy post-masters	159	2
LABELS POSTAGE not to be affixed to covers by post office officials	159	3

SUBJECT.	PAGE.	PARA.
LABELS POSTAGE, obliterated cut or torn, not recognized in payment of postage	159	4
LABELS POSTAGE, ways in which fraud may be committed in connection with	159	5
LABELS POSTAGE WASHED, distinction to be made between fraudulent and inadvertent use of	160	6
LABELS PRINTED, introduction of use of	92	8
LABELS PRINTED, instructions regarding preparation of ...	92	9
LAST PAY CERTIFICATE, rule regarding not applicable to post office officials	124	23
LAST PAY CERTIFICATES only required by officers quitting India	127	39
LATE LETTERS posted for despatch how disposed of ...	5	22
LATE LETTERS transmission of on payment of a fee ...	5	22
LEAVE, rules under which granted	125	27
LEAVE, powers of officers to grant	125	28
LEAVE, applications for, instructions regarding ...	125	30
LEAVE, applications for, particulars to be contained in ...	125	31
LEAVE, sanction to, to be obtained prior to an applicant availing himself of it	126	32
LEAVE, responsibility of officer granting that it is in accordance with rule	126	35
LEAVE ALLOWANCES to persons drawing less than Rs. 100 per mensem	126	34
LEAVE ALLOWANCES to be drawn at the office where salary was payable	127	37
LEAVE REGISTER to be kept by the Post-Master General...	127	36
LEAVE RULES in supplement F. of Civil Leave Code, application of to officers of the postal department ...	126	33
LEAVE RULES, officers with power to grant leave to make themselves acquainted with...	126	35
LEAVE STATEMENTS MONTHLY, preparation of... ...	125	29
LEAVE STATEMENTS GENERAL, preparation of monthly by the Post-Master General	127	36
LETTERS having postage labels on them, treatment of ...	2	6
LETTERS insufficiently paid, treatment of	*ib.*	*ib.*
LETTERS official without proper superscription, treatment of	*ib.*	*ib.*

SUBJECT.	PAGE.	PARA.
LETTERS posted for despatch insufficiently paid, how treated	2	7
LETTERS UNPAID posted for despatch, how treated ...	3	8
LETTERS FOREIGN POST, posted for despatch, how treated ...	3	9
LETTERS to be registered must be presented at the window within fixed hours	3	12
LETTERS found in the letter box containing coin, &c., to be registered	*ib.*	*ib.*
LETTERS REGISTERED, posted for despatch, treatment of ...	4	14
LETTERS RECEIVED from the foreign post department of presidency post offices, how disposed of ...	4	15
LETTERS RECEIVED from the dead letter office, treatment of	4	16
LETTERS RECEIVED in sorting packets, treatment of ...	4	17
LETTERS REGISTERED received in sorting packets, instructions regarding	4	18
LETTERS found in sorting packets containing coin, &c., to be registered	5	20
LETTERS missent, redirected and sorting received in station packets, how disposed of	5	21
LETTERS posted late, treatment of	5	22
LETTERS REGISTERED posted for despatch, entry of in chalan and final packing of	9	39
LETTERS REGISTERED received in station packets, treatment of	14	63
LETTERS found in station packets received containing coin, &c., to be registered	14	63
LETTERS UNDELIVERED, manner of receiving from peons and treatment of	16	70
LETTERS MARKED, when to be used	18	81
LETTERS, conditions of registration of	36	1
LETTERS REGISTERED, senders of not bound to give their names and addresses, but if given to be recorded ...	36	3
LETTERS tendered for registration, instructions regarding treatment of	36	4
LETTERS REGISTERED DESPATCHED, entry of in book of ...	36	5
LETTERS REGISTERED DESPATCHED, instructions regarding numbering of	37	6
LETTERS REGISTERED DESPATCHED, receipts to accompany, instructions for preparation of	37	7

SUBJECT.	PAGE	PARA.
LETTERS REGISTERED to be bound with green twine the receipts being placed with them	37	8
LETTERS REGISTERED, instructions regarding despatch of ..	37	9
LETTERS REGISTERED when in large numbers to be placed in separate packets	37	10
LETTERS REGISTERED received in a sorting packet, treatment of	37	11
LETTERS REGISTERED received in station packets, treatment of	37	12
LETTERS REGISTERED received in station packets, office number to be given to each	38	13
LETTERS REGISTERED, receipts to be taken for when made over to delivery peons	38	15
LETTERS REGISTERED received, distribution of to peons, instructions regarding	38	16
LETTERS REGISTERED, delivered to illiterate addressees, manner of obtaining receipt for	39	17
LETTERS REGISTERED delivered, addressee's receipt for, instructions regarding disposal of	39	18
LETTERS REGISTERED, delivery of from branch or district post offices, instructions regarding	39	19
LETTERS tendered for registration at a branch or a district post office or at a receiving house, instructions regarding	39	20
LETTERS REGISTERED, re-direction of, instructions regarding	40	21
LETTERS containing coin, currency notes, &c. compulsory registration of	40	22
LETTERS for foreign countries, instructions regarding registration of	41	24
LETTERS REGISTERED which cannot be delivered, instructions regarding disposal of	41	25
LETTERS REGISTERED REFUSED, instructions regarding disposal of	41	26
LETTERS REGISTERED, missing or tampered with, instructions as to action to be taken regarding ...	41	27
LETTERS REGISTERED, loss of, responsibility of Government and officers of the department for	42	28

SUBJECT.	PAGE.	PARA.
LETTERS REGISTERED, addressee's receipts for instructions regarding return of	42	29
LETTERS REGISTERED received and despatched, instructions regarding examination of books of by Inspector ...	42	29
LETTERS REGISTERED, officers by whom duties connected with are to be performed	42	30
LETTERS REGISTERED, inspection by senders of addressee's receipts	42	31
LETTERS REGISTERED sent to a branch office for delivery, treatment of	47	31
LETTERS REGISTERED in a branch office to be entered in the chalan when sent to the head office	49	28
LETTERS REGISTERED received in a travelling post office to be taken charge of by senior clerk	61	13
LETTERS REGISTERED received in a travelling post office, treatment of	62	18
LETTERS RECEIVED in a dead letter office, preliminary separation of, instructions regarding	167	25
LETTERS UNCLAIMED received in a dead letter office re-direction of, instructions regarding	168	27
LETTERS UNCLAIMED which cannot be disposed of by re-direction from a dead letter office, separation of ...	168	28
LETTERS UNCLAIMED posted in other circles, instructions regarding disposal of from a dead letter office ...	168	29
LETTERS UNCLAIMED and refused which outwardly indicate the sender's address, treatment of in a dead letter office	168	31
LETTERS issued from a dead letter office, postage realizable on, rules for	169	34
LETTERS issued from a dead letter office, stamping of, instructions regarding	169	35
LETTERS refused and opened when issued from a dead letter office should be enclosed in envelopes	170	36
LETTERS FROM ABROAD received in a dead letter office, disposal of	170	38
LETTERS REGISTERED received in a dead letter office, disposal of	170	41
LETTERS REGISTERED received in a dead letter office, addressees of which are not traceable, disposal of ...	171	42

SUBJECT.	PAGE.	PARA.
LETTERS RECEIVED in a dead letter office containing articles rendering registration compulsory, treatment of ...	171	44
LETTERS containing articles of value received in a dead letter office, treatment of	171	45
LETTERS redirected or returned to senders from a dead letter office, sorting and despatch of	172	47
LETTERS neither addressees nor senders of which can be traced in a dead letter office, treatment of ...	172	48
LETTERS neither the addressee nor sender of which can be traced, instructions regarding final disposal of ...	172	49
LETTERS, destruction of in a dead letter office ...	173	53
LETTERS, applications to intercept, treatment of ..	175	3
LETTERS, return of to senders after having been posted, instructions regarding	175	4
LETTERS found in the letter box without stamps, but marked "stamped," disposal of	177	13
LETTERS, conveyance of by post the exclusive privilege of Government	179	26
LETTERS, clubbed packets of, treatment of	180	27
LETTERS sent under cover to a post-master to be posted, treatment of	181	32
LETTER BOX, opening of at convenient intervals and stamping and sorting of contents	1	2
LETTER BOX, to be locked	2	4
LETTER BOX, opening of and in whose presence ...	2	4
LETTER BOXES OUTSIDE, clearance of and disposal of covers posted in	3	13
LETTER BOXES FILLER, clearance of and disposal of covers posted in	3	13
LETTER BOX SPECIAL, how to be marked	12	52
LETTER BOX, when open, and when to be cleared ...	20	7
LETTER BOX to be taken by a rural messenger when leaving the post-office	51	37
LETTER BOXES, villages in which they should be placed ...	52	38
LETTER BOX RURAL MESSENGERS, examination of on return to the post-office	52	39
LETTER BOXES STATION, collection of contents of in the travelling post-office	62	16

SUBJECT.	PAGE.	PARA.
LETTER BOX MAIL VAN, emptying of and disposal of contents in the travelling post-office	62	17
LETTER BOX MAIL VAN, covers posted in, for post-offices for which no packets are made up, or for which the packets have been closed, treatment of	63	22
LETTER BOXES, placing of in villages to be attended to by Sub-Inspector	146	30
LETTER BOXES, Sub-Inspectors to see that they are placed in convenient positions	146	32
LETTER BOXES, locating and clearing of, instructions regarding	175	2
LETTER BOX, stamps found loose in, disposal of ...	176	5
LETTER BOX, unstamped letters marked "stamped" found in, disposal of	177	13
LETTER BOX, torn and open covers found in disposal of ...	177	14
LETTERS INITIAL employed to indicate the several circles of the post-office	80	36
LETTER MAIL consists of letters and newspapers ...	1	2
LETTER MAIL, packing of when made up for despatch, instructions for	8	34
LETTER MAILS RECEIVED, treatment of on arrival ...	12	53
LETTER MAILS RECEIVED, articles comprised in ...	13	56
LETTER MAIL SEAL, use of explained	86	47
LETTER DEPARTMENT of a post-office, instructions as to the mode of conducting the inspection of by an Inspector	137	19
LIQUIDATION of charges of the postal department effected by money drawn from treasuries on bills... ...	103	33
LIST of unclaimed covers, instructions regarding ...	33	15
LIST of stamps and seals required for ordinary use in the postal department	78	28
LIST OF VOUCHERS accompanying the monthly account current to be attached	114	84
LIST of persons of 55 years of age, preparation of ...	129	50
LISTS, army, civil and distribution, to be supplied to dead letter offices	161	2
LISTS TRANSIT, inspector to pay particular attention to ...	145	25
LISTS TRANSIT, preparation of by the Post-Master General, instructions regarding	178	13

SUBJECT.	PAGE.	PARA.
LOCAL SECTIONS of the travelling post office, duties of explained	59	3
LOCAL SECTIONS of the travelling post-office, books to be kept for each	60	7
LOCAL SECTION of a travelling post-office work of distinct from that of a frontier section	66	33
LOCKS ENGLISH, to be supplied to all boxes and almirahs in a dead letter office	174	56
LOOSE PACKETS, instructions for despatch of ...	11	46
LOOSE STAMPS found in the letter box, disposal of ...	176	5
LOSSES DEPARTMENTAL, register of to be kept by Post-Master General	157	19
LOST DOCUMENTS, preparation of duplicate copies of, instructions regarding	179	24

M.

MADRAS CIRCLE FORMS required for post offices in are supplied under contract	91	1
MAGISTRATES, issue by of search warrants for letters in the custody of the post office, instructions regarding	177	10
MAILS LETTER, articles comprised in	1	1
MAILS PARCEL, articles comprised in	1	1
MAILS passing during the night, making up of packets for despatch by	1	3
MAILS passing during the day, making up of packets for despatch by	1	3
MAILS, preliminary preparation for closing	7	30
MAILS LETTER, packing of when made up for despatch, instructions for	8	34
MAILS LETTER, closing of to be delayed till arrival of transit mails	9	40
MAILS TRANSIT, amalgamation of with station mails ...	10	44
MAILS LETTER, final closing of for despatch... ...	10	45
MAILS LETTER DESPATCHED, delivery of to carrier ...	11	48
MAILS LETTER RECEIVED, treatment of on arrival ...	12	53

SUBJECT.	PAGE.	PARA.
MAILS received damaged or imperfect, treatment of ...	12	54
MAILS LETTER, articles comprised in	13	56
MAILS STATION, manner of opening	13	61
MAILS IMPORTANT, delivery of after regular hours ...	18	78
MAIL PARCEL, definition of the term	20	4
MAILS PARCEL, preparation of for despatch	22	15
MAILS PARCEL, bags prepared for despatch to be entered in memorandum of	22	15
MAILS PARCEL, instructions for despatch of	23	16
MAILS PARCEL RECEIVED, examination and treatment of ...	25	21
MAILS PARCEL received at night, examination and treatment of	25	22
MAILS PARCEL received for delivery, treatment of ...	26	27
MAILS RECEIVED at a branch office for delivery, treatment of	47	20
MAILS DIRECT between branch offices, instructions regarding	48	22
MAILS DIRECT between branch offices, only fully prepaid covers may be sent by	48	22
MAILS, instructions regarding despatch of from a branch post office	49	28
MAILS, means by which conveyed	53	1
MAILS conveyed by Indian mail packet, instructions regarding	53	2
MAILS conveyed by railway, description of	53	3
MAILS received in the railway travelling post office, treatment of	53	4
MAILS conveyed by mail carts and parcel vans, instructions regarding treatment of	54	7
MAILS conveyed by mail cart under contract, treatment of	54	8
MAILS conveyed by boats, instructions regarding ...	55	9
MAILS conveyed in boats to be placed in water-tight bags, and otherwise protected from damp	55	10
MAILS conveyed by runners, instructions regarding ...	55	11
MAILS EXTRA, despatches of on mail lines, instructions regarding	56	16

SUBJECT.	PAGE.	PARA.
MAILS, crossing of over rivers and nullahs, arrangements for	56	18
MAILS PARCEL, conveyance of by banghy burdars arrangements for	57	21
MAILS PARCEL conveyed by banghy burdars to be accompanied by a road time-bill	57	22
MAILS LETTER AND PARCEL on district post lines, arrangements for conveyance of	58	26
MAILS RECEIVED from other sections, treatment of in the travelling post office	61	10
MAILS CLOSED received in the travelling post office, treatment of	61	11
MAILS SUSPECTED, received in a travelling post office to be opened at once	61	12
MAILS RECEIVED in the travelling post office, treatment of	61	13
MAILS, delivery of by the travelling post office, instructions regarding	63	21
MAILS, transfer of by the travelling post office at a terminus or between sections, instructions regarding	64	25
MAILS, transfer of from one section of the travelling post office to another to be effected by the relieved and relieving clerks without intervention of mohurrir or mail agent	65	26
MAILS, transfer of in a travelling post office to be superintended by the record clerk	65	27
MAILS, exchange of with frontier sections of the travelling post office, instructions regarding ...	66	32
MAILS received by mail guard, instructions regarding treatment of	66	34
MAILS, delivery of by a mail guard, instructions regarding	67	36
MAILS, bags despatched with, instructions regarding ...	76	20
MAILS, crossing of over rivers and nullahs to have the careful attention of Inspectors ...	134	8
MAILS, robbery of by highway-men instructions regarding investigation into, and form of report of ...	151	2

SUBJECT.	PAGE.	PARA.
MAILS tampered with, all cases to be immediately reported to the Inspector, Sub-Inspector, and Post-master General	154	12
MAILS CROSS, arrangement of, instructions regarding ...	175	1
MAILS heavy in case of, a portion of public despatches, &c. to be kept back	178	16
MAIL BAGS of the letter mail sealing of	10	45
MAIL BAGS, sealing of, responsibility of supervising officer for	11	47
MAIL BAGS, suggestions regarding material for ...	72	6
MAIL BAGS, instructions regarding fastening of ...	73	8
MAIL BAGS, address of how to be attached	73	10
MAIL BAGS, opening of, instructions regarding ...	153	7
MAIL CARRIER, when responsibility of ceases... ...	12	55
MAIL CART, instructions for despatch of parcel mails conveyed by	23	16
MAIL CARTS, mails conveyed by instructions regarding treatment of	54	7
MAIL CART UNDER CONTRACT, conveyance of mails by ...	54	8
MAIL GUARD attached to a post office, register &c. to be used by	11	50
MAIL GUARDS on railway lines, duties of	54	5
MAIL GUARDS on railway lines, when employed and duties of	60	5
MAIL GUARD, mails received by, instructions regarding treatment of	66	34
MAIL GUARD to be supplied with prepared chalans before he starts on a journey	67	35
MAIL GUARD, delivery of mails by, instructions regarding	67	36
MAIL GUARDS, duties of on return to rest station explained	68	38
MAIL GUARDS, registers of to be checked by travelling post office record clerk	68	40
MAIL LINES, extra despatches on, instructions regarding ...	56	16
MAIL LINES DISTRICT POST, supervision of	58	27
MAIL LINES supervised by Inspectors	133	2
MAIL LINES, duties and responsibilities of Inspector in reference to	134	4

SUBJECT.	PAGE.	PARA.
MAIL LINES, frequency of visits to by the Inspector ...	135	10
MAIL LINES, instructions to Inspector for conducting inspection of	144	21
MAIL LINES, points to be observed by Inspector when inspecting	144	21
MAIL LINES, working of, responsibility of Sub-Inspector for	145	27
MAIL LINES DISTRICT DAK, Sub-Inspector specially responsible for working of	146	28
MAIL LINES, periods at which to be inspected by Sub-Inspector	147	33
MAIL LINE ESTABLISHMENT, in case when suspicion rests on, course to be followed described	154	10
MAIL PACKETS INDIAN, treatment of mails conveyed by ...	53	2
MAIL VAN LETTER BOX, emptying of, and disposal of contents in the travelling post office	62	17
MAIL VAN LETTER BOX, covers posted in for post offices for which no packets are made up, or after the packets have been closed, treatment of ...	63	22
MAIN DAK LINES, length of stages and number of runners on	55	13
MANAGEMENT of branch and district post offices, rules for division of into two parts	43	1
MAP, each Inspector and Sub-Inspector to prepare and maintain one of post offices mail lines &c. in his division or sub-division	145	24
MARKED LETTERS, when to be used	18	81
MEDICAL CERTIFICATES to accompany all nomination or appointment rolls	120	4
MEMORANDUM at foot of advice chalan, preparation of ...	22	12
MEMORANDUM of parcel mails prepared for despatch, parcel bags to be entered in	22	15
MEMORANDUM of original postage due on re-directed parcels despatched, manner of preparing ...	24	18
MEMORANDUM of original postage due on re-directed parcels despatched to be sent to the Compiler's office ...	24	18
MEMORANDUM of original postage due on re-directed parcels received, manner of preparing	28	32
MEMORANDUM of original postage due on re-directed parcels received to be sent to the Compiler's office ...	*ib.*	*ib.*

SUBJECT.	PAGE.	PARA.
MEMORANDUM at foot of advice chalans received, disposal of	28	33
MEMORANDUM OF THE DEPOSIT ACCOUNT, instructions regarding preparation of	108	51
MEMORANDUM of sales of the Postal Guide to be entered on the reverse of the account current	113	80
MESSENGERS RURAL, covers not to remain with at night ...	17	74
MESSENGERS RURAL, description of	51	34
MESSENGERS RURAL, beats and movements of, instructions regarding	51	35
MESSENGERS RURAL, post offices to which they may be attached	51	35
MESSENGERS RURAL, arrangement of beats, rate of travelling and duties of	51	36
MESSENGER RURAL when leaving the post office, instructions regarding	51	37
MESSENGER RURAL, duties of during his journey from village to village	52	38
MESSENGER RURAL on return of to the post office, his visit book, the letter box, and its contents to be examined	52	39
MESSENGER RURAL, account to be kept with each ...	52	40
MESSENGER RURAL to be supplied with a bag and a badge	183	38
MILITARY DEPARTMENT, items debited to in the monthly account current	113	76
MILITARY VAN DAK PUNJAB in post offices where fares are realised for, a daily abstract to be kept ..	109	18
MISCELLANEOUS COLLECTIONS, instructions regarding accounting of	100	19
MISCELLANEOUS ITEMS in a post office, instructions as to conducting inspection of	143	19
MISCELLANEOUS RECEIPTS, detail of items comprising and entry of in the monthly account current ...	112	70
MISSENT letters received from deposit, disposal of ...	5	21
MISSENT parcels and packets, instructions for disposal of...	24	19
MISSENT COVERS, instructions regarding disposal of ...	30	5
MISSENT COVERS do not require to be re-directed or taxed with postage	30	7
MISSENT COVERS received at a branch office, treatment of ...	48	25

Subject.	Page.	Para.
Missent stamp, use of explained	85	47
Missing articles from mails received, investigation regarding	12	54
Missing articles, owners of to be communicated with ...	154	9
Missing bags, value of to be made good by the responsible officer	77	24
Mistakes made by despatching office, may be corrected by receiving office	183	39
Misuse of mail bags prohibited	74	14
Mohurrir in charge of a district post office, application of the term	43	2
Mohurrir of a small branch office to assist in delivery of covers	50	33
Money drawn for salary or contingent charges, how to be entered in account	101	27
Money, officer by whom to be drawn from the treasury ...	106	40
Money, manner of obtaining from the treasury explained	106	41
Money drawn from the treasury on bills to be entered in cash-book, and transferred to account of distribution of salaries, &c....	106	43
Monetary transactions, all to be brought to account without delay	116	88
Money transactions between post office employés prohibited	181	33
Monsoon charges, bills for, description of	104	34
Monsoon charges, application for sanction to, how prepared	117	2
Monsoon charges, general tabular statement of for each circle, preparation of	118	3
Monsoon charges, cases in which expenses may be incurred in anticipation of sanction	118	5
Monsoon establishments, responsibility of Inspectors and Superintendents in regard to	118	4
Monsoon season, arrangements for conveyance of mails during to have the careful attention of Inspectors ...	134	8
Monthly abstract of postage, entry in of postage claimed in dead letter bills, and disallowments of the dead letter office	35	26
Monthly abstracts to be submitted by non-disbursing post offices	110	59

Subject.	Page.	Para.
Monthly abstracts when submission of is delayed, the transactions will appear in the following month's accounts	110	60
Monthly abstracts of non-disbursing post offices, vouchers to accompany	110	61
Monthly account current, description of items comprised in	110	58
Monthly account current, description of items in ...	111	64
Monthly account current, opening cash balance of defined	111	65
Monthly account current, instructions regarding closing of	113	79
Monthly account current, on reverse of to be entered the memorandum of sales of the Postal Guide ...	113	80
Monthly account current, on the reverse of to be entered the detail of advances recoverable ...	114	81
Monthly account current, copy of and of all accompanying documents to be retained	114	82
Monthly account current, list of vouchers accompanying to be attached	114	84
Monthly closing of the cash book, instructions regarding	102	30
Monthly fine statement to be prepared by disbursing post-masters	132	63
Monthly fine statement to be sent to the Compiler's office	132	63
Monthly leave statement, preparation of	125	29
Monthly general leave, statement, preparation of by Post-master General	127	36
Monthly memorandum of the deposit account, instructions regarding the preparation of	108	51
Monthly time statements preparation of, instructions regarding	58	25
N.		
Name of sender of any article not to be demanded ...	176	6
Names, senders of registered covers not bound to give, if given to be recorded	36	3
Names of post towns to be cut in a straight line on the diameters of stamps	83	45

SUBJECT.	PAGE.	PARA.
NEWSPAPERS included in letter mails	1	1
NEWSPAPERS INLAND, posted for despatch how treated ...	3	10
NEWSPAPERS REGISTERED, posted for despatch not fully prepaid to be sent to the dead-letter office ...	3	10
NEWSPAPERS posted for despatch by foreign post, treatment of	3	11
NEWSPAPERS, conditions of registration of	36	1
NEWSPAPERS, registration of, instructions regarding ...	41	23
NEWSPAPERS received in a dead letter office to be separated from letters	167	24
NEWSPAPERS REGISTERED, received in a dead letter office, disposal of	170	39
NIGHT, parcel mails received at, examination and treatment of	25	22
NIGHT MAIL, closing of packets for despatch by ...	1	3
NOMINATION ROLLS to be accompanied by descriptive rolls and medical certificates	120	4
NOMINATION ROLLS, preparation of	120	4
NOMINATIONS made by an independent post-master ...	121	8
NOMINATIONS made by an Inspector	122	12
NOMINATIONS made by a Presidency post-master. ...	122	15
NOMINATIONS made by a Post-Master General ...	123	18
NOMINATIONS to appointments, enquiry to be made prior to, into character and antecedents of candidates ...	124	26
NOMINATIONS OF CANDIDATE INSPECTORS, observations regarding	149	44
NON-DISBURSING POST OFFICES, mode of numbering explained	80	38
NON-DISBURSING POST OFFICE, its subordination to a disbursing office, work done, and accounts kept by ...	96	3
NON-DISBURSING POST OFFICES, form of peon's book for ...	98	12
NON-DISBURSING POST OFFICES, remittances of revenue from to treasuries, instructions regarding ...	99	13
NON-DISBURSING POST OFFICE, disposal of postage collections in when a treasury is not at hand ...	99	14
NON-DISBURSING POST OFFICES, when also bullock train or passenger service agencies, cash book to be kept in ...	99	15
NON-DISBURSING POST OFFICES to submit monthly abstracts.	110	59

Subject.	Page.	Para.
Non-disbursing post offices, when monthly abstracts of are delayed, the transactions will appear in the following months account	110	60
Non-disbursing post offices, vouchers to accompany monthly abstracts submitted by	110	61
Non-disbursing post offices, monthly abstracts submitted by, manner of scrutinizing	111	62
Non-disbursing post offices, instructions regarding sale of records in	179	21
North-Western Provinces circle, forms required for post offices in supplied under contract	91	1
Notes currency, found in covers received in a dead letter office, disposal of	174	55
Notice board, list to be placed on of unclaimed covers ...	33	15
Nullahs, crossing mails over, arrangements for ...	56	18
Number Office, to be given to each registered cover received in station packets	38	13
Numbering of registered covers despatched, instructions regarding	37	6
Numbering of disbursing post offices, mode of explained.	80	37
Numbering of non-disbursing post offices, mode of explained	80	38
Numbering of branch post offices, mode of explained ...	81	39
Numbering of stamps for the travelling post office, mode of explained	81	40

O.

Objection notices issued by the Audit Department, instructions regarding treatment of	115	86
Obliterated or torn stamps not recognized in payment of postage	159	4
Obliterators, post offices to be distinguished by numbers and letters on	80	35
Obliterator single, use of explained	84	47
Obliterator double, use of explained	84	47
Obliterator single barred, use of explained ...	85	47

SUBJECT.	PAGE.	PARA.
OCCURRENCE EXCEPTIONAL, requiring immediate attention and inquiry, inspector or sub-inspector immediately to proceed to scene of	135	11
OCCURRENCE EXCEPTIONAL, sub-inspector to proceed to scene of and make inquiry	147	34
OFFENDER, statement to be given to of the charges brought against him, and written defence obtained before orders are passed	129	52
OFFICE HEAD, relation of a branch office to	44	7
OFFICE BRANCH, relation of to a head office	*ib.*	*ib.*
OFFICE RECORD ONE, assigned to each section of a travelling post office	60	6
OFFICER SUPERVISING preparation of letter mails, responsibility of	11	47
OFFICERS by whom duties of registration are to be performed	42	30
OFFICERS of the postal department, powers of in sanctioning charges	105	35
OFFICERS drawing advances responsible for the adjustment of them	107	48
OFFICERS by whom appointments are made in the postal department	120	1
OFFICERS of the postal department, rule regarding last pay certificate not applicable to	124	23
OFFICERS, powers of in granting leave	125	28
OFFICERS GAZETTED, absentee allowance of where to be drawn	127	38
OFFICERS quitting India on leave require last pay certificates	127	39
OFFICERS fifty-five years of age, a list of to be prepared of by the Compiler for the Director General ...	129	50
OFFICERS in whom authority to order dismissal is vested...	130	53
OFFICERS in whom power to order degradation is vested...	130	54
OFFICERS in whom authority to order suspension is vested	131	57
OFFICERS not having power to suspend, may put out of employ temporarily	131	58
OFFICERS of the superior grades, imposition of fines on not appropriate	131	60

SUBJECT.	PAGE.	PARA.
OFFICERS of the postal department, circumstances under which investigations by are necessary, described ...	151	1
OFFICERS to be communicated with in cases of enquiry into highway robbery	152	3
OFFICERS of different jurisdictions to maintain inter-communication in case of robbery	155	13
OFFICER in charge of a post office required always to keep a stock of postage stamps for sale... ...	159	2
OFFICERS of the postal department not to communicate information regarding articles passing through the post office	176	7
OFFICERS of the postal department, correspondence between, instructions regarding	178	17
OFFICE WORK of a sub-inspector to be done in the post office of the place he may be at	146	29
OFFICIAL COVERS unsupported by a proper superscription to be taxed with postage	3	8
OFFICIAL CORRESPONDENCE conveyed by district dak, conditions of charge of postage on	44	6
OFFICIALS OF THE POST OFFICE not to affix postage stamps to covers	159	3
OFFICIALS OF A DEAD-LETTER OFFICE bound to secrecy as regards contents of covers opened by them ...	162	6
OFFICIALS OF A DEAD-LETTER OFFICE, necessary qualifications of described	162	7
OFFICIALS POSTAL, not to open covers issued from a dead-letter office	177	15
OFFICIATING appointments governed by the same rules as permanent appointments	120	2
OPEN COVERS found in the letter box, disposal of ...	177	14
OPENED LETTERS when issued from a dead-letter office to be enclosed in envelopes	170	36
OPENING CASH BALANCE of monthly account current defined	111	65
OPENING OF MAIL BAGS and packets, instructions regarding	153	7
ORDER WRITTEN, stating cause of dismissal to be given to every person dismissed	180	53
ORDER BOOK, orders given by an inspector to be written in	146	17

SUBJECT.	PAGE.	PARA.
ORDER BOOK, instructions given by a sub-inspector to be entered in	147	37
ORDER BOOK, orders given to an dead-letter office by a Post-Master General to be written in	160	10
OUDH CIRCLE, forms required for post offices in supplied under contract	91	1
OUTSIDE LETTER BOXES, clearance of and disposal of covers posted in	3	13
OUTSIDE PACKET CHALAN, preparation of	11	48
OVER-CHARGE of postage to be paid and subsequent complaint to be made of	17	76
OVER-DRAWN ADVANCES, adjustment of	107	47
OVERSEERS of runners, great care to be taken in the selection of	57	19
OVERSEERS of runners lines, duties of stated ...	57	20
OVERSEERS subordinate to Inspectors	133	2
P.		
PACKETS for despatch by night mails when to be closed ...	1	3
PACKETS for despatch by mails passing during the day when to be closed	*ib.*	*ib.*
PACKETS SORTING, opening of and comparison of contents	4	17
PACKETS SORTING, covers found in containing coin &c. to be registered	5	20
PACKETS of letters despatched, each one to be accompanied by a chalan	8	35
PACKETS STATION, preparation of for despatch ...	8	36
PACKETS SORTING, manner of preparing for despatch ...	8	37
PACKET, definition of the term	10	42
PACKETS to be closed according to lines of transit ...	10	43
PACKETS, manner of closing	*ib.*	*ib.*
PACKETS, sorting of in packet almirah	*ib.*	*ib.*
PACKETS LOOSE, despatch of	11	46
PACKETS DIRECT, number of covers for which to be made	12	51
PACKETS SORTING RECEIVED, disposal of	13	57
PACKETS TRANSIT RECEIVED, disposal of	13	58

SUBJECT.	PAGE.	PARA.
PACKETS STATION RECEIVED, disposal of	13	59
PACKETS received without chalans, how dealt with ...	15	65
PACKETS FOREIGN POST, treated of separately from inland...	20	3
PACKETS, prepayment of by postage labels	20	5
PACKETS posted after prescribed hours treated as too-late	20	6
PACKETS, posting of either in the parcel or letter-box or at the window	20	6
PACKETS, hours fixed for posting of	20	7
PACKETS, prepayment of compulsory	21	8
PACKETS, addresses on not detailed in registers or chalans	*ib.*	*ib.*
PACKETS AND PARCELS, distinction between	*ib.*	*ib.*
PACKETS AND PARCELS, mode of packing	*ib.*	*ib.*
PACKETS, stamping of, instructions for	21	11
PACKETS, obliteration of postage labels on	*ib.*	*ib.*
PACKETS RE-DIRECTED having postage due on them to be entered in lump in the advice chalan	22	12
PACKETS, instructions regarding re-direction of ...	24	18
PACKETS MISSENT, instructions for disposal of ...	24	19
PACKETS DESPATCHED, packing of, instructions regarding...	24	20
PACKETS STATION RECEIVED, disposal of	26	24
PACKETS SORTING RECEIVED, disposal of	26	25
PACKETS received for delivery, disposal of	26	27
PACKETS, delivery of to peons, instructions regarding ...	27	29
PACKETS FOREIGN POST, posted for transmission, manner of treating	28	35
PACKETS FOREIGN POST, received for delivery, manner of treating	28	36
PACKETS for the dead letter office, manner of preparing ...	34	23
PACKETS for the dead letter office, punctuality in despatch of	35	28
PACKETS SORTING, registered letters received in treatment of	37	11
PACKETS STATION, registered covers received in treatment of	38	12
PACKETS INDIAN MAIL, treatment of mails conveyed by ...	53	2

SUBJECT.	PAGE.	PARA.
PACKETS, treatment of in the travelling post office when suspected to have been tampered with	61	12
PACKETS, making up of in the travelling post office, instructions regarding	63	20
PACKETS, opening of, instructions regarding	153	7
PACKETS, receipt of by dead-letter office, instructions regarding	165	18
PACKETS received in a dead-letter office to be separated from the letters	167	24
PACKETS received in a dead-letter office, treatment of ...	170	40
PACKETS for other dead-letter offices when to be made in a dead-letter office	172	46
PACKETS CLUBBED OF LETTERS, treatment of	180	27
PACKET BAGS, suggestion regarding material for ...	72	6
PACKET BAGS, size of recommended	72	7
PACKET CHALANS, manner of preparing	10	45
PACKET CHALAN OUTSIDE, preparation of	11	48
PACKET CHALANS RECEIVED, disposal of	13	60
PACKET CHALANS, preparation of in the travelling post office, instructions regarding	63	21
PACKET CHALANS exchanged with the travelling post office, disposal of	64	24
PACKET CHALANS of the travelling post office, preparation of by record clerk, instructions regarding	68	41
PACKET CHALANS received in a travelling post office, index of to be filled in by record clerk	69	42
PACKET REGISTER DESPATCH, entries of packets and mail bags in	10	45
PACKET REGISTER RECEIPT, ditto ditto	13	60
PACKING of letter mails prepared for despatch, instructions for	8	34
PACKING of packets and parcels, mode of described ...	21	8
PACKING of parcels, manner of prescribed	21	9
PACKING of parcels and packets despatched, instructions regarding	24	20
PACKING of registered covers despatched, instructions regarding	37	10

SUBJECT.	PAGE.	PARA.
PADS STAMPING instructions regarding supply of ...	86	48
PADS UNSERVICEABLE, instructions regarding disposal of ...	*ib.*	*ib.*
PARCELS, postage rates, conditions, &c., applicable to each class of, laid down in the Postal Guide	20	2
PARCELS, prepayment of made by postage labels only ...	20	5
PARCELS posted after prescribed hours treated as too-late...	20	6
PARCELS, posting of either in the parcel or letter box or at the window	20	6
PARCELS, hours fixed for posting of	20	7
PARCELS, prepayment of optional	21	8
PARCELS, addresses of detailed in registers and chalans...	*ib.*	*ib.*
PARCELS AND PACKETS, distinction between	*ib.*	*ib.*
PARCELS AND PACKETS, mode of packing	*ib.*	*ib.*
PARCELS, receipts for when given	21	9
PARCELS, manner of packing of prescribed	21	9
PARCELS, receipts for, form of	21	10
PARCELS, taxing of with postage due and entry of amount in the stamp	21	11
PARCELS, stamping of after weighment	*ib.*	*ib.*
PARCELS, obliteration of postage labels on	*ib.*	*ib.*
PARCELS, entry of in an advice chalan	22	12
PARCELS, details of to be entered in the despatch register	22	13
PARCEL DESPATCH INDEX, preparation of	22	14
PARCEL DESPATCH INDEX, copy of to be sent to the Compiler's office	*ib.*	*ib.*
PARCELS, instructions regarding re-direction of ...	24	18
PARCELS SERVICE, not to be taxed with postage when re-directed	*ib.*	*ib.*
PARCELS MISSENT, instructions for disposal of ...	24	19
PARCELS DESPATCHED, packing of, instructions regarding	24	20
PARCELS RECEIVED, examination and weighment of ...	25	21
PARCELS STATION RECEIVED, disposal of	26	24
PARCELS SORTING RECEIVED, disposal of	26	25
PARCELS received for delivery, disposal of	26	27
PARCELS, delivery of to peons, instructions regarding ...	27	29
PARCELS, irregularity in transit of, course to be adopted ...	27	30

SUBJECT.	PAGE.	PARA.
PARCEL RECEIPT INDEX, instructions for the preparation of	27	31
PARCEL RECEIPT INDEX, copy to be sent to the Compiler's office	*ib.*	*ib.*
PARCEL RECEIPT REGISTER, description of and manner of preparing	27	28
PARCELS for delivery by branch offices to be invoiced to the head office...	44	8
PARCELS forwarded for delivery from the head to a branch office, treatment of	45	11
PARCELS sent from a branch to a head office to be detailed in the chalan	49	28
PARCELS not sorted on railways	54	6
PARCELS ACCUMULATED, instructions for disposal of ...	58	24
PARCELS, use of taut or gunny cloth in packing of forbidden	72	6
PARCELS, bags containing to be weighed prior to being opened	153	7
PARCELS received in a dead-letter office to be entered in register by the Superintendent and be in his charge	166	21
PARCELS received in a dead-letter office, disposal of ...	171	43
PARCEL BAG, definition of the term	20	4
PARCEL BAGS, when more than one is made up for the same office, a transit chalan to be sent in each ...	22	15
PARCEL BAGS delayed or missing, detection and report of	26	23
PARCEL BAGS, suggestions regarding material for ...	72	6
PARCEL BAGS, size of recommended	72	7
PARCEL BOXES, when open and when to be cleared ...	20	7
PARCEL DEPARTMENT, articles dealt with by detailed ...	20	1
PARCEL DEPARTMENT of a post office, instructions as to the mode of conducting inspection of	139	19
PARCEL MAIL, articles included in	1	1
PARCEL MAIL, definition of the term	20	4
PARCEL MAILS, preparation of for despatch	22	15
PARCEL MAILS, instructions for despatch of	23	16
PARCEL MAILS RECEIVED, examination and treatment of ...	25	21

SUBJECT.	PAGE.	PARA.
PARCEL MAILS received at night, examination and treatment of	25	22
PARCEL MAILS received for delivery, treatment of ...	26	27
PARCEL MAILS, conveyance of by banghyburdars, arrangements for	57	21
PARCEL MAILS conveyed by banghyburdars to be accompanied by a road-time bill	57	22
PARCEL MAIL SEAL, use of explained	86	47
PARCEL STAMP, use of explained...	85	47
PARCEL VANS, mails conveyed by, instructions regarding treatment of	54	7
PASSENGER SERVICE, abstract of fares of to be kept in post offices where fares are realised	100	18
PASSENGER SERVICE COLLECTIONS to be entered in the monthly abstract and in the account current ...	112	68
PASSENGER SERVICE, items to credit of debited to the Military Department, entry of in the monthly account current	113	76
PASSES FREE, for conveyance by railway, furnished to postal officials when travelling on duty	183	41
PASSES FREE, on the East Indian Railway, rules regulating the issue of	183	43
PATTERN PACKETS FOREIGN POST, included in parcel mails		1
PATTERN PACKETS FOREIGN POST, posted for transmission, treatment of	28	35
PATTERN PACKETS FOREIGN POST, received for delivery, treatment of	28	36
PAY, definition of the term	1	23
PAY RUNNER'S, irregularities in distribution of to be guarded against	57	19
PAY, responsibility of disbursing post-masters for pay drawn for establishments	123	22
PAY, all forfeited during period of suspension as punishment	130	55
PAY ABSTRACTS of the Postal Department, description of ...	103	34
PAY ABSTRACTS, preparation of, instructions regarding ...	105	36
PAY ABSTRACTS, preparation of further instructions regarding	105	37

SUBJECT.	PAGE.	PARA.
PAY CERTIFICATES LAST, only required by officers quitting India	127	39
PAYMENTS to tehseel treasuries by branch post offices, instructions regarding	101	25
PAYMENTS made to treasuries of other districts, instructions for obtaining receipts for	102	32
PAYMENTS to treasuries of postage collections, entry of in the monthly accounts current	113	73
PAYMENTS made from the permanent advance, adjustment of, instructions regarding	114	83
PENSIONS, applications for, preparation of	128	41
PENSIONS, application for to be accompanied by memorandum of services and sent through immediate superior	128	42
PENSION, superior service in support of application for, manner of verifying	128	43
PENSION, information respecting service for, date up to which available in the Compiler's office	128	44
PENSION, service in support of, instructions regarding verification of	128	45
PENSION, application for to be prepared by Post-master General	128	47
PENSION, service and other particulars described in application for to be examined by Compiler	129	48
PENSION OR GRATUITY, application for to be carefully examined and prepared by the Post-master General and delay avoided	129	49
PENSION, service towards, time passed under suspension counts as, only in cases of reinstatement	130	56
PEONS DELIVERY, daily postage account of, manner of preparing	15	68
PEONS DELIVERY, treatment of undelivered letters returned by	16	70
PEONS DELIVERY, supervision of by post-master ...	*ib.*	*ib.*
PEONS DELIVERY, covers not to remain with at night ...	17	74
PEONS DELIVERY, not to be delayed or to deviate from prescribed route	17	76
PEONS DELIVERY, number of required in an office ...	17	77
PEONS DELIVERY, supervision of	18	81
PEONS DELIVERY, instructions regarding delivery of parcels and packets to	27	29

SUBJECT.	PAGE.	PARA.
PACKETS, treatment of in the travelling post office when suspected to have been tampered with	61	12
PACKETS, making up of in the travelling post office, instructions regarding	63	20
PACKETS, opening of, instructions regarding	153	7
PACKETS, receipt of by dead-letter office, instructions regarding	165	18
PACKETS received in a dead-letter office to be separated from the letters	167	24
PACKETS received in a dead-letter office, treatment of ...	170	40
PACKETS for other dead-letter offices when to be made in a dead-letter office	172	46
PACKETS CLUBBED OF LETTERS, treatment of	180	27
PACKET BAGS, suggestion regarding material for ...	72	6
PACKET BAGS, size of recommended	72	7
PACKET CHALANS, manner of preparing	10	45
PACKET CHALAN OUTSIDE, preparation of	11	48
PACKET CHALANS RECEIVED, disposal of	13	60
PACKET CHALANS, preparation of in the travelling post office, instructions regarding	63	21
PACKET CHALANS exchanged with the travelling post office, disposal of	64	24
PACKET CHALANS of the travelling post office, preparation of by record clerk, instructions regarding	68	41
PACKET CHALANS received in a travelling post office, index of to be filled in by record clerk	69	42
PACKET REGISTER DESPATCH, entries of packets and mail bags in	10	45
PACKET REGISTER RECEIPT, ditto ditto	13	60
PACKING of letter mails prepared for despatch, instructions for	8	34
PACKING of packets and parcels, mode of described ...	21	8
PACKING of parcels, manner of prescribed	21	9
PACKING of parcels and packets despatched, instructions regarding	24	20
PACKING of registered covers despatched, instructions regarding	37	10

SUBJECT.	PAGE.	PARA.
PACKETS STATION RECEIVED, disposal of	13	59
PACKETS received without chalans, how dealt with ...	15	65
PACKETS FOREIGN POST, treated of separately from inland...	20	3
PACKETS, prepayment of by postage labels	20	5
PACKETS posted after prescribed hours treated as too-late	20	6
PACKETS, posting of either in the parcel or letter-box or at the window	20	6
PACKETS, hours fixed for posting of	20	7
PACKETS, prepayment of compulsory	21	8
PACKETS, addresses on, not detailed in registers or chalans	*ib.*	*ib.*
PACKETS AND PARCELS, distinction between	*ib.*	*ib.*
PACKETS AND PARCELS, mode of packing	*ib.*	*ib.*
PACKETS, stamping of, instructions for	21	11
PACKETS, obliteration of postage labels on	*ib.*	*ib.*
PACKETS RE-DIRECTED having postage due on them to be entered in lump in the advice chalan	22	12
PACKETS, instructions regarding re-direction of ...	24	18
PACKETS MISSENT, instructions for disposal of ...	24	19
PACKETS DESPATCHED, packing of, instructions regarding...	24	20
PACKETS STATION RECEIVED, disposal of	26	24
PACKETS SORTING RECEIVED, disposal of	26	25
PACKETS received for delivery, disposal of	26	27
PACKETS, delivery of to peons, instructions regarding ...	27	29
PACKETS FOREIGN POST, posted for transmission, manner of treating	28	35
PACKETS FOREIGN POST, received for delivery, manner of treating	28	36
PACKETS for the dead letter office, manner of preparing ...	34	23
PACKETS for the dead letter office, punctuality in despatch of	35	28
PACKETS SORTING, registered letters received in treatment of	37	11
PACKETS STATION, registered covers received in treatment of	38	12
PACKETS INDIAN MAIL, treatment of mails conveyed by ...	53	2

SUBJECT.	PAGE	PARA.
PEONS DELIVERY, receipt of to be taken for each registered cover made over to them	38	15
PEONS DELIVERY, distribution to of registered covers received, instructions regarding	38	16
PEONS DELIVERY, each to be supplied with a bag and a badge	183	38
PEON'S BOOK, preparation and final closing of for the day...	16	71
PEON'S BOOK, accounts comprised in	97	7
PEON'S BOOK, daily postage account in, description of and manner of preparing	97	8
PEON'S BOOK, deposit account in, description of and manner of preparing	97	9
PEON'S BOOK, abstract of postage accounts in, description of and manner of preparing	98	10
PEON'S BOOK, form of for non-disbursing post offices ...	98	12
PEON'S BOOK to be examined by sub-inspector immediately on his arrival at a post office	148	38
PEON'S DELIVERY BOOK, particulars of parcels made over to peons to be entered in	27	29
PEON'S DELIVERY BOOK, examination of	*ib.*	*ib.*
PERIODICAL ENUMERATION of covers passing through the post office, instructions regarding	182	34
PERMANENT ADVANCES, adjustment of payments made from	114	83
PERMANENT ADVANCES, memorandum of to be attached to monthly account current	*ib.*	*ib.*
PERMANENT RECORDS in a post office, instructions regarding	179	23
PILLAR LETTER BOXES, clearance of and disposal of covers posted in	3	13
PILLAR LETTER BOXES, locating and clearing of, instructions regarding	175	2
POINTS suggested to be noticed by an inspector when making inspection of a post office	136	19
POINTS requiring particular attention when an inspector inspects a mail line	144	21
POINTS suggested for notice by a sub-inspector when he inspects a post office	148	39
POINTS suggested for attention in making investigations in cases of robbery	155	14

SUBJECT.	PAGE	PARA.
POINTS on which information should be obtained when complaints are made by the public	156	15
POSTAGE due on insufficiently paid letters posted for despatch to be stamped on back	2	7
POSTAGE due on unpaid letters posted for despatch to be stamped on back	3	8
POSTAGE ORIGINAL on forwarded covers received in sorted packets to be carefully checked and verified in claim bill	5	19
POSTAGE DUE, ORIGINAL, on re-directed covers to be entered in chalan	8	36
POSTAGE due on covers posted for despatch to be noted in station chalan	*ib.*	*ib.*
POSTAGE due on unpaid covers received in station mail to be calculated	13	61
POSTAGE due on covers received in claim bundles to be carefully calculated	*ib.*	*ib.*
POSTAGE taxed on service covers received with station mails to be attested	14	64
POSTAGE, daily account of, manner of preparing ...	15	68
POSTAGE due on covers returned undelivered by peons, entry of in the peon's book	16	71
POSTAGE due on covers delivered from deposit, entry of in the peon's book	*ib.*	*ib.*
POSTAGE due on letters delivered to be paid to delivery peons immediately on delivery	17	76
POSTAGE overcharged, subsequent complaint to be made of	*ib*	*ib.*
POSTAGE rates applicable to each class of parcels and packets laid down in the *Postal Guide*	20	2
POSTAGE ON PACKETS, prepayment of compulsory ...	21	8
POSTAGE ON PARCELS, prepayment of optional ...	*ib.*	*ib.*
POSTAGE ORIGINAL, due on re-directed parcels and packets despatched to be entered in memorandum ...	24	18
POSTAGE ORIGINAL, due on re-directed parcels and packets received to be noted in memorandum	28	32
POSTAGE due on re-directed letters to be stamped on the back	30	7
POSTAGE due on re-directed covers to be marked on label of claim bundle	30	8

SUBJECT.	PAGE.	PARA.
POSTAGE due and claimed on re-directed covers to be carefully checked by post-master	31	9
POSTAGE due and claimed on re-directed covers to be entered in claim bill and index to letter chalans ...	*ib.*	*ib.*
POSTAGE, balance of, shewn in the deposit account to be frequently checked	33	19
POSTAGE due on registered covers despatched to be marked on the outside of separate packets ...	37	10
POSTAGE FORWARD, on covers re-directed to or from a branch post office, rules regarding charge of	43	3
POSTAGE FORWARD, on re-directed covers from or to branch post offices, principle on which charged... ...	43	4
POSTAGE, sending of covers on which due, by branch office to any but its head office prohibited	43	5
POSTAGE FORWARD, on covers re-directed from branch post offices to be taxed in the head office	*ib.*	*ib.*
POSTAGE, conditions of charge of on official correspondence conveyed by district dâk	44	6
POSTAGE due on covers sent to branch offices, post-master at head office responsible for	44	7
POSTAGE due on unpaid covers to be delivered by branch offices to be charged to the head office	44	8
POSTAGE due on covers sent to branch offices for delivery to be shown in the subordinate delivery account ...	45	9
POSTAGE COLLECTIONS in a branch office, instructions regarding remittance of	46	16
POSTAGE due on covers sent to a branch office, deputy post-master responsible for	47	18
POSTAGE due from a branch office to its head office, account of to be written on back of the chalans returned ...	47	20
POSTAGE COLLECTED, remittance of from a branch to a head office, instructions regarding	48	24
POSTAGE due on covers in deposit at a branch office, instructions regarding accounting of	48	25
POSTAGE ACCOUNT to be kept with each rural messenger ...	52	40
POSTAGE ORIGINAL, on articles forwarded to be checked in the travelling post office	62	14
POSTAGE DUE STAMP, use of explained	85	47

SUBJECT.	PAGE.	PARA.
POSTAGE COLLECTIONS, disposal of at a branch or non-disbursing post-office when a treasury is not within convenient distance	99	14
POSTAGE collected in disbursing post-offices to be daily entered in the cash book	100	16
POSTAGE, refunds of, instructions regarding	101	26
POSTAGE COLLECTIONS, entry of in the general abstract and monthly account current	112	66
POSTAGE REFUNDS paid from the post office revenue, entry of in the monthly account current	113	74
POSTAGE, stamps not recognized in payment of if obliterated, cut from embossed envelopes, or torn ...	159	4
POSTAGE due on covers received in a dead-letter office, instructions regarding calculation of	166	19
POSTAGE realizable on covers issued from a dead-letter office, rules regarding	169	34
POSTAGE, mistakes in calculation of made by despatching office, may be corrected by receiving office ...	183	39
POSTAGE LABELS to be taken by a rural messenger when leaving the post office	51	37
POSTAGE STAMPS, description of and conditions of sale of to be found in the *Postal Guide*	159	1
POSTAGE STAMPS not to be affixed to covers by officials of the post office	159	3
POSTAGE STAMPS, ways in which fraud may be committed in connection with	159	5
POSTAGE STAMPS, distinction to be made between inadvertent and fraudulent use of...	160	6
POSTAL ACT, in cases of supposed infraction of, instructions regarding	176	8
POSTAL DEPARTMENT, appointments to, officers by whom made	120	1
POSTAL GUIDE, sales of, memorandum of to be entered on the reverse of the account current	113	80
POSTAL OFFICIALS when travelling on duty entitled to free passes by railway	183	41
POSTAL OFFICIALS, accommodation for on railways, rule regarding	183	42

SUBJECT.	PAGE.	PARA.
POSTAL OFFICIALS, free passes to for conveyance by the East Indian Railway, rules regarding	183	43
POSTAL RULES, in cases of infringement of, instructions as to steps to be taken	176	9
POSTAL SERVICE, registration of covers on, instructions regarding	181	30
POSTING of parcels and packets, manner of	20	6
POSTING of parcels and packets, hours fixed for ...	20	7
POSTING of parcels and packets on Sundays	*ib.*	*ib.*
POSTING OFFICE, in cases where suspicion rests on, course to be followed detailed	154	10
POST-MASTER OR DEPUTY POST-MASTER to keep the key of the letter box	2	4
POST-MASTER, supervision by of delivery peons, instructions regarding	18	31
POST-MASTER, to personally superintend the examination and opening of parcel bags received	25	21
POST-MASTER, address on redirected covers to be written by in red ink	30	7
POST-MASTER to calculate postage claimed on redirected covers on claim bill	31	9
POST-MASTER, examination by of covers redirected ...	*ib.*	*ib.*
POST-MASTER, preparation by of claim bill	*ib.*	*ib.*
POST-MASTER to seek for addressees of unclaimed covers ...	33	16
POST-MASTER to check entry of dead-letter bills in monthly abstracts of non-disbursing post offices ...	35	27
POST-MASTER DEPUTY, application of the term ...	43	2
POST-MASTER of head office responsible for proper adjustment of postage due from branch offices ...	44	7
POST-MASTER of head office to examine registers and remittance books of branch offices sent to him monthly	49	30
POST-MASTER, powers of to sanction charges for the repair or purchase of articles of stock	71	3
POST-MASTER, responsibility of for bags	75	16
POST-MASTER, responsibility of for condition of bags sent from his office with mails	77	23
POST-MASTER to examine bags periodically	77	24

SUBJECT.	PAGE.	PARA.
POST-MASTER responsible for scales and weights being kept clean	88	52
POST-MASTER responsible for furniture in the office ...	90	58
POST-MASTERS DISBURSING, only to draw money from treasuries and render accounts to the Compiler's office	97	5
POST-MASTER to post up the cash-book daily himself ...	101	29
POST-MASTER, preparation by of the treasury remittance book, instructions regarding	102	32
POST-MASTER personally responsible for monies in deposit	108	52
POST-MASTER INDEPENDENT, authority of, in making appointments without report	121	6
POST-MASTER INDEPENDENT, appointments made by under report	121	7
POST-MASTER INDEPENDENT, nominations made by ...	121	8
POST-MASTER PRESIDENCY, extent of authority of ...	122	13
POST-MASTER PRESIDENCY, appointments made by ...	122	14
POST-MASTER PRESIDENCY, nominations made by ...	122	15
POST-MASTERS DISBURSING, responsibility of for pay drawn for establishments	123	22
POST-MASTERS INDEPENDENT, recommendations by for appointments beyond their nomination	124	25
POST-MASTERS DISBURSING, authority of to impose fines ...	131	59
POST-MASTERS DISBURSING, to prepare a monthly fine statement	132	63
POST-MASTERS to realize fines and account for them ...	132	63
POST-MASTERS INDEPENDENT, not subordinate to Inspectors, position occupied by described	133	1
POST-MASTERS DEPUTY, subordinate to Inspectors ...	133	2
POST-MASTERS subordinate to Inspectors	*ib.*	*ib.*
POST-MASTER OR DEPUTY POST-MASTER always to keep up a stock of postage stamps for sale	159	2
POST-MASTERS AND DEPUTY POST-MASTERS, efficiency of tested in the dead-letter office	163	10
POST-MASTER of despatching office to take requisite steps when postal rules have been infringed ...	176	9
POST-MASTER, letters sent under cover to, to be posted, treatment of	181	32

SUBJECT.	PAGE.	PARA.
POST-MASTER GENERAL, return for of covers received at and despatched from branch offices, instructions regarding preparation of	50	31
POST-MASTER GENERAL, powers of to sanction charges for the repair or purchase of articles of stock ...	71	3
POST-MASTER GENERAL will prescribe the number and size of bags supplied to each post office	74	13
POST-MASTER GENERAL to examine scales and weights returned	88	54
POST-MASTER GENERAL, jurisdiction of	122	16
POST-MASTER GENERAL, appointments made by ...	122	17
POST-MASTER GENERAL, nominations made by ...	123	18
POST-MASTER GENERAL, register of appointments to be kept by	123	19
POST-MASTER GENERAL, register to be kept by to include both permanent and acting appointments ...	123	20
POST-MASTER GENERAL to receive recommendations for appointment from independent post-masters and Inspectors	124	25
POST-MASTER GENERAL to furnish a general monthly leave statement	127	36
POST-MASTER GENERAL, leave register to be kept by ...	*ib.*	*ib.*
POST-MASTER GENERAL to prepare applications for pension or gratuity	128	47
POST-MASTER GENERAL to carefully examine and prepare application for pension or gratuity and avoid delay	129	49
POST-MASTER GENERAL, authority of to impose fines ..	131	59
POST-MASTER GENERAL to be furnished with a monthly fine statement	132	63
POST-MASTER GENERAL to check unnecessary travelling by inspectors	135	12
POST-MASTER GENERAL, occasions on which supernumerary inspectors may sign on behalf of	150	46
POST-MASTER GENERAL to be immediately informed in cases of loss or tampering with mails	154	12
POST-MASTER GENERAL to be kept informed by inspector of all important steps during an investigation ...	156	16
POST-MASTER GENERAL in all cases of robbery to submit a preliminary report to the Director General ...	156	17

SUBJECT.	PAGE.	PARA.
POST-MASTER GENERAL to keep a register of robberies, departmental losses, and cases of detention ...	157	19
POST-MASTER GENERAL, visits to and examination of dead-letter office by	163	10
POST-MASTER GENERAL, quarterly inspection of dead-letter office by, and submission of report of, instructions regarding	164	11
POST-MASTER GENERAL, preparation by of transit lists, instructions regarding	178	18
POST-MASTER GENERAL to issue annually an index of circulars extant	179	20
POST-MASTER GENERAL'S OFFICE, treatment in of half-yearly returns of enumeration	182	36
POST-MASTER GENERAL'S OFFICE, preparation in of general half-yearly return of enumeration for submission to the Director General	183	37
POST OFFICE BRANCH, application of the term ...	43	2
POST OFFICE DISTRICT, application of the term ...	*ib.*	*ib.*
POST OFFICE BRANCH, rules regarding charge of redirected postage on covers to or from	43	3
POST OFFICES to which rural messengers may be attached, description of	51	35
POST OFFICE TRAVELLING, nature of work in described ..	53	4
POST OFFICE TRAVELLING on railways, description of ...	59	1
POST OFFICE to take the place of record clerk on railway lines when the latter is not provided	69c	45
POST OFFICE, articles of stock in, list of to be kept and instructions regarding repair and renewal of ..	71	3
POST OFFICE, on transfer of charge of, articles of stock to be made over	71	4
POST OFFICES, PRESIDENCY AND ADEN, foreign post stamps used in not referred to in this section ...	78	27
POST OFFICES, list of stamps and seals required in ...	78	28
POST OFFICE, BRANCH OR DISTRICT, stamps required for use in	78	28
POST OFFICE EXPERIMENTAL, stamp required for use in ...	78	28
POST OFFICES to be distinguished by numbers and letters in obliterating stamps	80	35
POST OFFICES DISBURSING, mode of numbering, explained	80	37

SUBJECT.	PAGE.	PARA.
POST OFFICES NON-DISBURSING, mode of numbering explained	80	38
POST OFFICES BRANCH, mode of numbering explained ...	81	39
POST OFFICE TRAVELLING, mode of numbering stamps used in explained	81	40
POST OFFICE TRAVELLING, distinguishing stamps for frontier sections of explained	82	41
POST OFFICE TRAVELLING, stamps for in different circles, lettering and numbering of...	82	42
POST OFFICE TRAVELLING, stamps and seals required in enumeration of	88	43
POST OFFICE, enumeration of articles of furniture required in	89	56
POST OFFICES BRANCH, bags exchanged with do not require labels	93	10
POST OFFICES, division of into classes for convenience in adjustment of accounts.	96	1
POST OFFICE BRANCH, work performed and accounts rendered by	96	2
POST OFFICE NON-DISBURSING, subordinate to a disbursing office, work done in and accounts kept by ...	96	3
POST OFFICE DISBURSING, description of the work done in and accounts rendered by	96	4
POST OFFICE NON-DISBURSING, form of peons' book for ...	98	12
POST OFFICES NON-DISBURSING, remittances of revenue from to treasuries, instructions regarding	99	13
POST OFFICES NON-DISBURSING AND BRANCH, remittances of postage collections from when a treasury is not at hand	99	14
POST OFFICES DISBURSING, remittances to treasuries from, instructions regarding	101	24
POST OFFICES NON-DISBURSING AND BRANCH, acquittance rolls of salaries disbursed in, preparation of	109	54
POST OFFICES NON-DISBURSING, to submit monthly abstracts	110	59
POST OFFICES NON-DISBURSING, when monthly abstracts of are delayed, the transactions will appear in the following month's accounts	110	60
POST OFFICES NON-DISBURSING, vouchers to accompany monthly abstracts submitted by	110	61

SUBJECT.	PAGE.	PARA.
POST OFFICES NON-DISBURSING, monthly abstracts submitted by, manner of scrutinizing	111	62
POST OFFICE DISBURSING, preparation and submission of monthly account current by	111	63
POST OFFICE CHARGES, detail of items to be entered under in the monthly account current	113	75
POST OFFICE EXPERIMENTAL, pay of road establishment to be included in the cost of	119	9
POST OFFICES, duties and responsibilities of inspectors in reference to	133	3
POST OFFICE, working of, inspector responsible for during his visit provided the office be subordinate to him ...	134	6
POST OFFICE to be visited daily by the Inspector and visits so timed as to enable him to see the work done ...	134	6
POST OFFICES, frequency of visits to by Inspector ...	135	9
POST OFFICE in another circle or division may be visited by an Inspector	136	16
POST OFFICE, visits to, date of to be recorded by Inspector	136	17
POST OFFICES, instructions as to the mode of conducting inspection of and points suggested for notice ...	136	19
POST OFFICES, working of, responsiblility of Sub-inspector for	145	27
POST OFFICE, Sub-inspector responsible for work of during his visit to	146	29
POST OFFICE EXPERIMENTAL, proposal to open when to be made by Sub-inspector	146	30
POST OFFICES, periods at which to be inspected by Sub-inspector	147	33
POST OFFICE, inspection of by a Sub-inspector to be complete, points to be noticed	148	39
POST OFFICE, success of investigations into robberies largely depends on accurate performance of work in ...	152	4
POST OFFICE, investigations in, manner of making ...	153	8
POST OFFICE, admission of strangers to, strictly prohibited	177	11
POST OFFICE, employment of unauthorised apprentices in prohibited	177	12
POST OFFICE, arrangement of records of, instructions regarding	178	19

SUBJECT.	PAGE.	PARA.
POST OFFICES NON-DISBURSING, instructions regarding sale of records of	179	21
POST OFFICES DISBURSING, instructions regarding sale of records of	179	22
POST OFFICE EMPLOYES, instructions regarding transfer of	180	28
POST OFFICE, discipline of, instructions regarding ...	181	31
POST OFFICE EMPLOYES, clothing of when on duty, observations regarding	183	38
POWERS of officers in sanctioning charges, explained ...	105	35
POWERS of officers to suspend employes	131	57
POWER to suspend, officers not having, can in emergent cases put out of employ temporarily	131	58
POWERS of sub-inspectors defined	147	35
PRELIMINARY sorting of covers for despatch ...	6	25
PRELIMINARY REPORT of robberies to be furnished to the Director General by the Post-master General ...	156	17
PRELIMINARY separation of letters received in a dead-letter office, instructions regarding	167	25
PREPAID covers re-directed to be separated and sorted into compartments	30	8
PREPARATION PRELIMINARY, for closing letter mails ...	7	30
PREPAYMENT of parcels and packets by postage labels only	20	5
PRESIDENCY POST OFFICES, foreign post stamps used by are not referred to in this section	78	27
PRESIDENCY POST-MASTER, extent of authority of ...	122	13
PRESIDENCY POST-MASTER, appointments made by ...	122	14
PRESIDENCY POST-MASTER, nominations made by ...	122	15
PRINTED LABELS, instructions regarding preparation of ...	92	9
PRINTED PAPERS other than registered newspapers received in a dead-letter office, disposal of	170	39
PRIVATE INFORMATION received by a postal official not to be made public	176	7
PRIVILEGE LEAVE, grant of in anticipation of sanction ...	126	32
PROMPTITUDE of enquiry into cases of robbery of great importance	152	5
PROOF SHEETS posted for despatch, how treated ...	3	10

SUBJECT.	PAGE.	PARA.
PROPOSITIONS, preparation of tabular statements for, instructions regarding	117	1
PUBLIC, complaint by, points to be observed in investigating cases of	156	15
PUNISHMENT by suspension from office to be adopted only in special cases...	130	55
PUNISHMENT by fine not applicable to officers of superior grades	131	60
PUNJAB CIRCLE, forms required for post offices in supplied under contract...	91	1
PUNJAB VAN DAK, in post offices where fares are realised for, daily abstract to be kept	100	18
PUNJAB VAN DAK, fares for, how brought to account ...	112	69
R.		
RAILWAY, conveyance of mails by, instructions regarding	53	3
RAILWAY, travelling post offices on, description of ...	59	1
RAILWAYS, free passes furnished to postal officials for conveyance on when travelling on duty	183	41
RAILWAYS, accommodation on for postal officials, rule regarding	183	42
RAILWAY EAST INDIAN, issue of free passes on rules regulating	183	43
RAILWAY TRAVELLING POST OFFICE, nature of work in described	53	4
RAILWAY TRAVELLING POST OFFICE, parcels not sorted in ...	54	6
RAJPOOTANA CIRCLE, forms required for post offices in supplied under contract for the North-Western Provinces	91	1
RECEIPTS for parcels, when given	21	9
RECEIPTS for parcels, form of	21	10
RECEIPT to be taken for parcels delivered to peons in the receipt register	27	29
RECEIPTS to accompany registered covers, instruction regarding preparation of	37	7
RECEIPTS received with registered covers to be stamped and placed with them	38	14

SUBJECT.	PAGE.	PARA.
RECEIPTS to be taken from peons for registered letters made over to them for delivery	38	14
RECEIPTS from illiterate addressees for registered covers delivered to them, instructions regarding ...	39	17
RECEIPT ADDRESSEE'S, for registered cover delivered, instructions regarding disposal of	39	18
RECEIPTS ADDRESSEE'S, for registered covers, instructions regarding return of	42	29
RECEIPT ADDRESSEE'S, for registered covers, inspection of by senders	42	31
RECEIPTS MISCELLANEOUS, instructions regarding accounting of	100	19
RECEIPTS for payments made to treasuries in other districts, instructions for obtaining	102	32
RECEIPTS MISCELLANEOUS, detail of items composing and entry of in monthly account current	112	70
RECEIVING HOUSE, covers tendered for registration at, instructions regarding	39	20
RECEIVING HOUSES, establishment of, instructions regarding	175	2
RECEIVING HOUSES, covers posted in transmission of to the head office, arrangements for	*ib.*	*ib.*
RECEIVING OFFICE authorized to correct mistakes made by despatching office in chalans	183	39
RECOMMENDATIONS FOR APPOINTMENTS, Post-Master General to receive from independent post-masters and Inspectors	124	25
RECORDS TRAVELLING POST OFFICE, instructions regarding filing of	69	43
RECORD of BAGS despatched to be kept in every post office	76	21
RECORD to be made of each fine imposed	131	61
RECORDS of a post office, arrangement of, instructions regarding	178	19
RECORDS in non-disbursing post offices, instructions regarding sale of	179	21
RECORDS in disbursing post offices, instructions regarding sale of	179	22
RECORDS of a permanent character, instructions regarding	179	23
RECORD CLERK to superintend transfer of mails from one set to another	65	27

SUBJECT.	PAGE.	PARA.
RECORD CLERK TRAVELLING POST OFFICE, examination of documents by	68	39
RECORD CLERK TRAVELLING POST OFFICE, registers, &c. to be checked by	68	40
RECORD CLERK TRAVELLING POST OFFICE, indices of chalans despatched to be kept by, and chalans to be prepared by, instructions regarding	68	41
RECORD CLERK TRAVELLING POST OFFICE, to fill in index of packet chalans received	69	42
RECORD CLERK TRAVELLING POST OFFICE, correspondence to be conducted and irregularities reported by ...	69	44
RECORD CLERK, place of to be taken by the post office, on railway lines where the former is not provided ...	69	45
RECORD CLERK responsible for bags supplied to the travelling post office	69	46
RECORD OFFICE assigned to each section of a travelling post office	60	6
RECOVERABLE ADVANCES, items to be entered under in the monthly account current	113	77
RECOVERABLE ADVANCES, detail of to be written on reverse of account current	114	81
RE-DIRECTED ARTICLE, definition of	29	3
RE-DIRECTED COVERS received from deposit, disposal of ...	5	21
RE-DIRECTED COVERS, postage due on to be entered in station chalan	8	36
RE-DIRECTED COVERS to or from a branch office, rules regarding charge of forward postage on... ...	43	3
RE-DIRECTED COVERS to or from branch offices, forward postage on, principle on which charged	43	4
RE-DIRECTED COVERS from branch post offices, instructions regarding despatch of	43	5
RE-DIRECTED COVERS from branch post offices to be taxed with forward postage in head offices	*ib.*	*ib.*
RE-DIRECTED COVERS sent from a branch office, treatment of	48	25
RE-DIRECTED COVERS received in a dead letter office, object of separation of explained	167	23
RE-DIRECTED PACKETS having postage due on them to be entered in lump in the advice chalan	22	12

SUBJECT.	PAGE.	PARA.
RE-DIRECTED STAMP, use of explained	85	47
RE-DIRECTION of parcels and packets, instructions regarding	24	18
RE-DIRECTION, definition of the term	29	3
RE-DIRECTION of covers, instructions regarding ...	30	5
RE-DIRECTION of covers to foreign countries instructions for	30	6
RE-DIRECTION of covers, instructions regarding ...	30	7
RE-DIRECTION of covers not to be needlessly done ...	31	11
RE-DIRECTION of registered covers, instructions regarding	40	21
RE-DIRECTION of unclaimed letters in a dead-letter office, instructions regarding	168	27
RE-DIRECTION of letters from a dead letter office, carelessness in to be checked and punished	169	33
REFUNDS of postage and of disallowments made by dead-letter office, &c., instructions regarding... ...	101	26
REFUNDS of postage paid from the post office revenue, entry of in the monthly account current	113	74
REFUSED COVERS, forwarding of to the dead-letter office ...	34	21
REFUSED COVERS, disposal of by a dead-letter office ...	165	14
REFUSED LETTERS which outwardly indicate the sender's address, treatment of in a dead-letter office ...	168	31
REFUSED LETTERS when issued from a dead-letter office to be enclosed in envelopes	170	36
REFUSED REGISTERED COVERS, instructions regarding disposal of	41	26
REFUSED STAMP, use of explained	85	47
REGIMENTS, covers for, delivery of	17	75
REGISTER PACKET DESPATCH, entries of packets and mail bags in	10	45
REGISTER PACKET RECEIPT, preparation of	13	60
REGISTER RECEIPT-LETTER, entry of station letter chalans in	14	62
REGISTER RECEIPT LETTER, sheet of to be sent to Compiler's office	18	80
REGISTER DESPATCH PARCEL, entry of advice chalans in and preparation of	22	13

SUBJECT.	PAGE.	PARA.
REGISTER RECEIPT PARCEL description of, and manner of preparing	27	28
REGISTER OF INSTRUCTIONS regarding changes of residence or address	29	4
REGISTER of registered covers received, instructions regarding examination of by Inspector	42	29
REGISTERS RECEIPT AND DESPATCH, of a branch office to be sent to the head office monthly	49	30
REGISTERS OF BRANCH OFFICE, examination of by post-master at head office	49	30
REGISTER of registered covers to be checked by travelling post office record clerk	68	39
REGISTERS, &c., to be checked by travelling post office record clerk	68	40
REGISTER STOCK, of each description of article to be kept...	71	2
REGISTERS of bags despatched to be kept in every post office	76	21
REGISTER STOCK, of forms to be kept in central depôts and to be periodically checked	95	15
REGISTERS of appointments to be kept by a Post-master General	123	19
REGISTER to be kept by a Post-master General to include both permanent and acting appointments ...	123	20
REGISTER of appointments kept by a Post-master General, copy of to be furnished to the Compiler ...	123	21
REGISTER LEAVE, to be kept by a Post-master General ...	127	36
REGISTER to be kept of all fines imposed	131	61
REGISTER OF FINES, copy of to be sent to disbursing post-office	132	62
REGISTER OF ROBBERIES, losses, or cases of detention, to be kept by a Post-master General	157	19
REGISTER to be kept of search bills issued, received, or passed in transit	158	25
REGISTERS to be used in a dead-letter office enumerated ...	162	4
REGISTER of valuable articles received in a dead-letter office to be kept	165	15
REGISTERS, RECEIPT AND DESPATCH, in a dead-letter office, instructions for totalling of	173	51
REGISTER of covers containing valuable articles, entries in, instructions regarding	173	52

SUBJECT.	PAGE.	PARA.
REGISTERED COVERS, senders of not bound to give their name and address, but if given to be recorded ...	36	3
REGISTERED COVERS DESPATCHED, entry of in book of ...	36	5
REGISTERED COVERS DESPATCHED, instructions regarding the numbering of	37	6
REGISTERED COVERS DESPATCHED, receipts to accompany, instructions regarding preparation of	37	7
REGISTERED COVERS to be bound with green twine, the receipts being placed with them	37	8
REGISTERED COVERS, despatch of, instructions regarding ...	37	9
REGISTERED COVERS despatched from large offices to be placed in separate packets	37	10
REGISTERED COVERS received in a sorting packet, treatment of	37	11
REGISTERED COVERS received in station packets, treatment of	38	12
REGISTERED COVERS received in station packets, office number to be given to each	38	13
REGISTERED COVERS made over to delivery peon, receipt to be taken for	38	15
REGISTERED COVERS RECEIVED, distribution of to peons, instructions regarding	38	16
REGISTERED COVERS for illiterate addressees, instructions regarding receipts to be taken for	39	17
REGISTERED COVERS delivered, addressee's receipt for, instructions regarding disposal of	39	18
REGISTERED COVERS, delivery of from branch or district post offices, instructions regarding	39	19
REGISTERED COVERS, redirection of, instructions regarding	40	21
REGISTERED COVERS which cannot be delivered, instructions regarding disposal of	41	25
REGISTERED COVERS REFUSED, instructions regarding disposal of	41	26
REGISTERED COVERS missing or tampered with, instructions as to action to be taken regarding	41	27
REGISTERED COVERS, loss of, responsibility of Government and officers of the department for ...	42	28
REGISTERED COVERS, addressee's receipts for, instructions regarding return of	42	29

SUBJECT.	PAGE.	PARA.
REGISTERED COVERS DESPATCHED, examination of book of by Inspector, instructions regarding	42	29
REGISTERED COVERS RECEIVED, examination of addressee's receipts for by Inspector, instructions regarding ...	*ib.*	*ib.*
REGISTERED COVERS, officers by whom duties connected with are to be performed	42	30
REGISTERED COVERS, inspection by senders of of addressee's receipts	42	31
REGISTERED COVERS, intended for delivery through a branch office, treatment of	45	10
REGISTERED COVERS sent to a branch office for delivery, treatment of	47	21
REGISTERED COVERS posted at a branch office to be sent to head office	48	22
REGISTERED COVERS despatched from a branch to a head office, entry of in chalan	49	28
REGISTERED COVERS received in the travelling post office to be taken charge of by the senior clerk ...	61	13
REGISTERED COVERS received in a travelling post office, treatment of	62	15
REGISTERED COVERS, green twine for binding, instructions regarding the preparation of indents for ...	90	59
REGISTERED LETTERS posted for despatch, treatment of ...	4	14
REGISTERED LETTERS received in sorting packets, treatment of	4	18
REGISTERED LETTERS posted for despatch, entry of in chalan and final packing of	9	39
REGISTERED LETTERS received with station mails, treatment of	13	61
REGISTERED LETTERS received with station mails, disposal of...	14	63
REGISTERED LETTERS received in a dead-letter office, treatment of	166	19
REGISTERED LETTERS received in a dead-letter office to be entered in register by Superintendent, and be in his charge	166	21
REGISTERED LETTERS received in a dead-letter office, disposal of	170	41

SUBJECT.	PAGE.	PARA.
REGISTERED LETTERS received in a dead-letter office, addressees of which are not traceable, disposal of ...	171	42
REGISTERED LETTER STAMP, use of explained ...	85	47
REGISTERED NEWSPAPERS posted for despatch how treated	3	10
REGISTERED NEWSPAPERS received in a dead-letter office, disposal of	170	39
REGISTERED PACKETS FOREIGN POST, posted for despatch, treatment of	28	35
REGISTERED PACKETS FOREIGN POST, received for delivery treatment of	28	36
REGISTERED SEAL, use of explained	86	47
REGISTRATION of letters containing coin, &c., received in station packets	14	63
REGISTRATION of letters and newspapers, conditions of ...	36	1
REGISTRATION of covers, hours fixed for	36	3
REGISTRATION, covers for must be tendered at the window	*ib.*	*ib.*
REGISTRATION, covers received for, instructions regarding treatment of	36	4
REGISTRATION, covers tendered for at a branch or district post office or at a receiving house, instructions regarding	39	20
REGISTRATION COMPULSORY, of covers containing coin, currency notes, &c.	40	22
REGISTRATION of newspapers, instructions regarding ...	41	23
REGISTRATION of covers for foreign countries, instructions regarding	41	24
REGISTRATION, duties connected with, officers by whom to be performed	42	30
REGISTRATION COMPULSORY, of covers containing coin &c., found in the mail van letter-box	63	18
REGISTRATION, cases in which compulsory in regard to letters received in the dead-letter office, instructions regarding	171	44
REGISTRATION of covers on postal service when containing documents of importance	180	29
REGISTRATION of covers on postal service, instructions regarding	181	30
REGISTRATION BRANCH of a post office, instructions as to the mode of conducting inspection of	140	19

SUBJECT.	PAGE.	PARA.
REMARKS made on search bill, copy of to be sent to office of despatch	158	22
REMITTANCE received from a branch office, instructions regarding entry of in the accounts	45	13
REMITTANCE from a branch office to be entered on back of chalan and checked by head office	46	14
REMITTANCE of collections in a branch office, instructions regarding	46	16
REMITTANCE to a head office of postage collected at a branch office, instructions regarding	48	24
REMITTANCES of revenue to the treasury from non-disbursing post offices, instructions regarding ...	99	13
REMITTANCES to treasury from disbursing post offices, instructions regarding	101	24
REMITTANCES to and advances from the treasury to be entered in the treasury remittance book ...	102	32
REMITTANCES to treasuries of postage collections, entry of in the monthly account current	113	73
REMITTANCE BOOK of a branch office to be sent monthly to the head office	49	30
REMITTANCE BOOK of a branch office, examination of by the post-master at the head office	49	30
REMITTANCE BOOK TREASURY, instructions regarding the preparation of	102	32
REMITTANCE BOOK TREASURY, entry in of advances drawn to meet special charges, instructions regarding ...	106	44
REMITTANCE BOOK to be examined by a sub-inspector immediately on his arrival at a post office ...	148	38
RENEWAL OF OLD BAGS, instructions regarding ...	75	18
RENEWAL OF STAMPS, instructions regarding	79	32
REPAIR or renewal of unserviceable articles of stock in a post office, instructions regarding	71	3
REPAIR of scales and weights, instructions regarding ...	88	55
REPORT CASH BALANCE, submission of by post-masters, instructions regarding	115	85
REPORT FINAL, on the working of an experimental post office, preparation of	119	11
REPORT of inspection of a post office by an Inspector, instructions regarding preparation of ...	144	20

SUBJECT.	PAGE.	PARA.
REPORT of inspection of a mail line, instructions to an Inspector for preparation of	144	21
REPORT to be submitted by sub-inspector on his inspection of a post office being completed	148	40
REPORT FORM OF, of investigations into cases of highway robbery	151	2.
REPORT PRELIMINARY, to be submitted to the Director-General by a Post-Master General, in all cases of robbery, &c.	156	17
REPORT by Post-Master General after inspection of a dead-letter office, preparation of	164	11
REPORTS CHARGE, instructions regarding preparation of ...	123	22
REPORTS FINAL OF INVESTIGATIONS, instructions regarding preparation of...	156	18
RE-POSTED COVERS, treatment of...	32	12
RESPONSIBILITY of officer supervising preparation of letter mails	11	47
RESPONSIBILITY of a mail carrier, when it ceases ...	12	55
RESPONSIBILITY of the head of an office for arrangements for examination of mails received	12	55
RESPONSIBILITY of an office relieved only when it obtains the receipt of the office in advance	23	17
RESPONSIBILITY of Government and officers of the department for loss of registered covers	42	28
RESPONSIBILITY of senior clerk for the correct performance of the work in a travelling post office	60	9
RESPONSIBILITY of post-masters and deputy post-masters for bags	75	10
RESPONSIBILITY of officers drawing advances for their adjustment	107	48
RESPONSIBILITY of post-masters for sums in deposit ...	108	52
RESPONSIBILITY of Inspectors and Superintendents in connection with monsoon establishments	118	4
RESPONSIBILITY of disbursing post-masters for pay drawn for establishments	123	22
RESPONSIBILITY of officers granting leave that it is in accordance with rules	126	35
RESPONSIBILITIES of an Inspector in reference to post offices	133	3
RESPONSIBILITIES and duties of an Inspector with regard to mail lines	134	4

SUBJECT.	PAGE.	PARA.
RESPONSIBILITY of an Inspector for proper working of the post office (if subordinate to him) at the place he halts	134	6
RESPONSIBILITY of a Sub-inspector for the working of post offices and mail lines under his control ...	145	27
RESPONSIBILITY SPECIAL, of Sub-inspectors for the working of district dâk mail lines	146	28
RESPONSIBILITY of a Sub-inspector for the working of the post office of the place at which he may be ...	146	29
RESPONSIBILITY of Sub-inspector for the examination of the working of a post office inspected by him ...	148	39
RESPONSIBILITY of the superintendent of a dead-letter office for registered letters and valuables	166	21
REST STATION, duties of clerks of the travelling post office on their return to	67	37
REST STATION, duties of mail guards on their return to	68	38
RETRENCHMENTS by the Compiler's office, adjustment of, instructions regarding	115	86
RETRENCHMENTS, adjustment of, instructions for ...	115	87
RETURN for the Post-Master General of covers received at and despatched from branch offices, instructions regarding the preparation of	50	31
RETURN of surplus bags, instructions regarding ...	74	15
RETURN VALUE, of an experimental post office, preparation of	119	10
RETURNS HALF-YEARLY OF ENUMERATION, rules for preparation of	182	34
RETURNS HALF-YEARLY OF ENUMERATION, treatment of in Post-Master General's office	182	36
RETURN GENERAL HALF-YEARLY OF ENUMERATION, preparation of in Post-Master General's office	183	37
RETURN TO SENDER of a letter once posted, instructions regarding	175	4
REVENUE not to be used in payment of charges ...	101	23
REVENUE, refunds of postage paid from, entry of in the monthly account current	113	74
RIVERS, arrangements for crossing mails over ...	56	18
RIVERS, crossing of mails over to have the careful attention of Inspectors	134	8

Subject.	Page.	Para.
Road establishments, acquittance rolls of, instructions regarding preparation of	109	55
Road establishment, pay of to be included in the cost of experimental offices	119	9
Road establishments, supervision of by Inspectors ...	134	4
Road time bill, preparation of	11	48
Road time bills on runners lines to be daily signed by overseers	57	20
Road time bills, one to accompany parcel mails conveyed by bangby burdars	57	22
Road time bills on district post lines, treatment of ...	58	27
Road time bills, examination of by the Inspector ...	134	4
Road time bills to be examined by the Sub-inspector ...	146	28
Robbery, cases of, to be immediately investigated by Inspector	135	11
Robbery, in cases of, Sub-inspectors to proceed at once to the spot, institute enquiries, and report the result ...	147	34
Robberies, description of	151	1
Robberies highway, investigations in cases of, instructions regarding, and form of report of	151	2
Robbery highway, in cases of, officers who should be communicated with	152	3
Robberies, investigations into, success of largely depends on the accurate performance of duties in post offices	152	4
Robbery, investigations of cases of, promptitude and good judgment required in	152	5
Robbery highway, in cases of, owners of missing articles to be communicated with	154	9
Robbery, in cases of, instructions as to proceedings to be adopted	154	10
Robbery, in case of, a search bill to be issued ...	154	11
Robbery, in all cases of, the Inspector, Sub-inspector, and Post-master General to be immediately informed ...	154	12
Robbery, in cases of, intercommunication to be maintained by officials of different jurisdictions	155	13
Robbery, points to be observed in conducting investigations in cases of	155	14
Robbery, in cases of, the Post-master General to submit a preliminary report to the Director General ...	156	17

SUBJECT.	PAGE.	PARA.
ROBBERIES, register of to be kept by the Post-master General	157	19
ROLLS ACQUITTANCE, instructions regarding preparation of	109	53
ROLLS ACQUITTANCE, of subordinate post offices, instructions regarding preparation of	109	54
ROLLS ACQUITTANCE, of road establishments, instructions regarding preparation of	109	55
ROLLS ACQUITTANCE, disposal of after completion ...	109	56
ROLLS ACQUITTANCE, examination of by Inspector ...	*ib.*	*ib.*
ROLLS ACQUITTANCE for December, disposal of after completion	109	57
ROLLS APPOINTMENT OR NOMINATION, to be accompanied by descriptive rolls and medical certificate	120	4
ROLLS APPOINTMENT OR NOMINATION, preparation of ...	*ib.*	*ib.*
ROLLS DESCRIPTIVE, to accompany nomination or appointment rolls	*ib.*	*ib.*
RULES for window delivery described	16	72
RULES for the management of branch and district post offices are divided into two parts	43	1
RULES for permanent, also govern officiating appointments	120	2
RULES LEAVE, officers with power to grant leave to make themselves acquainted with	126	35
RULES regarding postage realizable on covers issued from a dead-letter office	169	34
RULES POSTAL, in cases of supposed infraction of, instructions regarding	176	8
RULES POSTAL, when infringed, post-master of despatching office to take requisite steps	176	9
RUNNERS, mails conveyed by, instructions regarding ...	55	11
RUNNERS, number of on main dâk lines, weight to be carried by each man	55	13
RUNNERS, number of on branch dâk lines	56	14
RUNNERS, huts for accommodation of, instructions regarding construction and repair of ...	56	15
RUNNERS, pay of, irregularities in distribution of to be guarded against	57	19
RUNNERS, instructions regarding the selection of ...	57	23
RUNNERS' DAK LINES, arrangements for supervision and control of	55	12

Subject.	Page.	Para.
Runners' lines, Overseers of, duties of stated ...	57	20
Runners' staff description of, one to be supplied to each runner	56	17
Rural messengers, covers not to remain with at night ...	17	74
Rural messengers, description of	51	34
Rural messengers, post offices to which they may be attached	51	35
Rural messengers, beats and movements of, instructions regarding	*ib.*	*ib.*
Rural messengers, arrangement of beats, rate of travelling, and duties of	51	36
Rural messenger when leaving the post office, instructions regarding	51	37
Rural messenger, duties of during his journey from village to village	52	38
Rural messenger, on return of to the post office, his visit book, the letter box, and its contents, to be examined	52	39
Rural messenger, account to be kept with each ...	52	40
Rural messengers, supervision of to be exercised by Sub-inspectors	146	31
Rural messenger to be supplied with a bag and a badge	183	38

S.

Salaries, money drawn for, how to be entered in account	101	27
Salary unpaid, sums returned as, treatment of	108	49
Salaries of establishments, redistribution of requires previous sanction of the Director General ...	117	1
Salary, regulations as to portion payable during suspension pending enquiry	130	56
Salary bills of officers of the postal department, description of	103	34
Sales of the Postal Guide, memorandum of to be entered on the reverse of the account current	113	80
Sale of records in non-disbursing post offices, instructions regarding	179	21
Sale of records in disbursing post offices, instructions regarding	179	22

SUBJECT.	PAGE.	PARA.
SANCTION of the Director General necessary before proposition for creation or change of establishment is carried out	117	1
SANCTION, monsoon charges may in certain cases be incurred in anticipation of	118	5
SANCTION to appointments necessary before a nominee enters on his duties	121	5
SANCTION to leave, rules relating to	126	32
SANCTIONING OF CHARGES, powers of officers in, explained	105	35
SAVINGS, transfer entries of in account current, instructions regarding	102	31
SAVINGS, sums returned as, treatment of	108	49
SCALES, description of the several kinds	87	51
SCALES, stock of every description of to be kept in the postal workshop at Allyghur	*ib.*	*ib.*
SCALES supply of, to be kept at each central depôt ...	*ib.*	*ib.*
SCALES to be indented for from the Allyghur workshop by Post-masters General	*ib.*	*ib.*
SCALES, instructions regarding issue of to post offices ...	*ib.*	*ib.*
SCALES IMPERFECT, renewal of, instructions regarding ...	88	54
SCALES OLD, instructions regarding disposal of	*ib.*	*ib.*
SCALES RETURNED, to be examined by the Post-master General	*ib.*	*ib.*
SCALES, repair of, instructions regarding	88	55
SCALES AND WEIGHTS, post-master to see they are kept clean	88	52
SCALES AND WEIGHTS, testing of by Inspector ..	*ib.*	*ib.*
SCALES AND WEIGHTS, testing of, instructions regarding ...	88	53
SEALS on bags of mails received to be examined ...	12	53
SEALS on bags or packets, care to be taken not to break when opening	13	61
SEALS on bags of parcel mails received, examination of ...	25	21
SEALS, list of required for ordinary use in the Postal department	78	28
SEALS used in the Postal department to be of uniform size	79	29
SEALS required in a traveling post office, enumeration of...	83	43
SEAL for the use of a dead-letter office, description of	83	44
SEALS, use of the various descriptions of, explained ...	84	47

SUBJECT.	PAGE.	PARA.
SEALS, diagrams and descriptions of each	84	47
SEAL LETTER MAIL, use of explained	86	47
SEAL REGISTERED, use of explained	*ib.*	*ib.*
SEAL PARCEL MAIL, use of explained	*ib.*	*ib.*
SEAL DEAD-LETTER OFFICE, use of explained	*ib.*	*ib.*
SEARCH BILL, issue of, instructions regarding ...	154	11
SEARCH BILLS, use of described...	*ib.*	*ib.*
SEARCH BILL, description of and purposes for which issued	157	20
SEARCH BILL, detention of prohibited	157	21
SEARCH BILL, to be forwarded in a registered cover ...	*ib.*	*ib.*
SEARCH BILL, copy of remarks made in, to be sent to office of despatch	158	22
SEARCH BILL, progress of to be watched by office of despatch	158	23
SEARCH BILL, punishment for the detention, loss, or suppression of	*ib.*	*ib.*
SEARCH BILLS issued from a post office to be numbered consecutively	158	24
SEARCH BILLS issued, received or passed in transit, register of to be kept	158	25
SEARCH WARRANTS for letters in the custody of the post office, issue of by magistrates, instructions regarding	177	10
SEASON PASSES for conveyance by railway to be supplied to inspecting officers of the Postal department ...	183	43
SECRECY, dead-letter office officials bound to, as regards contents of covers opened by them	162	6
SECTIONS FRONTIER, of the travelling post office on the East Indian Railway, constitution of	59	2
SECTIONS LOCAL, of a travelling post office, duties of explained	59	3
SECTIONS FRONTIER, of a travelling post office, duties of explained	59	4
SECTIONS of the travelling post office, a record office to be assigned to each	60	6
SECTIONS LOCAL, of the travelling post office, books to be kept for each	60	7
SECTIONS FRONTIER, of the travelling post office on the East Indian Railway, extent of	65	29

Subject.	Page.	Para.
Section frontier, of a travelling post office, work of when travelling towards the central station ...	65	30
Section frontier, of a travelling post office, work of when travelling from the central station ...	66	31
Section frontier, of the travelling post office, exchange of mails with, instructions regarding	66	32
Sections local and frontier, of the travelling post office, work of quite distinct	66	33
Sectional limits, covers received in the travelling post office for places beyond, instructions regarding ...	64	23
Selection of runners and banghy burdars, instructions regarding	57	23
Selection of candidate inspectors, instructions regarding	148	42
Sender of a registered cover not bound to give his name and address, but if given to be recorded ...	36	3
Sender or addressee of a cover missing or tampered with to be communicated with	154	9
Senders of letters, tracing of, instructions regarding ...	163	8
Sender, return of a letter to after having been posted, instructions regarding	175	4
Sender of any article posted, name of not to be demanded	176	6
Senior Clerk in a travelling post office responsible for correct performance of the work	60	9
Separation of covers taken from the letter box, instructions for	2	5
Separation of covers sent to a dead-letter office, object of explained	167	23
Separation preliminary, of letters received in a dead-letter office, instructions regarding	167	25
Service covers received, postage taxed on to be attested	14	64
Service labels on letters posted for despatch to be supported by superscription and official signature ...	3	8
Service parcels and packets not to be taxed with postage when re-directed	24	18
Service covers not chargeable with re-directed postage ...	30	7
Service covers conveyed by district dâk, conditions of charge of postage on	44	6
Service, memorandum of, to accompany application for pension or gratuity	128	42

SUBJECT.	PAGE.	PARA.
SERVICE SUPERIOR, in support of application for pension or gratuity, manner of verifying	128	43
SERVICE, information respecting date up to which available in the Compiler's office	128	44
SERVICE in support of pension, instructions regarding verification of	128	45
SERVICE INFERIOR, instructions regarding verification of ...	128	46
SERVICE described in application for pension or gratuity to be examined by Compiler	129	48
SERVICE TOWARDS PENSION, time passed under suspension counts as, only in case of reinstatement ...	130	56
SERVICE BOOKS to be kept by all employes of the post office	129	51
SERVICE PRIVILEGED COVERS, instructions regarding treatment of in half-yearly enumeration	182	35
SHEET REGISTERS to be checked by travelling post office record clerk	68	40
SICK LEAVE may be granted in anticipation of sanction...	126	32
SICKNESS when interfering with proper discharge of duty to be reported	183	40
SIND CIRCLE, forms required for post offices in, supplied by the Postal printing press, Bombay	91	1
SINGLE OBLITERATOR, use of explained	84	47
SINGLE BARRED OBLITERATOR, use of explained ...	85	47
SIZE of stamps and seals used in the postal department to be uniform	79	29
SOLDIERS, covers for, delivery of	17	75
SORTING of covers for despatch, remarks on	6	24
SORTING PRELIMINARY of covers for despatch ...	6	25
SORTING FINAL of covers for despatch	6	26
SORTING of covers re-directed, instructions regarding ...	30	8
SORTING of parcels not done on railways	54	6
SORTING and other work in the travelling post office to be done on tables or ledges of sorting cases, never on the carriage floor	65	28
SORTING of mail packets by a mail guard, instructions regarding	66	34
SORTING of covers re-directed or returned to senders in a dead-letter office, instructions regarding ...	172	47

SUBJECT.	PAGE.	PARA.
SORTING ALMIRAH, labelling of the compartments of ...	7	28
SORTING ALMIRAH, final examination of contents of ...	8	33
SORTING ALMIRAH to be locked	9	41
SORTING CASE in a travelling post office, each compartment to be labelled	63	19
SORTING CHALAN, preparation of...	8	37
SORTING CHALANS RECEIVED, disposal of	11	49
SORTING LETTERS received in station packets, disposal of ...	5	21
SORTING OFFICES on railway lines, description of ...	59	1
SORTING OFFICES, interception of covers passing through...	175	3
SORTING PACKETS, opening of and comparison of contents...	4	17
SORTING PACKETS, covers found in containing coin, &c., to be registered	5	20
SORTING PACKET, the label of to be red	8	34
SORTING PACKETS, manner of preparing for despatch ...	8	37
SORTING PACKETS RECEIVED, disposal of	13	57
SORTING PACKET, registered letters received in, treatment of	37	11
SORTING PARCELS AND PACKETS RECEIVED, disposal of ...	~~26~~	~~25~~
SPECIAL CHARGES drawn to meet advances, instructions regarding	106	44
SPECIAL LETTER BOXES, how to be marked	12	52
SPEED of conveyance of mails by runners on main dâk lines	55	13
SPEED of conveyance of mails by runners on branch dâk lines	56	14
SPEED of parcel mails conveyed by banghy burdars ...	57	21
SPEED at which mails have been conveyed, preparation of monthly statements of	58	25
SPEED at which mails are conveyed, responsibilities of Inspector in reference thereto	134	4
STAFF RUNNER'S, description of; one to be supplied to each runner	56	17
STAGES, length of on main dâk lines	55	13
STAGES, length of on branch dâk lines	56	14
STAMP UNPAID SORTING, use of described	7	32
STAMP UNPAID, sorting, use of	31	10

SUBJECT.	PAGE.	PARA.
STAMPS FOREIGN POST, not referred to in this section ...	78	27
STAMPS, list of those required for ordinary use in the Postal department	78	28
STAMPS required in branch, district and experimental post offices indicated	*ib.*	*ib.*
STAMPS used in the Postal department to be of uniform size	79	29
STAMPS, supply of to be regulated by the requirements of each office	79	30
STAMPS, supply of for all the post offices in India to be obtained from the postal workshop at Allyghur ...	79	31
STAMPS, indents for, instructions regarding preparation of	*ib.*	*ib.*
STAMPS, renewal of, instructions regarding	79	32
STAMPS OLD, instructions regarding disposal of ...	*ib.*	*ib.*
STAMPS, impressions of to be clear and intelligible ...	79	33
STAMPS to be perfectly cleaned daily	79	33
STAMPS, impressions of to be on the reverse of covers ...	80	34
STAMPS OBLITERATING, post offices to be distinguished by letters and numbers on	80	35
STAMPS for travelling post offices, mode of numbering explained	81	40
STAMPS, for frontier sections, mode of distinguishing explained	82	41
STAMPS, lettering and numbering of, for travelling post offices in different circles	82	42
STAMPS required in a travelling post office, enumeration of	83	43
STAMPS supplied to a dead-letter office, description of ...	83	44
STAMPS, names of post towns to be cut in a straight line on the diameter of	83	45
STAMPS DATED, supply of type figures with, instructions regarding	84	46
STAMPS AND SEALS, diagrams, descriptions and uses of each	84	47
STAMP ROUND DATED, use of explained	*ib.*	*ib.*
STAMP OCTAGONAL TRANSIT, use of explained... ...	*ib.*	*ib.*
STAMP UNPAID SORTING, use of explained	*ib.*	*ib.*
STAMP DELIVERY DATED, use of explained	85	47
STAMP POSTAGE DUE, use of explained	*ib.*	*ib.*
STAMP REGISTERED LETTER, use of explained	*ib.*	*ib.*

SUBJECT.	PAGE.	PARA.
STAMP PARCEL, use of explained	85	47
STAMP TOO-LATE, use of explained...	*ib.*	*ib.*
STAMP MIS-SENT, use of explained	*ib.*	*ib.*
STAMP RE-DIRECTED, use of explained	*ib.*	*ib.*
STAMP REFUSED, use of explained	*ib.*	*ib.*
STAMP DEAD-LETTER OFFICE, use of explained ...	*ib.*	*ib.*
STAMP DEAD-LETTER OFFICE FREE, use of explained ...	86	47
STAMP DEAD-LETTER OFFICE POSTAGE DUE, use of explained	*ib.*	*ib.*
STAMPS used in a dead-letter office, description of ...	162	5
STAMPS POSTAGE, description of to be found in the *Postal Guide*	159	1
STAMPS POSTAGE, regulations respecting sale of to be found in the *Postal Guide*	*ib*	*ib.*
STAMPS POSTAGE, stock of to be kept by the officer in charge of a post office	159	2
STAMPS POSTAGE, not to be affixed to covers by post office officials	159	3
STAMPS POSTAGE, obliterated, cut from embossed envelopes or torn, not to be recognized in payment of postage	159	4
STAMPS POSTAGE, ways in which fraud may be committed in connection with	159	5
STAMPS POSTAGE WASHED, distinction to be made between fraudulent and inadvertent use of	160	6
STAMPS POSTAGE, found in covers received in a dead-letter office, disposal of	174	55
STAMPS POSTAGE, found loose in the letter box, disposal of	176	5
STAMPING INK, instructions regarding preparation of ...	87	49
STAMPING INK for post offices, instructions regarding supply of	87	50
STAMPING PADS, instructions regarding supply of ...	86	48
STATEMENTS MONTHLY TIME, instructions for preparation of	58	25
STATEMENT of bags not sent in for renewal to be prepared in the central depot	76	19
STATEMENT TABULAR OF PROPOSITIONS, preparation of ...	117	1
STATEMENT TABULAR, of proposed monsoon season charges, preparation of	117	2

SUBJECT.	PAGE.	PARA.
STATEMENT GENERAL TABULAR, of proposed monsoon charges for each circle to be prepared by the Post-Master General and submitted to the Director General	118	3
STATEMETS LEAVE MONTHLY, preparation of	125	29
STATEMENT, GENERAL MONTHLY LEAVE, preparation of by Post-Master General	127	36
STATEMENT of persons of 55 years of age, preparation of	129	50
STATEMENT OF CHARGES to be given to every offender and written defence obtained before orders are passed ...	129	52
STATEMENT FINE, to be prepared monthly by disbursing post-masters	132	63
STATEMENT FINE, to be sent to the Compiler's office ...	*ib.*	*ib.*
STATEMENT OF ROBBERIES, departmental losses, and cases of detention, to be periodically prepared by Post-Master General	157	19
STATION CHALANS, preparation of	8	36
STATION CHALANS to be sent to the Compiler's office ...	18	80
STATION CHALANS, disposal of lower portions of ...	*ib.*	*ib.*
STATION LETTER BOXES, collection of contents of in the travelling post-office	62	16
STATION MAILS for despatch to be closed after arrival of mails to be sorted	9	40
STATION MAILS RECEIVED, manner of opening ...	13	61
STATION PACKETS, preparation of for despatch ...	8	36
STATION PACKETS RECEIVED, disposal of	13	59
STATION PACKETS, registered covers received in, treatment of	38	12
STATION PACKETS to include covers to be delivered from branch offices	44	8
STATION PARCELS AND PACKETS RECEIVED, disposal of ...	26	24
STOCK, central depôt for, formation of at the head quarter station of each circle	71	1
STOCK, charges for repair or purchase of articles of, powers of officers to sanction stated	71	3
STOCK, articles of in a post office, list of to be kept ...	*ib.*	*ib.*
STOCK, unserviceable articles of, instructions regarding repair and renewal of	*ib.*	*ib.*
STOCK, articles of to be made over when transferring charge of a post office	71	4

SUBJECT.	PAGE.	PARA.
STOCK of bags to be kept in the central depôt ...	74	12
STOCK of scales of every description to be kept in the postal workshop at Allyghur	87	51
STOCK of scales of every description to be kept in each central depôt	87	51
STOCK of a post office, instructions as to the mode of conducting inspection of	142	19
STOCK REGISTER to be kept of each description of article in the central depôt	71	2
STOCK REGISTER of forms to be kept in the central depôt and periodically checked	95	15
STRANGERS or persons unconnected with the dead-letter office not to be admitted thereto, ...	174	57
STRANGERS or persons unconnected with the post office not allowed to see letters passing through it ...	176	7
STRANGERS, admission of to a post office prohibited ...	177	11
SUB-DIVISION of a Sub-inspector to be defined by the Inspector	145	26
SUB-INSPECTOR, appointments of runners made by, subject to confirmation by the Inspector	121	10
SUB-INSPECTORS to render assistance to Inspectors in the work of supervision	134	5
SUB-INSPECTORS, their position as assistants defined ...	*ib.*	*ib.*
SUB-INSPECTORS to proceed to places where robberies or other exceptional occurrences take place and make investigation	135	11
SUB-INSPECTORS, acquisition of information from by Inspectors to be effected by personal interview ...	135	13
SUB-INSPECTORS to be of active habits and able to ride on horseback	144	23
SUB-INSPECTOR to prepare and maintain a map of post offices, mail lines, &c., in his sub-division ...	145	24
SUB-INSPECTOR, charge of defined	145	26
SUB-INSPECTOR, sub-division of to be defined by Inspector, and his head-quarters fixed	145	26
SUB-INSPECTOR, responsibility of, for the working of post offices and mail lines under his control	145	27

SUBJECT.	PAGE.	PARA.
SUB-INSPECTOR specially responsible for working of district dâk mail lines	146	28
SUB-INSPECTOR to examine road time-bills of district dâk lines	*ib.*	*ib.*
SUB-INSPECTOR to prepare monthly time statements of district dâk lines	*ib.*	*ib.*
SUB-INSPECTOR's office work to be done in the post office of the place he may be at	146	29
SUB-INSPECTOR to be assisted in office work by establishment of the post office	*ib.*	*ib.*
SUB-INSPECTOR responsible for work of the post office during his visit	*ib.*	*ib.*
SUB-INSPECTORS to endeavour to develop correspondence in interior of districts	146	30
SUB-INSPECTORS to exercise supervision over rural messengers	146	31
SUB-INSPECTORS to see that letter boxes are placed in convenient positions in towns and villages	146	32
SUB-INSPECTORS, periods at which post offices and mails are to be inspected by	147	33
SUB-INSPECTORS to proceed to scenes of robbery or exceptional occurrence and make enquiry	147	34
SUB-INSPECTORS, powers and authority of defined ...	147	35
SUB-INSPECTORS to keep a diary, and submit a copy weekly to the Inspector	147	36
SUB-INSPECTOR, instructions given by, to be entered in the order book	147	37
SUB-INSPECTOR immediately on his arrival at a post office to examine the peon's book or remittance book and count the cash	148	38
SUB-INSPECTOR, examination of the working of a post office inspected by to be complete; points to be noticed by	148	39
SUB-INSPECTOR on completion of inspection of a post office will submit a report thereon	148	40
SUB-INSPECTOR to proceed to the spot where a highway robbery has been committed and institute necessary enquiries	152	3
SUB-INSPECTOR to be immediately informed in cases of loss or tampering with mails	154	12

SUBJECT.	PAGE.	PARA.
SUBORDINATE DELIVERY, covers for the, placed in deposit	32	13
SUBORDINATE DELIVERY, covers issued to or returned from, treatment of	32	14
SUBORDINATE DELIVERY ACCOUNT, postage on covers sent to branch offices to be included in	45	9
SUBORDINATE DELIVERY ACCOUNT, instructions regarding preparation of	45	12
SUBORDINATE DELIVERY ACCOUNT, entry in of remittances received from branch offices	45	13
SUBORDINATE DELIVERY BRANCH of a post office, instructions for conducting inspection of	141	19
SUBSCRIPTIONS TO FUNDS, instructions regarding transfer entries of in account current	102	31
SUBSISTENCE ALLOWANCE to a servant of the Postal department whilst under suspension pending enquiry	130	56
SUMS RETURNED as savings or salary unpaid, treatment of	108	49
SUNDAYS, hours fixed for posting parcels and packets on...	20	7
SUNDAYS, hours fixed for registering letters on ...	36	2
SUPERINTENDENTS, responsibility of in connection with monsoon establishments	118	4
SUPERINTENDENT OF A DEAD-LETTER OFFICE, work to be done under view of	164	13
SUPERINTENDENT OF A DEAD-LETTER OFFICE, responsibility of for valuables and registered letters	166	21
SUPERIOR SERVICE in support of application for pension or gratuity, manner of verifying	128	43
SUPERNUMERARY INSPECTORS, duties of defined ...	150	45
SUPERNUMERARY INSPECTORS not to sign on behalf of Post-master General as a general rule	150	46
SUPERVISION of delivery peons by post-master ...	16	17
SUPERVISION of the registration branch of the post office, directions regarding	42	30
SUPERVISION OF RUNNERS DAK LINES, arrangements for ...	55	12
SUPERVISION of district post mail lines explained ...	58	27
SUPERVISION of rural messengers to be exercised by sub-inspectors	146	31
SUPPLEMENT F of the *Civil Leave Code* applicable to officers of the Postal department	125	27

SUBJECT.	PAGE.	PARA.
SUPPLEMENT F of the *Civil Leave Code*, application of to officers of the Postal department	126	33
SURPLUS BAGS, instructions regarding the return of ...	74	15
SUSPECTED ARTICLES, treatment of in the travelling post office	61	12
SUSPENSION FROM OFFICE, officers not having power to order, may in emergent cases put out of employ temporarily	131	58
SUSPENSION FROM OFFICE to be adopted as a punishment only in special cases ...	130	55
SUSPENSION pending enquiry, regulations as to salary payable during	130	56
SUSPENSION FROM OFFICE, disposal of cases of not to be delayed	131	57
SUSPENSION FROM OFFICE, authority to order officers in whom vested	*ib.*	*ib.*
T		
TABULAR STATEMENTS for proposed creation, alteration, or abolition of establishments, preparation of ..	117	1
TABULAR STATEMENT of proposed monsoon charges, preparation of	117	2
TABULAR STATEMENT GENERAL, of proposed monsoon charges for each circle, preparation of	118	3
TEHSEEL TREASURIES, payments to by branch post offices to be entered in cash book	101	25
TELEGRAMS, covers containing, received for transmission by post, how disposed of	5	23
TELEGRAPH, cases of investigation in which it should be used described	153	6
TESTING of scales and weights, instructions regarding ...	88	53
TICKET WINDOW DELIVERY, rules regarding	16	72
TIME allowed for joining appointments to be in accordance with the provisions of the *Civil Leave Code* ...	124	24
TIME BILLS ROAD, use of in connection with the conveyance of mails by Indian packets	53	2
TIME BILLS ROAD, sent with mails conveyed by mail carts and parcel vans, preparation of	54	7
TIME BILLS ROAD, to accompany mails conveyed by mail cart under contract, preparation of	54	8

SUBJECT.	PAGE.	PARA.
TIME BILLS ROAD, for mails conveyed by boats, preparation of...	55	9
TIME BILLS ROAD, for mails conveyed by runners, instructions regarding preparation and disposal of ...	55	11
TIME BILLS ROAD, to be daily signed by overseers of runners	57	20
TIME BILLS ROAD, to accompany parcel bags made over to the banghy burdars	57	22
TIME BILLS ROAD, of district post lines, treatment of ...	58	27
TIME STATEMENTS MONTHLY, instructions regarding preparation of	58	25
TIME STATEMENTS MONTHLY, of district dâk lines to be prepared by Sub-inspectors	146	28
TOO-LATE STAMP, use of explained	85	47
TORN COVERS found in the letter box, disposal of ...	177	14
TRACING of addressees and senders of letters, instructions regarding	163	8
TRACING of addressees, carelessness in to be noticed in the dead letter office	168	30
TRAINING of candidate inspectors, instructions regarding	149	43
TRANSACTIONS MONETARY, to be brought to account without delay	116	88
TRANSFER OF MAILS by a travelling post office at a terminus or between sections, instructions regarding ..	64	25
TRANSFER OF MAILS from one section of the travelling post office to another to be effected without intervention of mohurrir or mail agent	65	26
TRANSFER OF MAILS from one set of a travelling post office to another set to be superintended by the record clerk	65	27
TRANSFER OF CHARGE of a post office when made, articles of stock to be made over	71	4
TRANSFER OF CHARGE of a post office, relieving officer to take account of the bags	77	25
TRANSFER OF CHARGE of a post office, instructions regarding	116	89
TRANSFERS of establishments require the previous sanction of the Director General	117	1
TRANSFERS, cases of, in which charge reports are to be prepared	123	22

SUBJECT.	PAGE.	PARA.
TRANSFERS of post office employés, instructions regarding	180	28
TRANSFER ENTRIES in monthly accounts current, instructions regarding	102	31
TRANSFER ENTRIES not to be made in the cash book ...	*ib.*	*ib.*
TRANSIT, packets to be closed according to lines of ...	10	43
TRANSIT, parcels received in, disposal of	22	15
TRANSIT BAG, definition of the term	10	42
TRANSIT BAGS RECEIVED, opening of	12	53
TRANSIT BAGS RECEIVED, disposal of	13	58
TRANSIT PACKET RECEIVED, disposal of	13	58
TRANSIT BAGS, making up of in the travelling post office, instructions regarding	63	20
TRANSIT BAGS, size of recommended	72	7
TRANSIT CHALAN, preparation of	22	15
TRANSIT CHALAN, one to be placed in each transit bag ...	*ib.*	*ib.*
TRANSIT CHALAN, entries in to be compared with the despatch register	*ib.*	*ib.*
TRANSIT CHALAN, entry of number in	*ib.*	*ib.*
TRANSIT CHALAN, index of numbers of, entries in ...	*ib.*	*ib.*
TRANSIT CHALANS RECEIVED, numbers of to be entered in the index	*ib.*	*ib.*
TRANSIT CHALANS, remarks and receipt on to be examined	23	17
TRANSIT CHALANS, prompt return of to be watched and delay noticed	*ib.*	*ib.*
TRANSIT CHALAN DESPATCHED, copy of not necessary ...	*ib.*	*ib.*
TRANSIT CHALAN, if lost, instructions for preparation of a copy	*ib.*	*ib.*
TRANSIT CHALANS RECEIVED, disposal of	26	26
TRANSIT CHALANS RECEIVED, to be returned without delay	*ib.*	*ib.*
TRANSIT CHALAN FORMS, size of when for use in small offices (*Vide* foot-note)	91	3
TRANSIT LIST, information in respect to sorting to be found in	7	29
TRANSIT LISTS, careful examination of to be made by the Inspector	145	25
TRANSIT LISTS, preparation of by the Post Master General, instructions regarding	178	18

Subject.	Page.	Para.
Transit mails, amalgamation of with station mails ...	10	44
Transit mails received at night, examination and disposal of	25	22
Transit of parcels, irregularity in, course to be followed	27	30
Transit offices, instructions regarding treatment of registered covers received in a sorting packet ...	37	11
Transit office, in cases where suspicion rests on, course to be followed described	154	10
Transit pay bills of officers of the Postal department described	104	34
Travelling of rural messengers, rate of	51	36
Travelling allowance bills of officers of the Postal department, description of	104	34
Travelling unnecessary on the part of Inspector to be checked by Post-Master General	135	12
Travelling post office, nature of work in described ...	53	4
Travelling post offices on railways, description of ...	59	1
Travelling post office, frontier sections of, constitution of	59	2
Travelling post office, duties of local sections of explained	59	3
Travelling post office, duties of frontier sections of explained	59	4
Travelling post office, a record office assigned to each section of	60	6
Travelling post office, books to be kept for each local section of	60	7
Travelling post office, clerks on duty in, prepared cbalans to be given to prior to their starting ...	60	8
Travelling post office, senior clerk in responsible for the correct performance of the work	60	9
Travelling post office, mails received from other sections treatment of in	61	10
Travelling post office, treatment of closed mails received in	61	11
Travelling post office, suspected articles received in, treatment of	61	12
Travelling post office, treatment of mails received in ...	61	13
Travelling post office, original postage on articles forwarded to be checked in	62	14

SUBJECT.	PAGE.	PARA.
TRAVELLING POST OFFICE, registered covers received in, treatment of	62	15
TRAVELLING POST OFFICE, collection of letters in from station letter boxes	62	16
TRAVELLING POST OFFICE, emptying of the mail van letter box and disposal of contents	62	17
TRAVELLING POST OFFICE, covers found in containing coin &c., to be entered in lower portion of chalan ...	63	18
TRAVELLING POST OFFICE SORTING CASE, each compartment of to be labelled	63	19
TRAVELLING POST OFFICE, treatment of covers with illegible or without addresses received in	63	20
TRAVELLING POST OFFICE, covers received in, sorting of and preparation of bags and packets	*ib.*	*ib.*
TRAVELLING POST OFFICE, delivery of mails and preparation of packet chalans in, instructions regarding ...	63	21
TRAVELLING POST OFFICE, covers received in for places beyond sectional limits, instructions regarding ...	64	23
TRAVELLING POST OFFICE, disposal of packet chalans exchanged with	64	24
TRAVELLING POST OFFICE, exchange of mails at a terminus or between sections, instructions regarding ...	64	25
TRAVELLING POST OFFICE, transfer of mails from one section to another to be effected by the relieved and relieving clerks without intervention of mohurrir or mail agent	65	26
TRAVELLING POST OFFICE, transfer of mails from one set of clerks to another to be superintended by record clerk	65	27
TRAVELLING POST OFFICE, work in to be done on tables or ledges of sorting cases, never on the carriage floor	65	28
TRAVELLING POST OFFICES, extent of frontier sections on the East India Railway	65	29
TRAVELLING POST OFFICE, work of frontier section on when working towards the central station ...	65	30
TRAVELLING POST OFFICE, work of a frontier section on when working from the central station ...	66	31
TRAVELLING POST OFFICE, exchange of mails with frontier sections, instructions regarding	66	32

SUBJECT.	PAGE.	PARA.
TRAVELLING POST OFFICE, work of frontier and local sections quite distinct	66	33
TRAVELLING POST OFFICE, duties of clerks on return to rest station explained	67	37
TRAVELLING POST OFFICE, examination of documents by record clerk	68	39
TRAVELLING POST OFFICE RECORD CLERK, indices of chalans despatched to be kept by and preparation of chalans by, instructions regarding	68	41
TRAVELLING POST OFFICE, packet chalans received in, index of to be filled in by record clerk	69	42
TRAVELLING POST OFFICE RECORDS, instructions regarding filing of	69	43
TRAVELLING POST OFFICE, correspondence to be conducted and irregularities reported by record clerk ...	69	44
TRAVELLING POST OFFICE, post office to take the place of record clerk on railway lines where the latter is not provided	69	45
TRAVELLING POST OFFICE, treatment of bags supplied to ...	69	46
TRAVELLING POST OFFICE, mode of numbering stamps for, explained	81	40
TRAVELLING POST OFFICE, frontier sections distinguishing stamps for, explanation regarding	82	41
TRAVELLING POST OFFICES, stamps for in different circles, lettering and numbering of	82	42
TRAVELLING POST OFFICE, stamps and seals required in enumeration of	83	43
TRAVELLING POST OFFICE on the East Indian Railway, forms required for, supplied by the Superintendent of Government Printing or the Jail Press, Calcutta...	91	1
TRAVELLING POST OFFICE, labels addressed to sections of, instructions regarding printing of	92	9
TREASURIES, disbursing post-masters only to draw money from	97	5
TREASURIES, remittances of revenue to from non-disbursing post offices, instructions regarding	99	13
TREASURY when not at hand, postage collections at a non-disbursing office how disposed of	99	14
TREASURY, all sums drawn from to be entered in cash book	100	21

SUBJECT.	PAGE.	PARA.
TREASURY, payments into of all revenue collected ..	101	23
TREASURY, remittances to from disbursing post offices, instructions regarding	101	24
TREASURY, money to be drawn from by disbursing postmaster only	106	40
TREASURY, manner of obtaining money from explained ...	106	41
TREASURY, advances drawn from to meet special charges, instructions regarding	106	44
TREASURY, advances drawn from on receipt to be entered in the cash book and transferred to account of distribution of salaries, &c.	107	45
TREASURY, advances from, detail of items composing to be entered in the monthly account current	112	71
TREASURY, payments to of postage collections, entry of in the monthly account current	113	73
TREASURY REMITTANCE BOOK, instructions regarding the preparation of	102	32
TEASURY REMITTANCE BOOK, advances drawn to meet special charges to be entered in	106	44
TROOPS, covers for, instructions for delivery of ...	17	75
TWINE, instructions regarding binding of registered letters with	37	8
TWINE GREEN, for binding registered letters, instructions regarding the preparation of indents for ...	90	59
TYPE FIGURES, supply of with dated stamps, instructions regarding	84	46
U.		
UNADJUSTED ITEMS to be entered under advances recoverable in the monthly account current	113	77
UNAUTHORIZED FORMS, use of in post offices prohibited ...	91	3
UNCLAIMED COVERS, list of to be placed on notice-board ...	33	15
UNCLAIMED COVERS, enquiries to be made concerning addressees of	33	16
UNCLAIMED COVERS, arrangement of in the deposit almirah	33	18
UNCLAIMED COVERS, time during which they are to be retained in the office	34	20
UNCLAIMED COVERS, disposal of by dead-letter offices ...	165	14

SUBJECT.	PAGE.	PARA.
UNCLAIMED COVERS sent to a dead-letter office, object of separation of explained	167	23
UNCLAIMED LETTERS received in a dead-letter office, re-direction of, instructions regarding	168	27
UNCLAIMED LETTERS in a dead-letter office which cannot be disposed of by re-direction, instructions regarding separation of	168	28
UNCLAIMED LETTERS posted in other circles, instructions regarding disposal of from a dead-letter office ...	168	29
UNCLAIMED LETTERS which outwardly indicate sender's address, treatment of in a dead-letter office ...	168	31
UNCLAIMED REGISTERED COVERS, instructions regarding treatment of	41	25
UNDELIVERED COVERS returned by a branch office, disposal of	46	15
UNDELIVERED LETTERS returned by delivery peons, treatment of	16	70
UNPAID COVERS posted for despatch, how treated ...	3	8
UNPAID COVERS to be kept separate from paid, when sorting letters for despatch	6	26
UNPAID COVERS sent in sorting packets, treatment of ...	7	32
UNPAID COVERS RE-DIRECTED, to be put up in claim bundles	30	8
UNPAID SALARIES OR CHARGES, manner of adjusting from the deposit account	108	50
UNPAID SORTING STAMPS to be impressed on unpaid covers sent in sorting packets	7	32
UNPAID SORTING STAMP, use of explained	31	10
UNPAID SORTING STAMP, use of explained	84	47
UNREGISTERED NEWSPAPERS posted for despatch, treatment of	3	10
UNSTAMPED LETTERS found in the letter box marked "stamped," disposal of	177	13
V.		
VALUABLES, Superintendent of a dead-letter office responsible for	166	21
VALUABLES, dead-letters containing, treatment of ...	173	50

SUBJECT.	PAGE.	PARA.
VALUABLE ARTICLES received in a dead-letter office, treatment of	165	15
VALUABLE ARTICLES, letters containing, received in a dead-letter office, treatment of	171	45
VALUABLE ARTICLES, entry of covers containing in the register of a dead-letter office, instructions regarding	173	52
VALUABLE ARTICLES in deposit in a dead-letter office, disposal of by auction, instructions regarding ...	173	54
VALUE RETURN of an experimental post office, preparation of	119	10
VANS PARCEL, mails conveyed by, instructions regarding treatment of	54	7
VERIFICATION of superior service in support of pension or gratuity, instructions for	128	43
VERIFICATION of service, further instructions for ...	128	45
VERIFICATION of inferior service, instructions regarding ...	128	46
VERNACULAR, covers addressed in, received for despatch, how treated	7	31
VILLAGES, covers posted in letter boxes placed in and collected by a rural messenger, treatment of ...	52	38
VILLAGES, enquiry to be made in by Sub-inspector as to the manner in which the rural messengers discharge their duties	146	31
VILLAGES, letter boxes in, Sub-inspector to see that they are conveniently placed	146	32
VISITS TO POST OFFICES by Inspectors, frequency of ...	135	9
VISITS TO MAIL LINES by Inspectors, frequency of ...	135	10
VISIT paid to an office by Inspector, date of to be recorded by him	136	17
VISIT BOOK of a rural messenger, signatures to be obtained in of residents of villages visited	52	38
VISIT BOOK of a rural messenger, examination of on his return to the post office	52	39
VOUCHERS to accompany monthly abstracts of non-disbursing post offices	110	61
VOUCHERS accompanying monthly account current, list of to be attached	114	84

SUBJECT.	PAGE.
W.	
WARRANTS SEARCH, issue of by Magistrates for letters in the custody of the post office, instructions regarding...	177
WASHED STAMPS, distinction to be made between fraudulent and inadvertent use of	160
WATERPROOF BAGS where to be used	73
WATERPROOF FOR BAGS, mode of making	73
WAX, use of in making waterproof for bags	73
WEIGHT of mails to be carried by each runner on a mail line	55
WEIGHT of banghy mails to be carried by each banghy burdar	57
WEIGHTS AND SCALES, examination and testing of ...	88
WEIGHTS AND SCALES, testing of, instructions regarding ...	88
WEIGHTS, repair of, instructions regarding	88
WINDOW, parcels tendered at, instructions for receiving ...	21
WINDOW, covers for registration must be presented at ...	36
WINDOW DELIVERY, rules for described	16
WINDOW DELIVERY RULES not to be put in force in the smaller provincial post offices	*ib.*
WINDOW DELIVERY, manner of making	17
WORK NOT COMPLETED, advances for, how dealt with in the accounts	107
WORK in a post office, success of investigations into robberies largely depends on accurate performance of	152
WORK of a dead-letter-office, mode of testing ...	164
WORK in a post office, distribution of	181
WORKSHOP POSTAL, ALLYGHUR, will supply all the post offices in India with the requisite stamps ...	79
WORKSHOP POSTAL, ALLYGHUR, stock of every description of scales to be kept in and supplied from ...	87