

Government of India
Ministry of Communications/IT
Department of Posts
(PO Section)

No. 9-6/2007-PO

Dated 11-8-2010

To

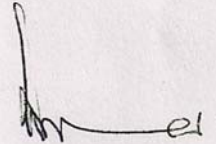
All Chief Postmasters General,
All Regional Postmasters General,
Additional DG of APS,
All Directors, Postal Training Centers.

Subject:- Operating Procedure for franking machines under 'Remotely Managed Franking System'.

Kindly refer to the Dte's letter pf even number dated 1.7.2010 regarding introduction 'Remotely Managed Franking system' w.e.f. 16.8.2010.

2. Operating procedure for Remotely Managed Franking system' is enclosed for information and necessary action. This may be brought into the notice of all concerned for strict compliance.
3. Staff may be trained in the new system of franking machines.

Kindly acknowledge its receipt.



(Niraj Kumar)
Director (PO&I)

DA:- As above

Copy to:- Director SR, DDG(Tech) /DDG(PAF)/ CGM (BD)/ CGM(MBO) for information and necessary action please.

STANDARD OPERATING PROCEDURE
ON
REMOTELY MANAGED FRANKING SYSTEM
(RMFS)
FOR
DIGIFRANK PLUS MACHINE

05-08-2010

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CHAPTER 1.

DEFINITIONS AND ROLE

(a) INDIVIDUAL LICENSEE

An individual licensee will be a person / firm or organization who uses the franking machines for his / its own mail or those of his/its sister concerns.

(b) COMMERCIAL LICENSEE

Commercial Licensee may be a Mailing Agent or a Registrar.

(c) MAILING AGENT

Mailing Agent is a person, a firm or a company performing the work of sending articles through the Post Office on behalf and in the name of a third party for mutually agreed remuneration.

(d) REGISTRAR

Registrar is a person, firm or a company performing the work of sending articles through the Post Office on behalf of a third party but in the name of the Registrar on mutually agreed remuneration.

(e) SISTER CONCERN

Sister Concern is

(i) One functioning in the same premises as that of the licensee/applicant.

And

(ii) If corporate, the holding or a subsidiary company, or a company having a common Chairman or Managing Director.

Or

If proprietary, owned wholly or in partnership by a common owner.

The mail, registered or unregistered, should carry the name and address of the actual sender.

(f) LICENSING AUTHORITY

The licensing authority will be the authority that is authorized to issue/renew/suspend/cancel license for the Franking Machine from time to time. This shall be the Head of the Postal Division or independent Gazetted Postmaster of the office, or Directors Mumbai, Kolkata and New Delhi GPO or Officer Commanding Postal/ SDS Unit/ SBPO within whose jurisdiction the machine is located. It shall also send communication to Department of Post Central Resource wherever required.

(g) DESIGNATED PREMISES

Designated premises will be the place mentioned in the license where the franking machine will be installed and operated.

(h) AUTHORISED OFFICER

The Authorised Officer will be the person authorised by the Licensing Authority to oversee appropriate use of the franking machine. He will be the PRI (P)/APM/ASPM/Treasurer/Joint Custodian/ SA Mail Office/ Sorting Office and Assistant Postal Officer/ JQM.

(i) SUPERVISOR

He will be Postmaster/Deputy Postmaster/Sub-Postmaster/ Head Sorting Assistant of the designated Post office/ Mail Office and Field Postmaster of Designated Field Post Office.

(j) REMOTELY MANAGED FRANKING SYSTEM (RMFS) AND FRANKING MACHINE (FM) MODELS

In RMFS the franking machine models *approved by the Postal Directorate* shall only use inkjet printing technology and shall be reset through a remote central server managed and operated by the respective franking machine manufacturer. Thus each FM manufacturer / Original Equipment Manufacturer (OEM) would have its own centrally located single RMF Server located in India catering to the network of its FMs installed throughout the country. The new technology FM offers a secure, unique and digital frank and does not rely on mechanical seals used earlier. The funds are secured through a special device known as Postal Security Device (PSD) *which is not open to repair* that forms an integral part of the FM and is completely tamper proof and funds register cannot be changed by any means, physically or electronically. This requires no mechanical sealing.

(k) DEPARTMENT OF POST CENTRAL RESOURCE (DCR)

This shall be a designated officer in the rank of Director who shall be a single point of contact to the manufacturer/OEM's RMFS centre and perform such function as assigned to him in this operating procedure. He will be given secured access to the server through password to enable him to perform functions assigned to him.

(l) DESIGNATED POST OFFICE (DPO) OR DESIGNATED MAIL OFFICE (DMO)

Designated Post Office/ Designated Mail Office/ Designated Field Post Office shall be a designated office, not below the status of double-handed office, authorized to accept franked mail. No second office for acceptance of franked mail will be authorized.

(m) ORIGINAL EQUIPMENT MANUFACTURER (OEM)

The Original Equipment Manufacturer is the company/firm which is the original manufacturer and technology provider for Remotely Managed Franking Machines/System. The OEM will install and maintain the RMFS Centre in India and shall be fully responsible for satisfactory operation of the same.

(n) FRANKING MACHINE VENDOR (FMV)

The company/firm authorized by the OEM to sell, supply, install and maintain the franking machines in the prescribed region shall be known as Franking Machine Vendor (FMV). The OEM can also be vendor for its own franking machines.

(o) FRANKING MACHINE USER (FMU)

Anyone who holds a valid postal license for use of franking machine and deposits franked mail in DPO or DMO or DFPO is referred to as Franking Machine User (FMU).

(p) CUSTOMER REFERENCE NUMBER (CRN)

Customer Reference Number (CRN) will be a unique number and shall be issued by the Licensing Authority to the Licensee of Franking Machine as prescribed in this Manual. CRN and license number issued by the Licensing Authority are one and the same thing.

(q) LICENSE IDENTIFIER

The License Identifier shall be the unique number of the franking machine assigned by the Original Equipment Manufacturer that shall be conveyed to the Franking Machine User separately for each machine at the time of purchase. The format of License Identifier shall be X123456 where 'X' shall denote the initials of the Original Equipment Manufacturer i.e. 'N' for Neopost, 'P' for Pitney Bowes and 'F' for Francotyp Postalia*, The next six digits shall be numeric and indicate the serial number of a machine.

* Franking machines of Francotyp Postalia have not been approved for selling yet.

(r) DIGIFRANK PLUS

Digifrank plus is the name given by India post to the new facility of franking based on RMFS.

CHAPTER 2.

PROCEDURE FOR ISSUE AND RENEWAL OF LICENSE

1. (a) The Franking Machine User shall buy a digifrank plus franking machine of any model approved by Department of Posts from Franking Machine Vendor authorized by it.

(b) After the purchase of the machine the Franking Machine User shall deposit in any post office the license fee as prescribed by DG(Posts) from time to time (presently Rs. 375/- for five years) and obtain ACG-67 receipt for it. This will be credited into Unclassified Receipt (UCR).

(c) Then the Franking Machine User shall apply for License for the use of franking machine through the Franking Machine Vendor to the Licensing Authority on the prescribed application form (Annexure 'A') for issue of a license duly filled and ACG-67 receipt in original. Formats of Annexure A will be available in the 'Digifrank plus' portal which will be given a link on the India Post homepage and form (Annexure A) will also be available in post offices. In case the Franking Machine User is a Commercial Licensee he shall be required to submit a list of clients along with their consent letters on whose behalf he wants to frank the mail.

(d) The Licensing Authority shall issue the license after verification of the particulars as per checklist given in Annexure 'B' and satisfying himself about the genuineness of applicant, procurement of the model of the machine approved by the Department of Posts and payment of fee for License. The verification may be carried out through field staff SDIP/ASPOs/PRI(P)s etc. No verification shall be necessary in the cases of the applicant being a Central / State government / quasi-government organizations, Local Authorities, other Authorities within the territory of India or under the control of Central/State Government like Public Undertakings, Corporations, Nationalised Banks, Co-operative Banks etc.

(e) The Licensing Authority shall issue four copies of 'Certificate of License' (Annexure 'C') generated in the system assigning the Customer Reference Number (CRN) as per the procedure specified in Annexure 'D' after feeding the necessary details in the system. A barcode containing the License Identifier and Customer Reference Number will be generated at the time of generation of the License on the Certificate of License. An additional barcode will be printed on a separate card or on a sticker that will be affixed on a card which may be called as Digifrank plus License Card. This card will be used to capture the franking machine particulars at the time of accepting credit through e-payment. It must be printed using a laser printer or deskjet printer to ensure good quality of printing so that there may not be any difficulty in scanning the barcode at the time of transaction in post office. The copies of the Certificate of License generated will be authenticated by the licensing Authority with his signature and designation

stamp. He shall be given a Username and Password by the DCR for the purpose of uploading the information on Licenses issued which shall include details like: License Identifier, License Number/CRN, date of issue/expiry of license, Licensee name/address/contact numbers, License Type, designated post office/DMO/DFPO. The webpage would automatically include the name of Licensing Authority that has filled in the information on webpage. The Licensing Authority will activate the License for operation of franking machine by setting the status of the machine to 'Registered'. This will create a customer account file on the DOP Server. On the basis of the information submitted for issue of license the system will generate the printable copy of Certificate of License (Annexure 'C'). One copy of the Certificate of License will be sent to Franking Machine User, one copy to the Designated Post Office/Mail Office/Field Post Office where the franked mail is to be deposited and one copy to the RMFS Center. The Licensing Authority shall issue the Certificate of License within 10 working days from the date of receipt of Application for issue of License and shall record the detail of License issued in the 'Register of Licenses Issued' as per Annexure 'E'. Separate page will be provided for each licensee in the register of licenses issued. The reasons for delay, if any, will be communicated to the CPMG/PMG/ Additional DG of APS who will look into this for appropriate action so that the license is issued at the earliest possible time.

Note:- The DCR shall ensure that the concerned Licensing Authority shall get access rights to access the webpage designed to create license issue file and modification files. The DCR shall also ensure that the concerned Licensing Authority gets access to the machines under his jurisdiction only. In all such instances like change of license authority etc. where the new licensing authority has to unblock the machine in the jurisdiction of the old licensing authority the information shall be routed through DCR for desired action. The DCR shall issue and manage username/passwords for this functionality.

(f) After the license has been issued the Franking Machine User shall also deposit an advance for first setting for minimum amount of Rs. 2000/- into the branch of the designated Bank (*presently only State Bank of India*) to be credited into DOP account against the License Identifier (FM unique number of the machine). For this purpose the DOP Server will be sending a license information file to Bank Server and the Bank branches may accept the credit for activated licenses only. Or franking machine user may deposit amount of advance for first setting of franking machine at any post office having e-payment facility.

(g) The respective RMFS - N/P/F [N (for Neopost), P (for Pitney Bowes) and F (for Francotyp Postalia*)] will download the file meant for them so that the customer accounts are automatically created on the RMFS server. This downloading shall be done at the time the RMFS server dials the Department of Posts Server.

* Franking machines of Francotyp Postalia have not been approved for selling yet.

(i) The Franking Machine can now download funds from the RMFS server by dialing and after successful download, shall be ready to frank.

(j) The franking machine shall ideally be ready for use, i.e. all above exercises may be completed, within 14 working days normally from the date of submission of application for License. The concerned CPMG/ PMG/ APS Authority must be kept informed of the delay, if any, in issue of license and act under his orders to expedite the issue of license. This can be checked by the Inspecting Officer at the time of annual inspection of the Licensing authority that Licenses have been issued within the prescribed time frame and cases of delay were reported to the higher authority as stated above for appropriate action in time.

(k) The Franking Machine User shall paste a copy of the Certificate of License on a Record Book to be maintained by him (Annexure 'G') and is kept with him. The Designated PO/RMS/FPOs Office shall maintain a similar Record Book (Annexure 'H') with a copy of Certificate of License pasted on it.

2. General conditions for licensing are as follows:

- a. Only *India* specific machine *of the model approved by the DoP* shall be granted postal license. List of models approved by Technology Division of the Directorate vide its letter no. 2-1/2005 Tech Vol IV dated 24.12.2009(Annexure 'U').
- b. The Department of Posts will not accept any responsibility for any damage or loss caused to the licensee due to purchase of unapproved model or defective machine or any damage done to the machine.
- c. A license is necessary for the possession of a franking machine whether old or new. In case of change in the name of licensee, fresh license (License Number) will have to be issued and the earlier cancelled. Fresh license will be issued on payment of fresh license fee of Rs.375/- and the same procedure will be followed as in the case of new license of the machine to a new owner. The previous owner will not be entitled to any refund of license fee for un-expired period. The Licensing Authority shall input the details of new License on the webpage like: New License Number, Licensee Name/address/contact numbers, License issue/expiry date, License cancellation date and Designated PO. The subsequently affected fields shall be updated on the RMFS server when it uploads the required file from the DCR server. Information of cancellation of license will be sent by the licensing authority to all whom a copy of it was sent at the time of issue of license. In this situation the register reading of meter shall continue even when Licensee has changed and a new CRN has been issued. The issue of funds remaining in the machine should be settled between the new owner and the old owner in offline mode. It means new CRN/License Number shall start from the old register readings of the License Identifier at the time of change in the name of the Licensee. Fitness certificate from the vendor will be required at the time of change in the name of Licensee.

- d. The licensing authority reserves the right to refuse the issue or renewal of a license and cancel a license without assigning any reasons for the same.
- e. In case of denial of license the Licensing authority shall refund the License Fee to the applicant within 30 working days from the date of such refusal.
- f. The renewal will be subject to the satisfaction of the licensing authority about the proper use of the machine and on physical condition of the machine as technically evaluated by the Franking Machine Vendor. The Franking Machine Vendor shall issue a Fitness Certificate (as per Annexure 'I') on satisfactory evaluation.
- g. The licence for each machine shall be issued for a period of 5 years on payment of Licence fee as prescribed by Director General (Posts).

(3) Renewal of License:

(a) The Franking Machine User shall have to initiate the process of License Renewal at least one month in advance before the actual expiry of his Certificate of License. Failure to do so will invite an additional surcharge of Rs. 100/- that will be credited under head UCR.

(b) The Franking Machine User shall deposit the prescribed license fee for renewal of License in any Post Office in the same manner as prescribed above in para 1(b) of Chapter 2.

(c) Then the Franking Machine User shall apply for renewal of Certificate of License through the Franking Machine Vendor to the Licensing Authority on the prescribed Application form for renewal of license (Annexure 'J') duly filled in. He would also attach ACG 67 receipt as proof of payment of License Fee and Fitness Certificate (as per Annexure 'I') given by the Franking Machine Vendor.

(d) The Licensing Authority shall renew the license for a further period of five years after verification of the particulars as per Annexure 'J', of receipt in token of having deposited Renewal fee and of Fitness Certificate from Franking Machine vendor. He may obtain a report on the working of machine *and on adhering to the conditions prescribed for use of franking machines* from the Designated Office if felt necessary. The Certificate of License will be generated in the system by the Licensing Authority after feeding the necessary information in the system.

e) After the renewal by the Licensing Authority it may send, by fax wherever available, and post, one copy of the approved Certificate of License to the Franking Machine User, one copy to the Designated Office where mail has to be deposited, one copy to the RMFS Center and retain one copy for its own record. The copies of Certificate of License will be authenticated by the Licensing Authority with his signature and impression of his designation stamp. The Licensing Authority shall renew the License within 5 working days from the date

of receipt of Application for renewal of License *as far as possible* provided all requirements stated above are fulfilled at the time of receipt of Application and shall record the detail of License renewed in the 'Register of Licenses Issued' as per Annexure 'F' under the signature of licensing authority. The reasons for delay, if any, will be communicated to the CPMG/PMG/ Addl DG, APS who will look into this for appropriate action.

(f) The Licensing Authority shall fill the relevant data, on the Department's webpage, for License Renewal like; License renewal/expiry date, etc. and submit to the Department of Posts Central Resource for onward transmission. The respective RMFS - F/N/P [F(for Franco Postalia), N(for Neopost) and P(for Pitney Bowes)] will download the file meant for them so that the status of customer account is automatically updated in the RMFS server. This downloading shall be done at the time the RMFS server dials the Department of Posts Central Resource Server.

(g) The Franking Machine User shall paste a copy of the renewed Certificate of License on the Record Book maintained by the Franking Machine User (Annexure 'G') and is kept with him. The Designated Office shall maintain a similar Record Book (Annexure 'H') with a copy of renewed Certificate of License pasted on it.

(h) In case the license is not renewed in time, a customer account shall automatically get withheld/blocked after the expiry date of the license and the machine cannot download funds till the account is activated again by the Licensing Authority. The license (license number) may be cancelled after expiry of 3 months from the date of expiry of the License if Licensee has not applied for renewal. However a notice in this regard will be issued to the Licensee giving him 15 day notice to explain why license should not be cancelled.

4. Renewal of license after expiry. Procedure followed for renewal of license in such case will be the same as prescribed for renewal within the currency of the license.

CHAPTER 3.

PROCEDURE OF UPLOADING OF CREDIT IN THE MACHINE

1.(i) The Franking Machine User will pay in advance a sum representing the amount of advance postage for which he wishes the machine to be set / reset. The minimum advance payment will be Rs. 2000/- for first setting of the machine after issue of license. Minimum amount of advance payment for subsequent deposits for resetting of franking machine will be Rs. 1000/- (One thousand only) + multiple of Rs. 100/-.

(ii) The Franking Machine User may download the funds in multiples of Rs. 100/-.

2. Payment of amount for uploading the credits in franking machines may be made at State Bank of India branches and Post Offices having e-Payment facility.

(i) **Payment at SBI branches:**

(a) The advance payment for uploading the credit in the franking machines i.e. setting/resetting of meters of the machines may be made by the Licensee only through electronic transfer of funds i.e. Internet Banking to SBI.

(b) The other modes of advance payments by cash, A/c payee cheque, Bank draft **will be prescribed subsequently** in consultation with SBI authorities. However when these modes of advance payments are allowed the Franking Machine User shall write in the “Pay to” column of the *cheque* DOP A/c xxxx and (*License Identifier of the Franking Machine User in the format X123456*) in case of payment through cheques. The Franking Machine User will write at the back of the cheque particulars like the Licensee’s name, License Number and contact/mobile number. This should be done well in advance in the case of payments through cheque as the instructions about receipt of payments shall be sent to the *server of department of posts* only after realisation of amount of cheque by the bank.

For cheque payments a Pay-in-slip specially designed by the Bank in consultation with DoP shall be used for deposits. The Bank shall capture the License Identifier, License Number and Name of the Franking Machine User who has deposited the *amount* as well as the amount deposited.

c) The Bank shall immediately update the DoP account with the funds received from the Licensee.

d) This information shall be compiled as ‘funds received’ file and shall be available at the Bank Server. The file would contain the list of License Identifiers with their License Number and Licensee’s name with respective amounts received

against them. The DoP server would dial Bank Server at a predetermined time (every day at 10.00 P.M.) and DoP Server would pick up/push the interface files needed through Secure File Transfer Protocol (SFTP). The DoP Server shall verify the payments received in its account, cross check the entries made in regard of License Identifier and shall keep the file thus authenticated ready to be transferred to the respective OEM's RMFS Server. The RMFS Server would dial the DoP Server at predetermined time intervals for reports upload and would pick up their respective 'funds received (authenticated)' files kept ready for it. The customer account in the RMFS server shall get updated accordingly with the respective amounts as per instructions in the downloaded file as and when FM dials into RMFS Server. License Identifier (Unique Number of FM) will be common field for RMFS.

(ii) Payment at Post Offices:

The payments for uploading of amounts may be accepted from the Franking Machine User using E-payment application.

The Department of Posts will be a biller at National level for acceptance of deposits for uploading of credits through E-payment. However no payments will be made to the biller i.e. DOP for collected amounts as this has already been accounted for in DoP's account.

(a) The Post Offices having e-Payment facility may accept amount of advance payment from the Licensee in cash/Account payee cheque/Bank draft for uploading the credit in franking machines. The cheque/Bank draft will be in favor of the concerned Postmaster. In case of payment at sub post office cheque/draft will be in favour of Postmaster of its Accounts Office. The procedure prescribed for realization of amount of cheque received in other transactions will be followed in this case.

(b) FMU or his messenger will present cash /cheque/Bank draft alongwith Digifrank plus License Card and deposit form (Annexure U) duly filled in at the counter. The Counter Assistant will see that the amount shown in deposit slip agrees with amount tendered in cash/ cheque/Bank draft and other particulars viz Name & address of Licensee, License Identifier, CRN etc. have been filled.

(c) The Postal Assistant using E-payment application will scan the Digifrank plus License Card through the scanner and enter the amount of credit on the E-payment interface. Further operating procedure for E-payment will be followed.

(d) The amount collected will be shown under the heading 'Revenue Realised in Cash on RMFS through E-payment' in SO Account, SO Daily Account, HO Summary, SO Summary, HO Cash Book on receipt side. This will not be included in the amount of E-payment collected for other billers.

(e) A monthly schedule of 'Revenue Realised in Cash on RMFS through E-payment' will be sent to the Postal Accounts Office alongwith copy of Cash Account. This will be ensured by the Postmaster that the amount shown in the schedule tallies with the amount shown in the daily lists of revenue realized in cash on RMFS through E-payment.

At the end of the day credits data will be transmitted to E-payment Central Server as in case of any other E-payment transactions. From E-payment Central Server this data will be transmitted onwards to the DCR Server.

3. Franking Machine User would dial RMFS Server through a modem on his machine for obtaining credit in the Franking Machine after the stipulated period (one day for clearance of drafts and Internet Banking transactions, three days in case of cheques).

4. RMFS Server would verify the identity of machine, upload the cumulative Register Data (ascending register, descending register, control total, item counter etc.) from the Franking Machine on to the RMFS server.

5. RMFS Server would automatically check the current Register Data with the previous Data (the control total should be same as it was at the time of last reset). In case of any discrepancy the re-credit request will fail. The RMFS Server shall report any such incidents to the Department of Post Server by generating an error. The DCR will look into the error and take appropriate steps for rectification.

6. The RMFS Server would check funds availability as per instructions received from the DoP Server and would download the required amount into the Franking Machine.

7. The RMFS Server would periodically dial the Department of Posts Central Resource server three times daily (0930-1000 hrs, 1330-1400 hrs and 1630-1700 hrs), on every working day and shall send report of all machines (list of License Identifiers) that would have dialed during the day, along with the details of funds downloaded. The following files would invariably be exchanged in each dialing.

List of Files to be Transferred from OEM's server to DoP Server :

- Acknowledgement file in respect of files received from DoP Server.
- Credit Download Files.
- Usage File.
- Remaining Fund file.

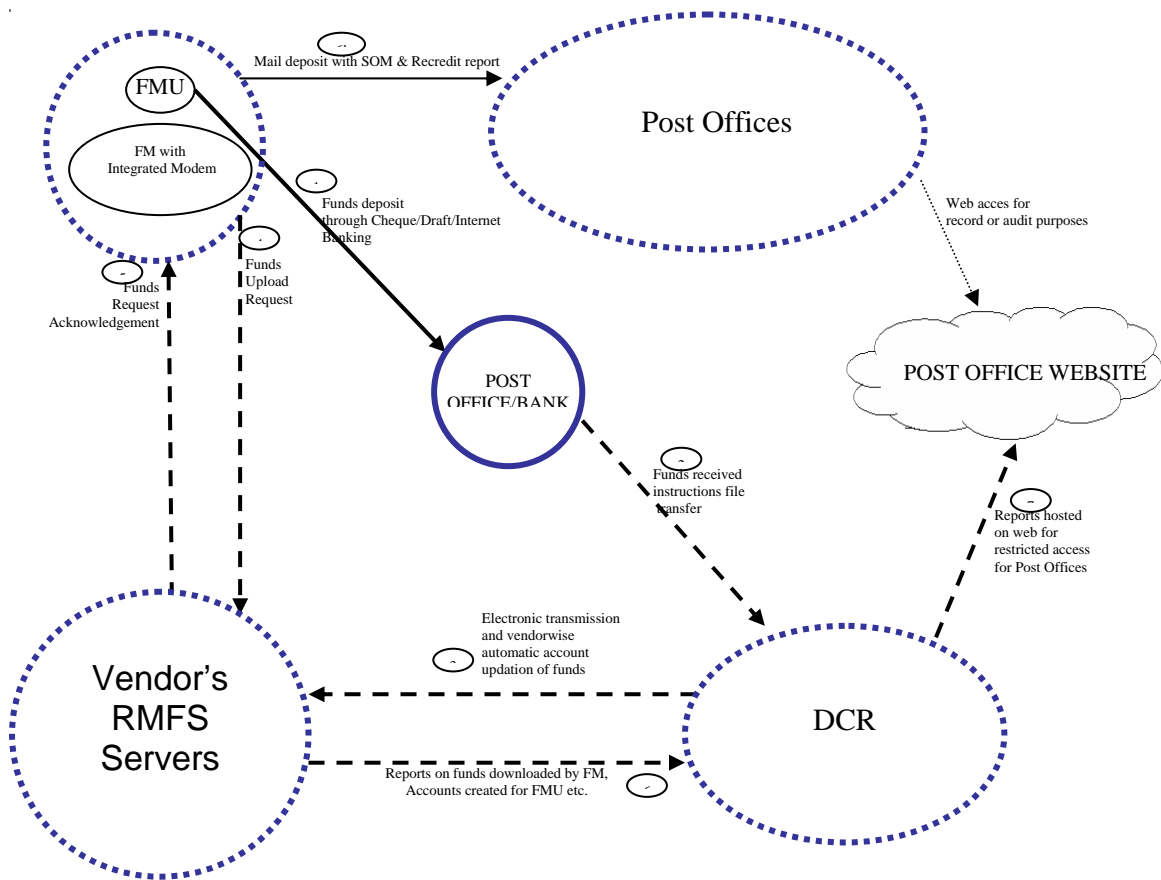
List of Files to be Picked up by OEM's Server from DoP Server:

- License Issue File
- License Modification File
- Fund File
- Acknowledgement File in respect of Files received from OEM's Server

8. The Department of Posts Central Resource would make these reports available through website with restricted access given to *concerned Postal Authorities* which can download reports of the FMs operating under their jurisdiction on a need based basis.

The formats for information exchange between the Bank Server and DoP Server, and download of Licensing details, updation files and reports between RMFS Server and DoP Server shall be as per the formats specified in Annexure 'F'.

The diagram for funds uploading in this manner shall look like this:



CHAPTER 4.

GENERAL CONDITIONS FOR USE OF FRANKING MACHINE

a) Whenever change in postage rates is notified by the Department, it will be sent to RMFS Venders through quickest means of communication. It will be the responsibility of the Venders to update the same in franking machines immediately to bring the revised rate of postage in effect with effect from the notified date. The articles without proper postage will be treated as per prescribed procedure.

b) The franking machine has to compulsorily dial the RMFS Server at least once within a specified period of 30 days either for funds credit or for inspection call if it does not have to download funds. Whenever the machine dials the RMFS Server either for funds download or for inspection call the data from the machine automatically gets uploaded to the server.

In case where the machine dials the RMFS Server for funds download it shall upload two files on the RMFS server namely Credits Downloaded File and Usage File. In cases where the machine dials the RMFS Server for inspection purposes it shall upload only Usage File.

The contents of the Credits Downloaded File shall include the License Identifier, License Number, Franking Machine User name, Funds downloaded, Downloaded date/hour, Ascending register reading, Descending register reading and Item register.

The contents of the Usage file shall include:

- the register details (ascending register reading, descending register reading, control total, item register reading),
- daily record of ascending register reading and item counter reading for each particular machine,
- the cumulative product details like product code, total number of items franked for that code, total amount franked for that code and total weight of all articles franked under that code. This detail is not required on daily basis but is required for the period between two dialing between the Franking Machine and RMFS server.

If the franking machine does not dial the RMFS Server within the stipulated time period of 30 days it gets blocked and shall be unlocked only when it dials the RMFS server and uploads its data.

c) Resetting will be done only through remote resetting by RMFS centre in India that shall have to be set up, maintained and operated by the Original Equipment Manufacturer only. The Franking Machine User will have to pay the Annual Resetting Fees in advance to the RMFS Centre to avail remote resetting service without which he will not be able to download funds in the machine.

[The quantum of the resetting fee payable to RMFS and manner of its payments will be as prescribed by the vendor from time to time.]

d) The Franking Machine User shall ensure that the franking machine is regularly used for franking articles unless there are unavoidable circumstances for non utilisation of the same during any particular period. He will also ensure that there is no misuse of the machine by any one.

e) If the machine is not actually being used for a period of more than three months but dialing within prescribed period regularly, the Licensing Authority will gather this information from the reports hosted by the DCR on website and will get the matter inquired into through PRI(P)/Inspector/ASPOs. Further action as called for i.e. cancellation, suspension may be taken or allow the License to continue if no malpractice is noticed. However if the Licensee has informed the Licensing Authority in advance about non use of franking machine for more than three months in writing stating the reasons for the same there will be no need for further inquiry in the matter if he is satisfied about the genuineness of the reason.

f) The Franking Machine User must at all reasonable times allow the authorised officer of the Department of Post to inspect the machine and the concerned record without any prior notice.

f) The Franking Machine User must get the machine serviced by the Franking Machine Vendor only.

g) The Franking Machine User will not sell, transfer or dispose of, in any manner, the franking machine without obtaining prior permission from the licensing authority.

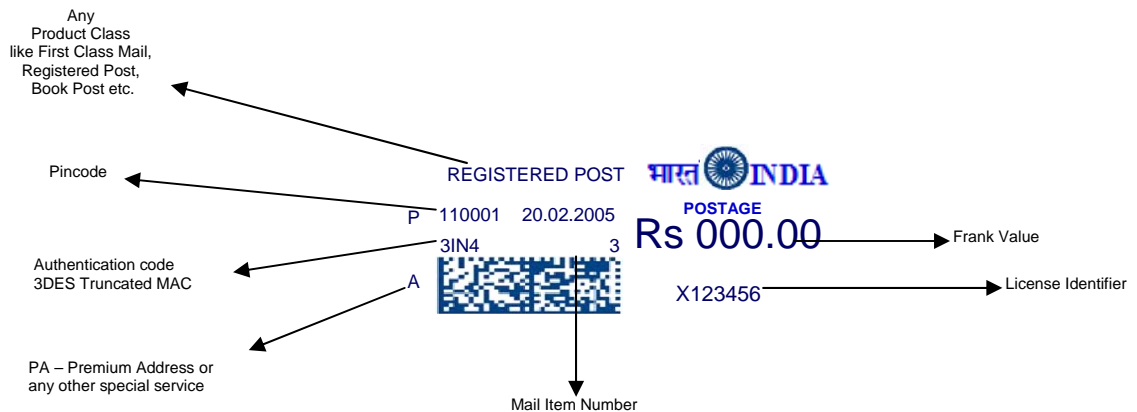
CHAPTER 5.

PROCEDURE FOR DEPOSITING FRANKED MAIL

1. (a) The Franking Machine User shall first keep the article to be franked on an electronic weighing scale/platform, which is interfaced to the franking machine, and select the product class. The franking machine shall automatically calculate and set the postage value for franking. Now the Franking Machine User can frank the desired articles in the franking machine. Thus the product class chosen shall be stored in the franking machine. The list of postal product classes and product codes (Annexure 'K') is given alongwith this Manual. This will be supplied to the venders by PO Division of the Directorate. Whenever the franking machine dials the RMFS Server the data stored in such a way alongwith Funds Register Data shall get uploaded. It will not be possible for the user to manually feed weight or postage in the franking machine.

The franking machine shall frank the articles with the frank impression approved by the India Post. The frank impression shall be blue in color.

A sample frank impression shall appear as shown below:



The franking machine should be able to print various types of franks depending upon the status of the machine i.e. uninstalled state, installed state, withdrawal state etc. The sample franks for all such states are shown in Annexure "L".

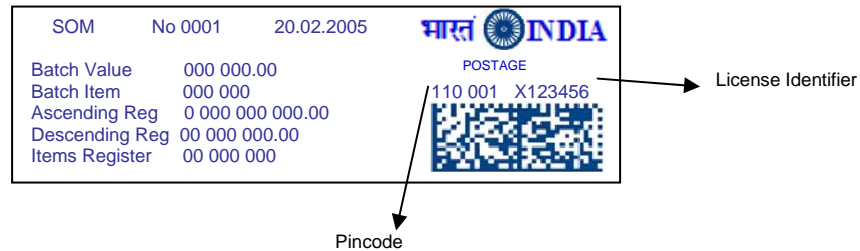
b) After the day's franking is over and the mail is ready for dispatch, the Franking Machine User shall print 2 copies of the Statement of Mailing (SOM) from the franking machine. One copy shall be pasted on Customer Record Book as indicated in Annexure 'G'. The franking machine user shall bring the second copy of Statement of Mailing and Customer Record Book along with the franked mail to the Designated Post Officer or Mail Office or Field Post Office.

In case of commercial mailers, who normally frank uniform mail for their customers, they shall print two copies of the Statement of Mailing separately for each customer. One copy of the same will be pasted on Customer Record Book by them and the second copy shall be given along with the franked mail of the customer to the Designated Post Office i.e. Statement of Mailing will be prepared customer-wise and mail is presented customer-wise along with its relevant Statement of Mailing. The Franking Machine User shall have to ensure that before the next batch is begun the Statement of Mailing printout is taken and then reset. Thus the new batch starts from zero.

The sample Statement of Mailing are given below:



Or



c) (i) The Postal Assistant shall conduct a random inspection on the franked mail presented by the Franking Machine User and check for legible franks, correct postage and genuineness of frank. The running serial number of frank (item counter value) printed on the randomly selected articles would be checked to find that these were entered in the Statement of Mailing presented by the concerned Franking Machine User. The Supervisor shall ensure that this check is carried out every time when franked mail is received for posting and make a note of this check in Office Order Book/Error Book. Any discrepancies noticed may be reported to licensing authority immediately.

(ii) Postal Assistant will scan 2 D barcode of some franked articles presented for dispatch, selected at random to check genuineness of frank impression by comparing the information encoded in the barcode and information printed on the franks. The Supervisor will ensure that this check is carried out regularly.

(d) If there is less postage franked on the articles presented for posting, the article will be accepted for dispatch but a detailed report indicating name of the licensee CRN and total deficit postage will be sent to licensing authority for inquiry and checking of correctness of scale of franking machine. If it is found that postage was actually under paid the deficit amount will be recovered from the franking machine user. Before accepting the article an undertaking will be obtained from the FMU that he will abide by the decision of licensing authority and amount of deficit postage will be paid within 3 days on demand from the licensing authority and if amount is not paid within prescribed period license may be cancelled in addition to action for recovery of amount due. If he refuses to give undertaking the mail should not be accepted for posting till he affixes additional postage as required.

(e) The Postal Assistant accepting the mail shall paste the second copy of the Statement of Mailing on the Post Office Record Book (Annexure 'H'). In case of commercial mailers all Statements of Mailing shall be pasted on PO Record Book by the Postal Assistant.

2. The general conditions associated with mail posting are given below:

(a) The franked articles shall be accepted only in the Designated Post Office/ Designated Mail Office/Designated Field Post Office as specified by the licensing authority. *This will normally be the one specified by the franking machine user while applying the license.* In case he wants to post articles in more than one office, he will have to use different franking machine for those offices.

(b) The Licensing Authority may refuse to allow acceptance of mail in a particular Post Office keeping in view availability of manpower and other infrastructure.

(c) Franking will be allowed up to any amount.

(d) All frank impressions for the purpose of pre-payment of postage must be made on the right top corner of the address side of the postal article itself or a wrapper or label firmly pasted on it.

(e) The impressions of the franking machine recorded on the postal articles should not be interfered in any way. The impressions should be blue in color and distinct and should not overlap.

(f) The franked articles shall be posted only at the office specified in the licence and the franked articles must be handed over at the counter of the post office or mail office authorised to receive the franked mail on the very day of the date of frank. In mail offices such articles must be tendered by the latest hour notified by the Superintendent, RMS.

(g) In all such cases where the mail is franked on a particular day and cannot be presented on the same day due to any reason it may be accepted by the Designated Office the very next day. In cases where the next day is a weekend or there are successive holidays the mail shall be accepted on the following working day. However in both the above cases the Statement of Mailing will be printed afresh on the actual date of presentation of mail. And the same will be handed over to the post office alongwith Statement of Mailing if printed on the date of franking. Franking of advance date is not allowed and such mail will not be accepted.

(h) Articles should be presented for acceptance in pre-sorted bundles pincode-wise, where the licensee is enjoying prescribed rebate *for pincode sorting*. In case of Commercial Licensee, the bundles should also be separate for each authorised client in addition to pre-sorted bundles.

(i) The official accepting the franked mail shall paste the second copy of Statement of Mailing on Post Office Record Book. He will then put his initials and date stamp on the Statement of Mailing pasted in the Record Book maintained by Franking Machine User and Designated Office in such a way that no entry in Statement of Mailing is disfigured.

(j) The official accepting franked articles will maintain the Record Book of DPO/DMO/ DFPO so that they are available for inspection at a later date. A Supervisor will ensure that it is maintained as prescribed.

(k) The Franking Machine User Record Book should be maintained properly and checked by the inspecting officer randomly during inspection/*visits*.

(l) Cut-out label with frank impression(s) on them for pre-payment of postage can be used on all postal articles provided that one frank impression should be taken on one label. In case a second frank is required a new label may be used that may be pasted beneath the first one which is pasted on the right hand upper corner of the envelope.

(m) In cases where all pages in the Franking Machine User Record Book get filled up and a new Record Book has to be started, the user shall bring the old Register to the Authorised Officer who shall make an entry on the Record Book to the effect that a new Record Book has been started as the old one is full. The Authorised Officer shall also make an entry of the funds registers on the new Record Book by hand with reference to Statement of Mailing. The entries shall be made by the Authorised Officer and attested by the Supervisor. A similar entry shall be made to this effect in the Record Book of Designated Office. The Franking Machine User shall paste a copy of Certificate of License on the new Record Book.

Under no circumstances shall the old Record Book be destroyed or misplaced. The Franking Machine User shall have to bring the old Record Book pertaining to his refunds claim.

In cases where the PO Record Book of Designated Office is full and a new one has to be used, the Authorised Officer shall get the old Record Book closed with suitable remarks (*i.e fresh record book started w.e.f._____*) below last statement of mailing pasted in the Record Book under intimation and signature of Supervisor. A copy of Certificate of License shall be pasted on the new Record Book of Designated Office and the old one shall be retained for future references. The Authorised Officer shall make an entry of the last reading of the funds registers in the old Designated Office/ Franking Machine User Record Book on the new Record Book by hand when it is to be used for the first time and attested by the Supervisor.

(n) In case of an extremely rare possibility of some problem with the Postal Security Device when it has stopped franking and is not printing reports it will have to be replaced and not repaired. The matter should be immediately reported by the DPO/DMO/DFMO to the licensing authority for cancellation of license. However a new license may be issued with reference to the new License Identifier to the Licensee without going through the process of detailed verification as prescribed at the time of issue of new license. The unutilized amount will be refunded to the Licensee by the competent authority.

(o) Remarks to be recorded in franking machine record book by the postal assistant and to be authenticated by the Supervisor in the cases of suspension of licence identifier, entry of new licence identifier, activation of licence identifier and cancellation of licence etc. have been illustrated in Annexure from 'M' to 'P'. A sample format of a FMU record book indicating various situations is given in Annexure 'Q'.

(p) When SOM is presented by the FMU to the PA/Supervisor, he must compare it with the previous day's SOM. Whenever, he notices any credit of funds in the Reg. Cred. column, he must verify the same with relevant MIS report on India Post website and authenticate it by putting his initials. In case of discrepancy, he must report the matter to the licensing authority who will look into the matter on urgent basis.

CHAPTER 6.

PROCEDURE FOR REPAIRS

a) The maintenance, service and cleaning of the Franking Machine or any repairs there-to including the replacement of any parts thereof will be the responsibility of the licensee and at his own cost and expense.

b) The Postal Security Device will not be repaired in case of any problem. Only alternative available is getting a new franking machine license with new postal security device having its own Licence Identifier number. The old license will be cancelled.

c) The procedure for repair of Franking Machine except Postal Security Device would be as follows:-

(i) The users of Franking machine must get the franking machine repaired/maintained by the Franking Machine Vendor only. The Director General, Post will not accept any responsibility in this regard.

(ii) The Franking Machine Vendor will be required to maintain a Register in respect of franking machines received for repair on his premises indicating the following information:

- (a) Name of the licensing authority
- (b) Name of Franking Machine User.
- (c) Model and License Identifier of the machine.
- (d) Customer Reference Number of the Franking Machine User.
- (e) Name of the Designated Office for the concerned Franking Machine.
- (f) Date of receipt of machine for repair.
- (g) (i) Ascending meter reading
 - (ii) Descending meter reading
- (h) Date of repairs.
- (i) Date of dispatch after repairs.
- (j) Particulars of the parts of the machine.

(i) Repaired

(ii) Replaced

(k) Signature of franking machine user or his representative.

(l) Signature of franking machine vendor or his representative.

(iii) The register of repairs is to be preserved for 2 years from the date of last entry in it and will be open to check by the authorized officer of the Department of Post at any time.

(iv) The Authorized Officer having jurisdiction over the area will be required to visit the premises of the Franking Machine Vendor once every six months to see that the registers are maintained properly. He will put his dated signature in the register in token of having carried out the check.

CHAPTER 7.

REBATES & REFUNDS

a) A rebate of 3% will be allowed on franked value, *whenever the meter is reset i.e. credit is uploaded in the machine on the value on the impression used provided that this rebate will be allowed* for a minimum consumption of Rs. 5000/-. The payment of rebate will be made in cash or through cheque and charged in the schedule of 'Postal Revenue Refund in Cash'. The receipt of the licensee or his agent for the said payment will be obtained in the Form ACG-17 in which the following particulars will also be shown:

- (i) Ascending Register meter reading at the time of last refund as per old Statement of Mailing *upto which rebate has been already claimed.*
- (ii) Present Ascending Register meter reading as per new Statement of Mailing.
- (iii) Total consumption.
- (iv) Rate of rebate.
- (v) Amount of rebate.

The Franking Machine User can apply for rebate to the Postmaster of the Designated Post Office/ FPO / *Incharge of designated mail office* on the prescribed form as given in Annexure 'R' along with the photocopy of the two Statement of Mailings pasted in his Record Book at the start and end of the period for which he has sought refund. *The claim for refund will be made when the articles are presented at the designated post office for the first time after uploading the credit in the machines.*

The correctness of the claim for refund will be checked by the Authorized Officer and Supervisor from the Statements of Mailing containing ascending and descending register values pasted on PO Record Book which will tell the consumption of funds by the machine during the period. The consumption can be calculated by subtracting the reading of old ascending register (given on the last Statement of Mailing) from the reading of new ascending register (given in the latest Statement of Mailing). On this consumption the amount of rebate shall be calculated as per rate of rebate prescribed by the Department of Posts. The rebate will be sanctioned by Sub Postmaster/Postmaster of Designated Post Office/ FPO *Incharge of Designated Mail Office.*

The Franking Machine User will bring his Record Book for getting rebate from the Designated Office. A copy of the Form (Annexure 'S') after approval shall be pasted in the Record Book maintained by Designated Office and the FMU Record

Book by the Postal Assistant and it will be ensured by the Supervisor that it has been pasted correctly.

b) An additional 2% rebate will be allowed on presentation of pincode-wise sorted frank mails as per conditions prescribed by the Department of Posts.

c) Refund will be made for any impression made in error (less a deduction of 5% on face value) on surrendering the envelopes or wrappers, provided that the impression is legible and that the claim is preferred within one month of the date of the impression. The refund will be sanctioned by the competent authority after satisfying himself about genuineness of the claim on the recommendation of the concerned Postmaster/ Sub Postmaster/ Incharge of Mail Office and licensing authority.

d) The Franking Machine User shall apply to the Postmaster/Sub-Postmaster/ FPM Incharge of mail office for refund of un-utilized amounts in case of a faulty Postal Security Device or cancellation of License in the form Annexure 'T' indicating therein last readings of Ascending and Descending Meters and the amount lying un-utilized in the machine. The application/ claim will be forwarded to the competent authority for sanction through licensing authority.

e) The Postmaster/Sub-Postmaster/FPM/ Incharge of mail office will send a monthly statement to the Licensee Authority by 5th of every month in the following proforma

Name of Post Office/Mail Office/FPO :

Name of Month:

S.No.	Name of Franking Machine User	License Identifier	Customer Reference Number	Last Ascending Meter Reading	Present Ascending Meter Reading	Consumption	Rate of rebate	Amount of Rebate
1								
2								
3								
4								

f) The Licensing Authority will check the Calculation of Rebate for correctness.

CHAPTER 8

PROVISION FOR CHECKS/INSPECTION IN THE SYSTEM

- (a) The Authorized Officer shall also conduct inspection checks on each Franking Machine User located in his area at least once every year and match the register reading printout taken from the Franking Machine with the Statements of Mailing pasted in the Franking Machine User record book and Designated Office record book. He would also corroborate this data with the data hosted on the website on the basis of reports sent by RMFS servers during periodic dialing. A report of such a check will be sent to the Divisional Superintendent/Independent Gazetted Postmaster and be maintained in record.
- (b) The Authorized Officer shall visit such customers whose postal license has been cancelled before issuing their refund *after receipt of sanction from the competent authority* and operate their franking machine to verify that it is not able to print value franks and cannot re-credit from the RMFS Server.
- (c) 2 D barcode of franked mail posted in the post office or any other office shall be randomly scanned by postal assistant in order to check that frank impressions are genuine by comparing the information encoded in the barcode with the information printed on frank impression. This check will be exercised for franked mail presented by each licensee. The result of the check will be recorded in the error book
- (d) The franked mail received for delivery in post offices will be checked randomly to ensure that correct postage has been realized and establish the authenticity of franks by comparing the item counter value on the randomly selected franked article with the item counter value taken from the reports received from the RMFS servers and hosted on India Post website. The Authorized Officer shall conduct such a test every week. The inspection reports shall be sent to the Licensing Authority through Head Post Offices on a monthly basis. The Department of Posts Central Resource will review these reports and take appropriate action as called for in each case.
- (e) The authorized officer or any senior officer of India Post can randomly select by franked mail anywhere during its transmission and scan 2-D bar code to check for its authenticity. The 2D Bar Code will reveal the every important aspect of the franked article.

CHAPTER 9

LICENSE CANCELLATION

(I) Cancellation of licence on request of licensee.

a) In case where the Franking Machine User does not wish to use the Franking Machine any further he shall write a letter (as per Annexure 'T' in duplicate) to the Licensing Authority through SPM/PM/FPM/ Incharge of Designated Mail Office requesting cancellation of license and refund of money left in the Franking Machine. PM/SPM/FPM/SA before forwarding the letter to licensing authority will satisfy himself that request is genuine and Statement of Mailing attached is the copy of the last one presented to the Designated Office. No mail franked after the date of submission of application shall be accepted by the Designated office.

b) The Licensing Authority will subsequently access the webpage on the Department's website and set the status of the said License Identifier to 'Blocked' or 'Withheld'. Then the record on the DCR server will have the License Identifier with blocked status and with all other fields left blank. This leaves the option of reuse of PSD open as and when the original customer wants to reuse the machine after some time or the original customer sells the machine to another user. In any case the PSD reuse shall be possible only when a new license is issued and the information for status change and other update details are sent by the Licensing Authority through web interface. The file thus compiled at the DCR server shall be uploaded by the RMFS Server for updation of the Franking Machine User account in its database and for further relay of instructions to the machine when it dials the server.

c) *The Licensing Authority will depute an officer to visit the franking machine user premises to verify that the machine has dialed the server and has been rendered un-operational. He shall verify the register readings in the Franking Machine with reference to the Statement of Mailing received with the application for cancellation. He would also operate the Franking Machine to verify that it cannot print value franks and cannot download money in the machine.*

d) The Licensing Authority shall issue orders for cancellation of licence endorsing copy of this to the PM/ SPM/FPM/ Incharge of Mail Office for information and initiating action for refund of un-utilised amount. A suitable entry regarding cancellation of license will be made in the 'register of licenses issued' under the signature of licensing authority. The suitable remark as regards cancellation will be made in Designated Office Record Book by the Authorised Officer duly authenticated by the supervisor. Whenever refund of the un-utilized amount is made a suitable remark indicating sanction particulars and amount of refund will be recorded in Designated Office Record Book and FMU Record Book under authentication of PM/SPM/FPM/ Incharge of Mail Office.

(II) Cancellation of license in the cases of violation of condition prescribed for use of franking machine.

a) In case the Licensing Authority wants to cancel a License on suspicion of some misuse of the machine or violation of any conditions prescribed by the Department on receipt of a report from the designated office or otherwise, it shall access the webpage on the Department's website and set the status of the said License Identifier to 'Blocked' or 'Withheld'. The file thus made at the DCR server shall be downloaded to the RMFS server, so that the concerned franking machine can dial and update its status. The Authorised Officer shall ensure that in such cases the machine has to dial the server for updating its status. The intimation of suspension of License shall also be immediately sent to the Designated office such that no mail franked by the machine is accepted thereafter.

After the confirmation of violation of conditions the licensing authority shall cancel the License and set the status of the said License Identifier to 'Cancelled'. The Meter when 'suspended' (Blocked or Withheld) cannot be used for re-crediting unless the Licensing Authority sends intimation for activation. It is a temporary measure and can be reversed. The Meter 'Cancellation' is a non-reversible process i.e. a meter once cancelled cannot be used for re-credit or franking. In addition to this the meter is programmed through secure software by the Franking Machine Vendor in such a manner so that it cannot print value franks, it only prints an 'Uninstalled' impression or it would not print any impression. After cancellation of licence suitable entries will be made in the records i.e. register of 'licenses issued' and statement of mailing i.e. Record Book maintained by licensing authority and Postmaster / Sub Postmaster/ Incharge of Mail Office concerned respectively.

Thus a Franking Machine whose license is cancelled and the status of its License Identifier has been set as 'cancelled' on the RMFS Server can be safely left with the customer as it can never be used under any circumstances *whatsoever*. The Designated Office Record Book shall remain with the Post Office and the Franking Machine User Record Book shall remain with the Franking Machine User. The formats for intimation to the Department of Post Central Resource shall be as per Annexure 'U' and 'V' and the entries in such cases to be made in Designated Office and Franking Machine User Record Books under authentication of supervisor.

(b) The impression from a machine whose license is cancelled shall either not print any impression or give the print as given below:



CHAPTER 10.

MISCELLANEOUS

a) An advertisement impression may also appear alongside the date stamp impression provided that:-

(i) It relates solely to the business or professions of the licensee in case of individual Licensee. In case of commercial Licensee he can print advertisement only for the customer for whom he is franking the mail. For the FM used by the DOP it can also print 3rd party advertisements in addition to its own advertisements.

(ii) It is quite separate from the postal frank impressions.

(iii) The cost of programming of advertisement impression in the FM is met by the licensee.

b) The Franking Machine User can get approved from the licensing authority as many slogans and advertisements as he desires provided not more than one slogan or advertisement is used on one article.

c) The Department of Posts will not be responsible for any loss, which the licensee may incur due to cancellation of his license on account of misuse of the FM/ violation of any conditions prescribed for use of franking machine. However, any sum that may be due to the licensee on account of postage advance will be refunded to him and any sum that may be due to the Department on account of postage will be recovered from him. In case the licensee refuses to pay the amount of postage due, it will be liable to be recovered as land revenue under the provisions of the Indian Post Office Act of 1898.

d) Director General (Posts) reserves to himself to vary alter or supplement the condition given above. The license shall be subject to such varied altered and supplemented conditions with effect from the date of their notifications.

e) Change scenarios:

(1) Change in address of Franking Machine User within the jurisdiction of Licensing Authority without change in the Designated Post Office:

- o The Licensee shall request the Licensing Authority for change of address. The Licensing Authority will get verified the revised address through PRI(P)/SDI(P)/ASPOs or any other Officer. After satisfying himself about the genuineness of the request and revised address, he will grant the request and communicate the same to the Licensee and the Designated

Office. He will also access the Department's web interface and update the new address. This file appended on the DCR server shall be sent to RMFS server. The Licensing Authority will make necessary corrections in the Register of Licenses issued and office copy of the License under his signature. Similarly the Incharge of the Designated Office will also correct the address of the licensee in copy of license kept in his office citing number and date of the letter of the Licensing Authority.

(2) Change in address of Franking Machine User within the jurisdiction of Licensing Authority with change in the Designated Office:

- The same procedure will be followed as stated in e) (1) above except that the Licensing Authority will change the Designated Office also in the web interface. The new Designated Office will be provided a copy of the Franking Machine License also. The old Designated Office will make suitable entry in copy of License kept in his office and Record Book of Posting and he will not accept posting.

(3) Change in address and location of Franking Machine User involving change in the Licensing Authority:

- On receipt of request from the Franking Machine User by the Licensing Authority regarding transfer of machine from the jurisdiction of one Licensing Authority to the other, he will satisfy himself that licensee has not violated any conditions prescribed for use of franking machine, no case for cancellation/suspension of license is pending/contemplated and no amount is due to be recovered from him. Thereafter, he shall set the status of the machine to 'blocked' on web interface for transmission to RMFS server through DCR server. The machine shall be made to dial the RMFS server for status updation. This will ensure that the machine is blocked and cannot frank. In such cases where the license is blocked and the other fields are nullified the license Identifier with its blocked status shall be visible to all Licensing Authorities. Then he will cancel the license and endorse copy of orders to the Licensee, Designated Office and DCR. The suitable entries as regards cancellation shall be made in the Register of Licenses Issued maintained by Licensing Authority and office copy of the License indicating the letter number and date. Similarly in Designated Office on receipt of cancellation order suitable remarks in Record Book of Posting will be made under the dated signature of Authorised Officer.

The customer will have to obtain a fresh License from the Licensing Authority under whose jurisdiction new Designated Office for posting falls. The customer shall also indicate in his application for license the funds register readings (ascending, descending, item counter) of the machine. The Licensing Authority shall issue the License number after necessary verification and send copies of the same to all concerned parties. Since the details of the blocked License Identifier are visible to all Licensing Authorities, the concerned Licensing Authority will

access the License Identifier that has been granted the new license and fill in the License issue details and set the status of the machine to 'Registered'. This file shall be picked up by the RMFS server. The designated post office will be given a copy of certificate of licence by the licensing authority.

- The Franking Machine shall have to dial the RMFS server for updating its status to 'Registered' and the new pincode before it begins its normal operation in the new location.

- When the Franking Machine User goes for the first time to deposit franked mail along with Statement of Mailing he must paste a zero value frank or a franking machine generated report indicating License Identifier, on his copy of FM Record Book.

(4) Change in License Identifier:

- In cases where change in License Identifier is requested on account of a faulty PSD and a new PSD is to be used the old license will be cancelled and a new license will be issued.

The FMU shall submit an application for fresh license through FMV with proof of payment of prescribed License fees. The Licensing Authority shall cancel the old License Identifier and issue the new License following the specified procedure.

In such a case the Licensing Authority shall first set the status of the old License Identifier to 'Cancelled'. It shall send a License issue file with all details filled in like the new License Number, new License Identifier, the FMU name, contact details etc. and set the status of the machine to 'Registered'.

Thereafter, RMFS server can download the file from the Department of Posts Centre Resource Server for updating its records.

- The Franking Machine Vendor shall also install the new Postal Security Device in the Franking Machine so that it can resume its normal operation.

- When the Franking Machine User goes for the first time to deposit franked mail along with Statement of Mailing he must paste a zero value frank on his copy of FM Record Book.

In case any Designated Office handling franked mail comes across a franked article which does not seem genuine to it despite cross checking from the DoP website and machine reports, it can send the scanned details of such a frank to the DoP Central Resource requesting authentication of frank. The DoP Central Resource sends such request to the concerned RMFS Server and receives the authentication report. The format for such communication between the DoP Central Resource and RMFS Server is specified in Annexure 'F'.

f) Review of the Operating Procedure: The issues of allowing posting of franked mail at more than one post office and necessity of presentation of Statement of Mailing etc. will be reviewed in consultation with Technology Division of the Directorate after introduction of Remotely Managed Franking System.

CHAPTER-11

ACCOUNTING PROCEDURE OF RMFS

1. **License/Renewal Fees:** The person intending to apply for a license and/or renewal of the license for the Remotely Managed Franking System (**RMFS**), shall deposit the prescribed license/renewal fee in any post office and obtain a receipt in the form ACG-67. The receipt in original will be enclosed with the prescribed application from by the applicant. Accounting procedure of the License and Renewal Fee, in the Sub Post Offices, Head Post Offices and Postal Accounts Offices will be the same as in the case of existing franking machine license.

2. The **RMFS** User shall deposit the advance postage in the Department's account with the designated Bank's (i.e. State Bank of India) Branch through a prescribed challan containing inter alia the Department's AQCCOUNT Number/Code, Licensee's particulars, amount to be deposited in cash/through cheque/Demand Draft/Electronic Fund Transfer, etc. The challan shall be prepared in triplicate. On deposit, the Bank shall return one receipted copy of the challan to the RMFS user for his record and retain two receipted copies with it.

3. At end of the day (EOD), the **relevant bank branch** in addition to the statement/information to be sent by it to their own office (s)/branch (es), shall generate necessary RMFS User License-wise statement/scroll of the amounts deposited and send the same along with one copy each of the receipted challans to the concerned Circle Postal Accounts Office (**CPAO**) on a daily basis. On receipt of the said information the Circle Postal Account Office shall enter the same in a register to be maintained for watching credits of the amounts through Advice of Transfer Credit (ATC) from the Circle Postal Accounts Office, Delhi.

4.(i) The **Dealing Bank Branch of the State Bank of India, (i.e. New Delhi Main Branch (code 00691), 11 Parliament Street, New Delhi-110001)**, on the basis of information received by it through their network from various branches all over the country, shall generate a statement of Credits in respect of the amounts deposited by the RMFS user on a daily basis and furnish the same to the Nodal post office; New Delhi GPO, New Delhi-110001.

(ii) On receipt of the Statement of credits, **New Delhi GPO** Shall:

(a) Reflect the total amount as "**postage realized in cash through Remotely Managed Franking Machines**" on receipts side of their Cash Book and Cash Account to be furnished to the Circle Postal Accounts Office (CPAO), Civil Lines, Delhi-110054 and simultaneously.

(b) Show the same amount on payment side of the Cash Book/Cash Account under "**Public Sector Bank Suspense (State Bank of India Suspense)**" in order to make their accounts agree.

(iii) On receipt of accounts from New Delhi GPO, the Circle PAO, Delhi, shall book the amounts as under:

(a) The amount shown as “ Postage realized in Cash through Remotely Managed Franking Machines”, **shall be credited** to the ;

Major Head : **1201**-Postal Receipts.
Sub Major Head : **00**
Minor Head : **101**-Sale of Postage Stamps.
Sub Head : **07**-Postage Realized in Cash through
Remotely Managed Franking Machines

b) The amount shown as “public Sector Bank Suspense (Ste Bank of India Suspense) **shall de debited** to the:

Major Head : **8661**-Suspense.
Sub Major Head : **00**
Minor Head : **108**-Public Sector Bank Suspense.
Sub Head : **02**-State Bank of India Suspense.

5. (I) The **Sate Bank of India, New DELHI Main Branch, shall also generate:**

- (i) A consolidated License-wise Statement of Credits and
- (ii) Postal Circle-wise Statements of Credit, of the postage deposited by RMFM Users throughout the country, in chronological order, on a monthly basis and shall send the same to the General Manager (PAF), Postal Accounts Office, Civil Lines, Delhi-110054, by the 5th day of the succeeding month positively.

(II) **Role of Circle Postal Accounts Office, Delhi:-** On receipt of the above said statements from the State Bank of India (Main Branch), New Delhi, shall cross check the entries in the consolidated statement with the entries

- (i) in the Circle-wise statements received therewith and
- (ii) in the entries (of credits and State Bank Suspense) shown in the Cash Account of New Delhi GPO, to ensure that the entries in each of the three sets of statement/accounts tally with each other. The discrepancy, if any, shall be noted in the Objection Book, taken up with the Bank and/or New Delhi GPO immediately and sorted out by the end of the month positively.

(III) On carrying out necessary check/cross checks, the CPAO,Delhi shall transfer the credits for the amounts shown in the relevant Statement of Credits in respect of the Circle (other than Delhi), to the concerned CPAOs, through the Advice of Transfer Credit (ATC), by the 10th of that month. The accounting entries in CPAO,Delhi, shall be passed as under:

(a) The transferred amount **shall be shown as Deduct (Minus Credit) Transfer** under the:

Major Head : **1201-Postal Receipts.**
Sub Major Head : **00**
Minor Head : **101-SALE OF Postage Stamps.**
Sub head : **07-Postage Realized in Cash through Remotely Managed Franking Machines. Deduct amount transferred to.....Circle.**

(b) With **Credit** to the

Major Head : **8782-Cash Remittance & Adjustments from and to Postal Accounts Offices.**
Sub Major Head : **00**
Minor Head : **121-Postal Remittance.**
Sub/detailed Head : **05-Revenue Realized through Remotely Managed Franking Machines Remittances from and to PAOs:
(01)-Kolkata, (02)-Nagpur, (03)-Delhi, (04)-chennai, (05)-Kapurthala, (06)-hyderabad,(07)-Jaipur (08)Trivandrum. (09)-Cuttack,(10)-Bangalore,(11)-Bhopal, (12)- Lucknow, (13)-Patna,(14)-Ambala, (15)-Ahmedabad,(16)-Sundernagar, (17)-Guwahati, (18)-Shillong, (19)-Jammu (20)-APS Pay & Accounts Office, Nagpur.**

6. Role of other Circle Postal Accounts Offices (other than Delhi):- On receipt of the Advice of Transfer Credit (ATC), from the Circle Postal Accounts Office, Delhi, shall cross check the entry in a register to be maintained for watching credits of the amounts through Advice of Transfer Credits (ATC) from the Circle Postal Accounts Office, Delhi as mentioned in the para-3 of Accounting Procedure. The discrepancy, if any, shall be noted in the Objection Book, taken up with the concerned State Bank of India/CPAO Delhi and New Delhi GPO immediately and sorted out by the end of the month positively. The accounting entries in the concerned Circle Postal Accounts Office, shall be passed as under:-

(a) Transferred amount shall be shown as Transfer Credit under the;

Major Head : **1201-Postal Receipts.**
Sub Major Head : **00**
Minor Head : **101-Sale of Postage Stamps.**
Sub Head : **07-Postage Realized in Cash through Remotely Managed Franking Machines.**

With debit to the;

Major Head : **8782**-Cash Remittance & Adjustments from
and to Postal Accounts Offices.

Sub Major Head : **00**

Minor Head : **121**-Postal Remittances.

Sub/Detailed Head : **05**- Revenue Realized through Remotely
Managed Franking Machines Remittances
from Postal Accounts Office Delhi.

7. The Rebates and Refund of RMFS to the Franking Machines Users (FMU) shall be shown under the:

a. Refund:

Major Head : **1201**-Postal Receipts.

Sub Major Head : **00**

Minor Head : **101**-Sale of Postage Stamps.

Sub Head : **07**-Postage Realized in Cash through
(RMFS)
01-Deduct:Refund of Postage realized
Through RMFS.

b. Rebate & Refund

Major Head : 3201-Postal Services.

Sub Major Head : 02-Operation

Minor Head : 101-Postal Network

Sub& Detailed Head : 74-(i)Payment of rebate on resetting of
RMFS.
(ii) Payment of refund on cancellation of
License of RMFS.

Classification of RMFS Credits through e-payment

The classification of RMFS credit through e-payment will remain same as mentioned in the Accounting Procedure for RMFS deposits.

ANNEXURES

Annexure 'A'

**APPLICATION FOR LICENSE TO USE A
FRANKING MACHINE**

[Ref. Para 1(c)-ch.2]

(Name & full address of the applicant)

To,

The _____(Licensing Authority)

Through: (Name & Address of the Supplier)

Sir,

I/We do hereby apply for the grant of Individual/Commercial (*Tick mark the one applicable*) license for the use of Postal Franking Machine Model..... , manufactured by, License Identifier duly approved by the Department of Post for postal franking of articles to be Posted by/on behalf of me/us or mine/our concern or on behalf of my customers (strike out whichever is not applicable) as specified in the instructions for use of franking machines as a means of payment of postage as per Postal rates.

2. The Postal articles will be tendered for Posting in----- Post Office/FPO/Sorting Office/Mail Office. (*This must be filled in after prior consultation with Licensing Authority*)

.....

3. I/We have at present the following franking machine(s)* in our possession and use:

S.No.	License Identifier	Manufacturer	Date of Issue of License	Franking Machine Vendor Particulars	Licensing Authority

* Information may also include in respect of franking machines not operated under RMFS

4. I/We hereby apply for being permitted to use the following slogans with the impression of the Franking Machine on Postal articles sent/booked by me/us on one article.

i)

ii)

iii)

iv)

5. I/We hereby declare that the Franking Machine(s) will be located at the address given below and shall be available for inspection at the reasonable time by any Postal Official authorised in this behalf without notice. Location will not be changed without prior permission of licensing authority.

Address of location:-

.....

6. I/We am enclosing ACG 67 receipt no.dated.....issued byPost Office in token of having deposited as License Fee of Rs.375/-.

7. A list of clients along with their consent is enclosed (Applicable only in case of commercial licensee)

8. I/We have read the Standard Operating Procedure on RMFS and the following conditions and agree to abide by them and those modified and/prescribed herein after and bind myself/ourselves for any action, including cancellation of License, proposed for violation of any of the prescribed conditions without any reservation:

i) I/We shall be responsible for any loss or damage caused to me/us due to purchase of unapproved model or defective machine or any damage done to the Franking Machine.

ii) I/We shall ensure regular use of the Franking Machine unless there are unavoidable circumstances for non-use of the same, the intimation in respect of which will be given to the concerned licensing authority and the Designated Office.

iii) I/We hereby also agree to pay to the OEM vendor the fee for remote resetting service in advance at the beginning of each year.

iv) I/We shall take adequate steps to guard against fraudulent use of the Franking Machine.

v) I/We shall tender all Postal articles in the Designated Post Office and/or office as prescribed in the license.

vi) I/We shall also maintain the prescribed records which will be open to check by any authorised officer / official of the Department of Posts.

vii) I/We hereby also agree that the maintenance service of the Franking Machine or any repairs thereto including replacement of any part thereof will be carried out by the Franking Machine Vendor only. Postal security device will not be repaired under any circumstances.

Yours sincerely,

(Authorised Signatory)

Signature & Seal

Franking Machine User

Date:-.....

Encl: as above.

Endst. No..... dated.....

Zero Value Frank or a report from the machine indicating License Identifier pasted here and particular verified:

(Authorised Signatory)

Signature & Seal

Franking Machine Vendor

Date:-

Issued License No./CRN on .../.../.....

Signature of the Licensing Authority

and

Designation stamp

CHECKLIST FOR VERIFICATION [Ref. Ch.2, Para 1,(d)]

1. Name of Applicant / Firm
2. Whether the firm is registered under the Indian Companies Act
3. Exact location of the premises
4. Whether it is a single owner or a partnership firm
5. If it is a partnership firm the name and residential address of the partners with signatures.
6. Name and permanent address of the Proprietor/Managing Partner, if any.
7. If it is an Export House Case No. of the Reserve Bank and period of validity (attach photocopy)
8. If it is a Travel Agency Authority No. of the Ministry of Labour (attach photocopy)
9. Tenancy proof of the premises under occupation (attested copy of latest rent receipt / rent deed to be supplied)
10. Name and address of Bankers and period from which holding the account
11. Income Tax Permanent Account Number of the firm, if any.
12. Full name and permanent address of the person with Specimen Signature who is authorised to act on behalf of the firm, if any. Copy of such authorisation to be attached.
13. Sales Tax No., if any.
14. Nature of business.
15. Contact Phone Number
16. Misc.

Signature of Applicant with stamp Verification report of

Authorised Officer with his recommendation

Signature of the verifying officer
(with designation stamp and date)

FRANKING MACHINE CERTIFICATE OF LICENSE

(Generated in the system) [Ref Ch. 2, Para 1. (e)]

1. License Identifier of the machine :

2. Name and address of the Licensee :

3. Location of the machine :

4. Contact no. :

5. E-mail (if any)

6. Particulars of Franking Machine

(i) Name & address of the Supplier :

(ii) Model Name :

7. Customer Reference Number (CRN) & Date :

(To be filled by Licensing Authority)

8. Period of validity : From.....To.....

(For the license issued first time)

Period of renewal Signature of
licensing authority

9. Renewal Order No. & Date :

(If applicable)

10. Office of Posting :

11. Pincode of Licensee's Office :

(To be printed on the frank)

Date

Signature of Licensing Authority

with designation stamp

Note 1: This certificate shall be pasted on the Record Books maintained by Franking Machine User and Post Office.

Annexure 'D'

METHOD OF ALLOCATING CRN

& CODES FOR CIRCLES & DIVISIONS [Ref. Ch. 2, Para 1, (e)]

Customer Reference Number shall be allocated as under:

The first two characters shall be alphabets indicating Code of Circle, next two numeric digits shall indicate Code of Division/ Independent Post Office followed with a five digit running serial number starting with 00001.

Thus the first Customer Reference Number issued by New Delhi GPO Division in Delhi shall be DL0900001. The codes are given below:

1). The codes of Circles are given below.

Andhra Pradesh	- AP
Assam	- AS
Bihar	- BH
Chhattisgarh	- CG
Delhi	- DL
Gujarat	- GJ
Haryana	- HR
Himachal Pradesh	- HP
Jammu & Kashmir	- JK
Jharkhand	- JH
Karnataka	- KN
Kerela	- KR
Madhya Pradesh	- MP
Maharashtra	- MH
North East	- NE
Orissa	- OR
Punjab	- PB
Rajasthan	- RJ
Tamil Nadu	- TN
Uttaranchal	- UA
Uttar Pradesh	- UP
West Bengal	- WB
Base Circle (APS)	- BC

2) The Codes of the Divisions/Units are as below.

ANDHRA PRADESH CIRCLE

Code	Name of Division	Code	Name of Division
01	Adilabad	25	Nalgonda
02	Amalapuram	26	Nandayal
03	Anakapalle	27	Nellore
04	Anantapur	28	Narasaraopet
05	Bhimavaram	29	Nizamabad
06	Chittoor	30	Prakasam
07	Cuddapah	31	Parvatipuram
08	Eluru	32	Peddapalli
09	Gudivada	33	Prodattur
10	Gudur	34	Rajahmundry
11	Guntakal	35	Sangareddy
12	Guntur	36	Secynderabad
13	Hanamkonda	37	Srikakulam
14	Hindupur	38	Suryapet
15	Hyderabad GPO	39	Tadepalligudam
16	Hyderabad city	40	Tenali
17	Hyderabad S.E.	41	Tirupati
18	Kakinada	42	Vijayawada
19	Karimnagar	43	Vishakhapatnam
20	Kurnool	44	Vizianagaram
21	Khammam	45	Wanarpathy
22	Mahbubnagar	46	Warangal
23	Masulipatnam		
24	Medak		

ASSAM CIRCLE

Code	Name of Division
01	Cachar
02	Darrang
03	Dibrugarh
04	Gawahati
05	Goalpara
06	Nalbari

- 07 Nowgong
- 08 Sivasagar
- 09 Tinsukia

BIHAR CIRCLE

Code	Name of Division
01	Aurangabad
02	Begusarai
03	Bhagalpur
04	Bhojpur
05	W. Champaran
06	E. Champaran, Motihari
07	Darbhanga
08	Gaya
09	Madhubani
10	Munger
11	Muzaffarpur
12	Nawada
13	Nalanda
14	Patna Dn.
15	Patna GPO
16	Purnea
17	Rohtas. Sasaram
18	Saharsa
19	Samastipur
20	Saran, Chapra
21	Sitamarhi
22	Siwan
23	Vaishali, Hajipur

CHHATISGARH

Code Name of Division

01. Baster Jagdalpur

02. Bilaspur

03. Durg

04. Raigarh

05. Raipur

DELHI CIRCLE

Code Name of Division

01. N.D.Central

02. Delhi East

03. Delhi North

04. ND South East

05. ND South West

06. ND West

07. Delhi GPO

08. Indraprastha HO

09. New Delhi GPO

10. Krishna Nagar HO

11. Lodi Road HO

12. Parliament Street HO

13. Ramesh Nagar HO

14. Sarojini Nagar HO

GUJRAT CIRCLE

Code Name of Division

01 Ahmedabad City Dn.

02. Ahmedabad GPO

03. Amreli

04. Anand
05. Banasanktha
06. Bardoli
07. Bharuch
08. Bhavnagar
09. Gandhi Nagar
10. Gondal
11. Himatnagar
12. Jamnagar
13. Junagarh
14. Kheda, Nadiad
15. Kutch, Bhug
16. Mahesana
17. Navsari
18. Palanpur
19. Panchmahal
20. Patan
21. Porbandar
22. Rajkot
23. Sabarkantha
24. Surandranagar
25. Surat
26. Vadodara (E)

27. Vadodara (U)

28. Valsad

HARYANA

Code Name of Division

01. Ambala

02. Bhiwani

03. Faridabad

04. Gurgaon

05. Hissar

06. Karnal

07. Kurukshetra

08. Rohtak

09. Sonapat

HIMACHAL PRDESH

Code Name of Division

01. Chamba

02. Dehra

03. Dharmasala

04. Hamirpur

05. Mandi

06. Rampur Bushahr

07. Shimla

08. Solan

09. Una

JAMMU AND KASHMIR

Code Name of Division

01. Baramulla

02. Jammu

03. Ladakh

04. Rajouri

05. Srinagar

06. Udhampur

JHARKHAND

Code Name of Division

01. Dhanbad

02. Giridh

03. Hazaribagh

04. Palamau, Daltonganj

05. Ranchi

06. Singhbhum, Jamshedpur

07. Santhal Pargana, Dumka

KARNATAKA CIRCLE

Code	Name of Division
01.	Bagalkot
02.	Bangalore East
03.	Bangalore South
04.	Bangalore West
05.	Bangalore City H.O.
06.	Bangalore GPO
07.	Basayagundi
08.	Belgaum
09.	Bellary
10.	Bidar
11.	Bijapur
12.	Channapatna
13.	Chikmagalure
14.	Chikodi
15.	Chitradorga
16.	Dharwad
17.	Gadag
18.	Golal
19.	Gulbarga
20.	Hassan
21.	Haveri
22.	Karwar

23. Kodagu
24. Kolar
25. Mandya
26. Mangalore
27. Mysore
28. Nanjangud
29. Puttur
30. Raichur
31. Rajaji Nagar H.O.
32. Shimoga

33. Sirsi
34. Tumkur
35. Udupi

KERALA CIRCLE

Code Name of Division

01. Alappuzha
02. Aluva
03. Changanacherry
04. Ernakulam
05. Idukki
06. Irinjalenkuda
07. Kannur

08. Kasargod
- 09 Kollam
10. Kottayam
11. Kozhikode
12. Lakshadweep
13. Manjeri
14. Mavelikara
- 15 Ottapalam
- 16 Palakkad
- 17 Pathanamthitta
18. Thalassery
19. Thiruvananthapuram(N)
20. Thiruvananthapuram (S)
21. Thrissur
22. Tirur
23. Tiruvalla
24. Vadakara

MADHYA PRADESH CIRCLE

Code Name of Division

01. Balaghat
02. Bhopal Dn.
03. Chhatarpur

04. Chhindwara
05. Guna
06. Gwalior
07. Hoshangabad
08. Indore City
09. Indore Mfl
10. Jabalpur
11. Khandwa
12. Mandsaur
13. Morena
14. Ratlam
15. Rewa
16. Sagar
17. Sehore
18. Shahdol
19. Ujjain
20. Vidisha

MAHARASHTRA CIRCLE

Code Name of Division

01. Ahmednagar
02. Akola
03. Amaravati

04. Aurangabad
05. Beed
06. Bhusaval
07. Buldana
08. Chandrapur
09. Dhule
10. Girgaon H.O.
11. Goa
12. Jalgaon
13. Kalbadevi H.O.
14. Kolhapur
15. Malegaon
16. Mandvi H.O.
17. Mumbai GPO
18. Mumbai City East Dn.
19. Mumbai City North Dn.
20. Mumbai City North East
21. Mumbai City North West
22. Mumbai City West
23. Mumbai City South
24. Nagpur City
25. Nagpur Mfl
26. Nanded

27. Nasik
28. Navi Mumbai
29. Osmanabad
30. Parbhani
31. Pandharpur
32. Pune City East
33. Pune City West
34. Pune Mfl
35. Raigarh Dn.
36. Ratnagiri
37. Sangli
38. Satara
39. Shrirampur
40. Sindhudurg
41. Solapur
42. Thane Central
43. Thane West
44. Wardha
45. Yavatmal

NORTH EASTERN CIRCLE

Code Name of Division

01. Arunachal Pradesh
02. Dharamnagar

03. Manipur
04. Meghalaya
05. Mizoram
06. Nagaland
07. Tripura, Agartala

ORISSA CIRCLE

Code Name of Division

01. Aska
02. Bolangir
03. Balasore
04. Berhampur (Gm)
05. Bhadrak
06. Bhubaneswar
07. Cuttack City
08. Cuttack North
09. Cuttack South
10. Dhenkanal
11. Kalashandi
12. Kaonjhar
13. Koraput
14. Mayurbhanj
15. Phulbani
16. Puri

17. Sambalpur

18. Sundergarh

PUNJAB CIRCLE

Code Name of Division

01. Amritsar

02. Bathinda

03. Chandigarh

04. Faridkot

05. Ferozpur

06. Gurdaspur

07. Hoshiarpur

08. Jalandhar

09. Kapurthala

10. Ludhiana

11. Ludhiana Mfl

12. Patiala

13. Sangrur

RAJASTHAN CIRCLE

Code Name of Division

01. Ajmer

02. Alwar

03. Barmer

04. Beawar

05. Bharatpur

06. Bhilwara

07. Bikaner

08.	Chittorgarh
09.	Churu
10	Dhholpur
11	Dungarpur
12	Jaipur City
13	Jaipur Mfl
14	Jhunjhunu
15	Jodhpur
16	Kota
17	Nagaur
18	Palimarwar
19	Sawai Madhopur
20	Sikar
21	Sirchi
22	Sriganganagar
23	Tonk
24	Udaipur

TAMIL NADU CIRCLE

Code	Name of Division
01.	Anna road H.O.
02	Arakonam
03	Chennai City Central Dn.
04.	Chennai City North
05.	Chennai City South
06.	Chennai GPO
07.	Chinglepatthu
08.	Coimbatore
09.	Cuddalore
10.	Dharmapuri
11.	Dindigul
12.	Erode
13.	Kanchipuram
14.	Kanyakumari
15.	Karaikudi
16.	Karur
17.	Kovilpatti

18.	Kumbakonam
19	Madurai
20	Mayiladuthurai
21	Nahanttinam
22	Namakkal
23	Nilgaris
24	Pattukkottai
25	Pollachi
26	Pondicharry
27	Pudukottai
28	Ramanathapuram
29	Selem (E)
30	Selem (W)
31	Sivaganga
32	Srirangam
33	Tambaram
34	Thanjayur
35	Theni
36	Tiruvelveli
37	Tirupattur
38	Tirupur
39	Tiruvannamalai
40	Tiruchirappalli
41	Tuticorim
42	Vellore
43	Virudunagar
44	Vrichachalam

UTTAR PRDESH CIRCLE

Code	Name of Division
01	Agra
02	Allahabad
03	Aligarh
04	Azamgarh

05	Badaun
06	Bahraich
07	Ballia
08	Banda
09	Barabanki
10	Bareilly
11	Basti
12	Bijnor
13	Bulandshahr
14	Deoria
15	Etah
16	Etawah
17	Faizabad
18	Fatehgarh
19	Fatehpur
20	Ghaziabad
21	Ghazipur
22	Gonda
23	Gorakhpur
24	Hardoi
25	Jaunnur
26	Jhansi
27	Kanpur City
28	Kanpur Mfl
29	Kanpur H.O.
30	Kheri
31	Lucknow
32	Lucknow GPO
33	Mainpuri
34	Mathura
35	Meerut
36	Mirzapur
37	Moradabad
38	Muzaffarnagar
39	Pratapgarh
40	Rai Bareli
41	Saharanpur
42	Shahjahanpur

- 43 Sitapur
- 44 Sultanpur
- 45 Varanasi (W)
- 46 Varanasi (E)

UTTRAKHAND

Code Name of Division

- 01. Almora
- 02. Chamoli
- 03. Dehradun
- 04. Nainital
- 05. Pauri .
- 06. Pithoragarh
- 07. Tehri .

WEST BENGAL CIRCLE

Code	Name of Division
01	Alipore H.O.
02	A&N Islands
03	Asansol
04	Barasat
05	Barabazar H.O.
06	Bankura
07	Birbhum
08	Burdwan
09	Contai
10	Cooch Behar
11	Darjeeling
12	Hoogly (N)
13	Hoogly (S)
14	Howrah
15	Jalpaiguri
16	Kolkata GPO

17	Kolkata City Central Dn.
18	Kolkata City East
19	Kolkata City North
20	Kolkata City South
21	Malda
22	Midnapore
23	Murshidabad
24	Nadia (N) Krishnanagar
25	Nadia (S) Kalyani
26	North Presidency
27	South Presidency
28	Purulia
29	Sikkim
30	Tamluk
31	Dinajpur Balurghat

BASE CIRCLE APS

Codes for Units of Licensing Authorities in APS will be issued by Base Circle APS on the pattern of Codes assigned to Postal Civil Units as above and same will be intimated to DG(Posts).

Note: Code may be assigned to new Division/ independent gazetted post office in Postal Circles by CPMG/ PMG on above pattern, whenever, a new licensing unit i.e. Division/ independent gazetted post office is created and same will be communicated to DG(Posts).

FORMAT OF REGISTER OF LICENSES ISSUED

(To be designed Vertically and separate page for each license may be assigned)
[Ch. 2, para 1, (e)]

S.No.		
01	Name of Franking Machine User	
02	Address	
03	Contact No.	
04	Customer Reference Number	
05	License Identifier	
06	Location of machine	
07	Model	
08	Date of Issue of License	
09	Date of Expiry of License	
10	Signature of Licence Authority	
11	Date of Renewal of License	
12	Date of Expiry of renewed License	
13	Signature of Licensing Authority	

Note: Rows 11 to 13 will go on repeating as and when license is renewed.

Annexure 'F'

[Ref. Ch.3, Para 8]

**DIGIFRANK PLUS
REMOTELY MANAGED FRANKING SYSTEM**

**FORMATS FOR COMMUNICATION BETWEEN
BANK SERVER & DOP SERVER AND
DOP SERVER & RMFS SERVER**

Version 1.5

23 Jan 2009

**Issued by
Software Development Centre
Postal Training Centre, Mysore - 570010**

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VERSION HISTORY

Version Number	Release Date	Sections changed
1.0	03.06.2008	All
1.1	13.06.2008	
1.2	04.07.2008	
1.3	26.12.2008	<ul style="list-style-type: none"> • Information regarding padding of fields added in Generated file format • Record type changed from 'C-Cancellation' to 'S-Status' in Line L of License Renew/ Fm Status/ Address Change File • Acknowledgement file will be there for license transactions also but without transaction ID • Line prefix changed from P to L in Line L, description changed from P Lines to L Lines in Line F of Acknowledgement file • File name format changed from Dop_Funds_xxxxxxx_ddmmyyyynn.txt to F/N/P_Dop_Funds_xxxxxxx_ddmmyyyynn.txt in Funds file from DOP to RMFS. • Daily statistics info of Usage file should contain register readings at the end of the day.
1.4	15.01.2009	<ul style="list-style-type: none"> • Field width of Filename in acknowledgement file increased from 30 to 35 • Record type 'I-Identifier Change' is removed in Line L of License Renew/ Fm Status/ Address Change File • Record type changed from 'S-Status' to 'C-Cancellation' in Line L of License Renew/ Fm Status/ Address Change File • Product details info Line changed to cumulative for the given period instead of daily basis and the field width of weight is increased from 8 to 15 as it is in grams.
1.5	23.01.2009	<ul style="list-style-type: none"> • Transaction ID field width is fixed as 10 • Included License information file from DOP to Bank server

Information regarding generated file formats

- The output file will be in text format (with .txt extension)
- In file name, xxxxxxxx is the eight digit file sequential number and ddmmyyynn is the file creation date with 'nn' as sequential number for that particular date.
- Each line starts with a line prefix
- Character “,” comma will be used as delimiter i.e., field separator
- A monetary field will not have any decimal separator. (Last two digits will be treated as decimal places for Funds deposited, meter reading, control total fields).
- Padding will be there only for file sequential number field and not for any of the other fields

LICENSES ISSUED FILE

- Contains details of new licenses issued to a licensee for posting of franked articles by the licensee at a designated PO
- Will be sent from DOP Server to RMFS server

File name format:- P/F/N_LicIss_xxxxxxx_ddmmyyyynn.txt

Header Record

	Description	Comment/ Values	Size	Format (Data type)
Line H	Line Prefix	H – Header	1	Fixed (A)
	File sequential number	Sequential no	8	
	Date/ Hour Creation file	Date/ Hour Creation file	14	DDMMYYYYHHMMSS (N)

Licensee Address info Record

	Description	Comment/ Values	Size	Format (Data type)
Line C	Line Prefix	C – Licensee info	1	Fixed (A)
	License Identifier	Unique identifier for each customer account	7	(AN) (1+6)
	License Number (CRN)	Issued by Licensing Authority	9	(AN) (2+7)
	Date of issue of License		14	DDMMYYYYHHMMSS
	Licensee Name		30	(AN)
	Postal Address1		30	(AN)
	Postal Address2		30	(AN)
	City/ Town		30	(AN)
	District		30	(AN)
	State		30	(A)
	Pincode		6	(N)
	Contact Person		30	(AN)
	Contact Number		13	(N)
	Vendor Name		30	(AN)
	Vendor Postal Address1		30	(AN)
	Vendor Postal Address2		30	(AN)
	Vendor City/ Town		30	(AN)
	Vendor District		30	(AN)
	Vendor State		30	(A)
	Vendor Pin code		6	(N)

	Vendor Contact Person		30	(AN)
	Vendor Contact Number		13	(N)
	License Type	Individual/ Commercial	10	Fixed (A)
	Date of expiry of license		14	DDMMYYYYHHMMSS
	Licensing authority		30	(A)
	Designated Post Office/DMO/DFO		30	(A)
	FM Status	Registered/ Blocked/ Withheld/ Cancelled	16	(A)

Footer Record

	Description	Comment/ Values	Size	Format (Data type)
Line F	Line Prefix	F – Footer	1	Fixed (A)
	File sequential number	Sequential no	8	
	No. of C lines in the file	No. of Customers information included in the file	8	

LICENSE RENEW/ FM STATUS/ ADDRESS CHANGE FILE

- Contains details of licenses renewed by the DOP/ Change in FM status
- Will be sent from DOP to RMFS server

File name format:- P/F/N_LicMod_xxxxxxxx_dmmYYYYnn.txt

Header Record

	Description	Comment/ Values	Size	Format (Data type)
Line H	Line Prefix	H – Header	1	Fixed (A)
	File sequential number	Sequential no	8	
	Date/ Hour Creation file	Date/ Hour Creation file	14	DDMMYYYYHHMMSS (N)

License info Record

	Description	Comment/ Values	Size	Format (Data type)
Line L	Line Prefix	L – License info	1	Fixed (A)
	Record Type	R – Renewal A – Address Change S – Status	1	Fixed (A)
	Old License Identifier	Unique identifier for each customer acct	7	Fixed (AN)
	New License Identifier		7	Fixed (AN)
	Old License Number (CRN)	Issued by Licensing Authority	9	(AN)(2+7)
	New License Number (CRN)	Issued by Licensing Authority	9	Fixed (AN)
	License Type	Individual/ Commercial	10	Fixed (A)
	License Issue Date		14	DDMMYYYYHHMMSS
	Date of expiry of license		14	DDMMYYYYHHMMSS
	License cancellation date		14	DDMMYYYYHHMMSS
	Licensing authority		30	(A)
	Designated PO/DMO/DFO		30	(A)
	Licensee Name		30	(A)
	Postal Address1		30	(A)
	Postal Address2		30	(A)
	City/Town		30	(A)
District		30	(A)	
State		30	(A)	

	Pincode		6	(N)
	FM Status	Registered/ Blocked/ Withheld/ Cancelled	16	(A)

Footer Record

	Description	Comment/ Values	Size	Format (Data type)
Line F	Line Prefix	F – Footer	1	Fixed (A)
	File sequential number	Sequential no	8	
	No. of L lines in the file	No. of License info lines information included in the file	8	

**ACKNOWLEDGEMENT FILE FOR VALIDATING INPUTS
RECEIVED FROM DOP , SENT FROM RMFS TO DOP**

- Contains validation status of the Information received from DOP on each transaction.
- Will be sent from RMFS server to DOP Server
- For credit transaction acknowledgements Transaction ID will be there and for license transaction acknowledgements Transaction ID field will be blank

File name format:- F/N/P_ACK_XXXXXXXX_dmmmyyyy.txt

Header Record

	Description	Comment/ Values	Size	Format (Data type)
Line H	Line Prefix	H – Header	1	Fixed (A)
	File sequential number	Sequential no	8	
	Date/ Hour Creation file	Date/ Hour Creation file	14	DDMMYYYYHHMMSS (N)

Acknowledgement Record

	Description	Comment/ Values	Size	Format (Data type)
Line L	Line Prefix	L- Acknowledgement Line info	1	Fixed (A)
	File Name	Input file name being used for validation	35	Fixed (AN)
	License Identifier	Unique identifier for each customer account	7	(AN) (1+6)
	Transaction ID		10	(AN)
	License Number (CRN)		9	(AN) (2+7)
	FMU Name/Licensee		30	(A)
	Renew/Change status		2	(N) 00 – Input Accepted 01 – Invalid License Identifier 02 – Invalid License Number 03 – Inconsistent License Identifier and Number 04 – Customer Account withheld 05- Transaction ID already exists 06 – Others

Footer Record

	Description	Comment/ Values	Size	Format (Data type)
Line F	Line Prefix	F – Footer	1	Fixed (A)
	File sequential number	Sequential no	8	
	No. of L lines in the file	No. of Acknowledgement lines information included in the file	8	

LICENSE INFORMATION FILE FROM DOP TO BANK

- Contains information regarding franking machine users from whom credits are to be accepted by the Bank for setting/ resetting of the franking machine.
- Will be sent from DOP server to Bank Server

File name format:- DOP_XXXXXXXX_dmmmyyyynn.txt

Header Record

	Description	Comment/ Values	Size	Format (Data type)
Line H	Line Prefix	H – Header	1	Fixed (A)
	File sequential number	Sequential no	8	
	Date/ Hour Creation file	Date/ Hour Creation file	14	DDMMYYYYHHMMSS (N)

License info Record

	Description	Comment/ Values	Size	Format (Data type)
Line L	Line Prefix	L – License info	1	Fixed (A)
	License Identifier	Unique identifier for each customer acct	7	Fixed (AN) (1+6)
	License Number (CRN)	Issued by Licensing Authority	9	(AN) (2+7)
	FMU Name/ Licensee		30	(A)
	Status		8	Active/ Inactive

Footer Record

	Description	Comment/ Values	Size	Format (Data type)
Line F	Line Prefix	F – Footer	1	Fixed (A)
	File sequential number	Sequential no	8	
	No. of L lines in the file	No. of License info lines information included in the file	8	

FUNDS FILE FROM BANK TO DOP

- Contains the deposits made by a franking machine user in Bank for setting/ resetting of the franking machine.
- Will be sent from Bank server to DOP Server

File name format:- Bank_XXXXXXXX_ddmmyyyyynn.txt

Header Record

	Description	Comment/ Values	Size	Format (Data type)
Line H	Line Prefix	H – Header	1	Fixed (A)
	File sequential number	Sequential no	8	
	Date/ Hour Creation file	Date/ Hour Creation file	14	DDMMYYYYHHMMSS (N)

Payment info Record

	Description	Comment/ Values	Size	Format (Data type)
Line P	Line Prefix	P – Payment info	1	Fixed (A)
	Transaction ID		10	(AN)
	License Identifier	Unique identifier for each customer acct	7	Fixed (AN) (1+6)
	License Number (CRN)	Issued by Licensing Authority	9	(AN) (2+7)
	Date of credit		14	DDMMYYYYHHMMSS
	Date of consolidation		14	DDMMYYYYHHMMSS
	Funds deposited	In paise (Last two digits will be treated as decimal places)	10	(N)

Footer Record

	Description	Comment/ Values	Size	Format (Data type)
Line F	Line Prefix	F – Footer	1	Fixed (A)
	File sequential number	Sequential no	8	
	No. of P lines in the file	No. of payment lines information included in the file	8	

FUNDS FILE FROM DOP TO RMFS

- Contains the deposits made by a franking machine user in Bank for setting/ resetting of the franking machine.
- Will be sent from DOP server to RMFS Server

File name format:- F/N/P_Dop_Funds_XXXXXXXX_ddmmYYYYnn.txt

Header Record

	Description	Comment/ Values	Size	Format (Data type)
Line H	Line Prefix	H – Header	1	Fixed (A)
	File sequential number	Sequential no	8	
	Date/ Hour Creation file	Date/ Hour Creation file	14	DDMMYYYYHHMMSS (N)

Payment info Record

	Description	Comment/ Values	Size	Format (Data type)
Line P	Line Prefix	P – Payment info	1	Fixed (A)
	Transaction ID		10	(AN)
	License Identifier	Unique identifier for each customer acct	7	Fixed (AN) (1+6)
	License Number (CRN)		9	(AN) (2+7)
	FMU Name/Licensee		30	(A)
	Date of credit		14	DDMMYYYYHHMMSS
	Date of consolidation		14	DDMMYYYYHHMMSS
	Funds deposited	In paise (Last two digits will be treated as decimal places)	10	(N)

Footer Record

	Description	Comment/ Values	Size	Format (Data type)
Line F	Line Prefix	F – Footer	1	Fixed (A)
	File sequential number	Sequential no	8	
	No. of P lines in the file	No. of payment lines information included in the file	8	

CREDITS DOWNLOADED FILE

- Contains the list of FMs that have downloaded funds from RMFS server
- Will be sent from RMFS server to DOP

File name format:- F/N/P_Credits_XXXXXXXX_dmmYYYYnn.txt

Header Record

	Description	Comment/ Values	Size	Format (Data type)
Line H	Line Prefix	H – Header	1	Fixed (A)
	File sequential number	Sequential no	8	
	Date/ Hour Creation file	Date/ Hour Creation file	14	DDMMYYYYHHMMSS (N)

Credits downloaded info Record

	Description	Comment/ Values	Size	Format (Data type)
Line B	Line Prefix	B – Bank Credits downloaded info	1	Fixed (A)
	License Identifier	Unique identifier for each customer acct	7	Fixed (AN)
	License Number/CRN		9	(AN)
	FMU Name/Licensee		30	(A)
	Funds downloaded	Amount downloaded by the FM	10	
	Downloaded date/ hour	Date/ Hour funds downloaded	14	DDMMYYYYHHMMSS (N)
	Ascending Register Reading	Amount of funds consumed by FM	14	(N)
	Descending Register Reading	Amount of funds left in FM	14	(N)
	Control Total	Sum of Ascending & descending	14	(N)
	Item Register	No. of articles franked by FM	8	(N)

Footer Record

	Description	Comment/ Values	Size	Format (Data type)
Line F	Line Prefix	F – Footer	1	Fixed (A)
	File sequential number	Sequential no	8	
	No. of B lines in the file	No. of credit downloaded lines information included in the file	8	

USAGE FILE

- Contains various statistics indicating meter readings, item counter, product information etc., stored since the last machine call
- Will be sent from RMFS server to DOP server
- Daily statistics info line should contain the meter readings at the end of the day

File name format:- F/N/P_Stat_XXXXXXXX_dmmmyyyynn.txt

Header Record

	Description	Comment/ Values	Size	Format (Data type)
Line H	Line Prefix	H – Header	1	Fixed (A)
	File sequential number	Sequential no	8	
	Date/ Hour Creation file	Date/ Hour Creation file	14	DDMMYYYYHHMMSS (N)

General Info Record

	Description	Comment/ Values	Size	Format (Data type)
Line G	Line Prefix	G – General info	1	Fixed (A)
	Connection Date		14	DDMMYYYYHHMMSS (N)
	License Identifier	Unique identifier for each customer acct	7	Fixed (AN)
	License Number (CRN)		9	(AN)
	FMU Name/Licensee		30	(A)
	Ascending Register reading	Amount of funds consumed by FM	14	(N)
	Descending Register reading	Amount of funds left in FM	14	(N)
	Control Total	Sum of Ascending & descending	14	(N)
	Item Register	No. of articles franked by FM	8	(N)

Daily statistics info

	Description	Comment/ Values	Size	Format (Data type)
Line D	Line Prefix	D – Daily statistics info	1	Fixed (A)
	Statistic date	Day for which statistics is being given	14	DDMMYYYYHHMMSS (N)
	Ascending Register reading	Amount of funds consumed by FM	14	(N)

	Item Register	No. of articles franked by FM	8	(N)
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Product Details info

	Description	Comment/ Values	Size	Format (Data type)
Line P	Line Prefix	P – Product details	1	Fixed (A)
	Postal Product Code (PPC)	Product code for a particular product class	4	(N)
	Cumulative no. of franked items for that PPC for the period	No. of items	8	(N)
	Cumulative Amount franked for that PPC for the period		14	(N)
	Cumulative Weight for that PPC for the period	In grams	15	(N)

Footer Record

	Description	Comment/ Values	Size	Format (Data type)
Line F	Line Prefix	F – Footer	1	Fixed (A)
	File sequential number	Sequential no	8	
	No. of G lines in the file	No. of general info lines included in the file	8	
	No. of D lines in the file	No. of daily statistics info. lines information included in the file	8	
	No. of P lines in the file	No. of product details info. lines information included in the file	8	

REMAINING FUNDS FILE FROM RMFS TO DOP

- Contains the information on remaining funds in the customer accounts on the server for all such franking machine users who have downloaded funds in their machines.
- Will be sent from RMFS server to DOP server as per desired frequency (currently 3 times a day) along with the other files.

File name format:- F/N/P_Remaining_Funds_XXXXXXXX_dmmYYYYnn.txt

Header Record

	Description	Comment/ Values	Size	Format (Data type)
Line H	Line Prefix	H – Header	1	Fixed (A)
	File sequential number	Sequential no	8	
	Date/ Hour Creation file	Date/ Hour Creation file	14	DDMMYYYYHHMMSS (N)

Payment info Record

	Description	Comment/ Values	Size	Format (Data type)
Line R	Line Prefix	R – Funds info	1	Fixed (A)
	License Identifier	Unique identifier for each customer acct	7	Fixed (AN) (1+6)
	License Number (CRN)		9	(AN) (2+7)
	FMU Name/Licensee		30	(A)
	Remaining Funds	In paise (Last two digits will be treated as decimal places)	14	(N)

Footer Record

	Description	Comment/ Values	Size	Format (Data type)
Line F	Line Prefix	F – Footer	1	Fixed (A)
	File sequential number	Sequential no	8	
	No. of R lines in the file	No. of remaining fund lines information included in the file	8	

RECORD BOOK (Maintained by Franking Machine User)

(Ref. Ch. 2, Para (k)]

Customer Reference Number :

Model Name/No. :

.

.

Recredit report shall be pasted whenever a recredit is done by the FM.

Date Stamp of Post Office Signature of authorized officer

Annexure 'H'

RECORD BOOK (maintained by Designated Office) [Ref. Ch 2, Para (k)]

Customer Reference Number :

Model Name/No. :

Recredit report shall be pasted whenever a recredit is done by the FM.

Date Stamp of Designated Office (Authorised Officer)

**FORMAT OF FITNESS CERTIFICATE ISSUED BY FRANKING MACHINE
VENDOR**

Addressed to the Licensing Authority

Dear Sir,

This is to confirm that the FM with License Identifier No..... belonging to
.....(Name and Address of Licensee) and CRN..... has been
examined on and found to be in perfect order. It has not been tampered with.

A zero value frank is pasted here for your perusal.

Yours sincerely,

Authorised Signatory

FRANKING MACHINE VENDOR

(Name and Address)

Date:-.....

APPLICATION FOR RENEWAL OF LICENSE

(Name & full address of the applicant)

To,

The _____

Through: (Name & Address of the Franking Machine Vendor)

Dear Sir,

I/We do hereby apply for renewal of Certificate of License belonging to CRN
....., License Identifier..... for model manufactured by
..... and sold by

The license is expiring on(date). The renewal fee for Rs.....has been
deposited in(name of Post Office) on(date) vide ACG 67 receipt
no..... dated..... The fitness certificate from the franking machine vendor and
ACG 67 receipt, in original, are attached herewith.

Kindly renew the Certificate of License for the period from to

Encl: As above.

Yours sincerely,

(Authorised Signatory)

Signature & Seal

Franking Machine User

Date:-.....

Zero Value Frank or machine generated report indicating the License Identifier pasted here and particular verified:






(Authorized Signatory)

Signature and Seal

Franking Machine Vendor

Date.....

Annexure 'L'

STAMP	OVERVIEW OF FRANK IMPRESSIONS
<p>FACTORY STAMP</p>	
<p>NOT INSTALLED STAMP</p>	
<p>INSTALLED STAMP</p>	
<p>WITHDRAW N STAMP</p>	
<p>ZERO STAMP</p>	

Note: These are just illustrations, actual impression may vary depending upon the make of the machine.

**FORMAT FOR ENTRY IN RECORD BOOK REGARDING SUSPENSION OF
LICENSE IDENTIFIER**

License Identifier No. belonging to CRN no.is hereby
suspended on account of(state reason).....

Authorised Officer

Supervisor

Date

FORMAT FOR ENTRY IN RECORD BOOK REGARDING NEW LICENSE IDENTIFIER

License Identifier No. belonging to CRN no.is hereby replaced by the new License Identifier no.....

Authorised Officer

Supervisor

Date

**FORMAT FOR ENTRY IN RECORD BOOK REGARDING ACTIVATION OF
LICENSE IDENTIFIER**

License Identifier No. belonging to CRN no. is hereby
activated.

Authorised Officer

Supervisor

Date

FORMAT FOR ENTRY IN RECORD BOOK REGARDING CANCELLATION OF LICENSE

License Identifier No. belonging to CRN no. is hereby cancelled and the meter is withdrawn effective since DD.MM.YY. The last funds register readings are:

The FM generated Register report is pasted on the Docket.

Date Stamp of Post Office (Authorised Signatory)

(Licensee)

SAMPLE FORMAT OF A TYPICAL CUSTOMER RECORD BOOK

Customer Reference Number :

Model Name/No. :

Date/ Stamp of Post Office

Recredit report shall be pasted whenever a recredit is done by the FM.

Authorised Officer

Supervisor

Date.....

Rebates:

1	Old SOM no.	X
2	Recent SOM no.	Y
3	Old Ascending Register reading as per SOM X	A
4	New Ascending Register reading as per SOM Y	B
5	Total consumption = B-A	
6	Rate of Rebate	
7	Rebate Amount	
8	Cheque no. & Date	

Authorised Officer

Supervisor

Date

Meter Suspension:

License Identifier No. belonging to CRN no.is hereby suspended on account of(state reason).....

Authorised Officer

Supervisor

Date

Meter Activation:

License Identifier No. belonging to CRN no.is hereby activated.

Authorised Officer

Supervisor

Date

Issue of new L.I.”

License Identifier No. belonging to CRN no.is hereby replaced by the new License Identifier no..... For all future purposes the new License Identifier shall be used effective immediately.

Authorised Officer

Supervisor

Date

License Cancellation:

License Identifier No. Belonging to CRN No. is hereby cancelled and the meter is withdrawn effective since DD.MM.YY. The last funds register readings are :

Authorised Officer

Supervisor

Date

FORMAT OF REBATE FORM TO BE FILLED & DEPOSITED BY CUSTOMER

To,

The Postmaster

Kindly pay rebate on use of frank impressions as detailed below in r/o of franking machine license identifier,which has been allotted CRN

1	Old SOM no.	X
2	Recent SOM no.	Y
3	Old Ascending Register reading as per SOM X	A
4	New Ascending Register reading as per SOM Y	B
5	Total consumption = B-A	
6	Rate of Rebate	
7	Rebate Amount	
8	Mode of payment of rebate	
9	Date of Payment	

(Authorised Signatory)

Franking Machine User

Checked & verified with relevant record.

Payment authorised for Rs.

(Authorised Officer)

Signature of Postmaster/Sub-Postmaster/ SA

Date Stamp impression of Post office

**FORMAT OF REFUND APPLICATION TO BE FILLED & DEPOSITED BY
FRANKING MACHINE USER**

To

The Postmaster

Dear Sir,

It is to inform you that Rs. are lying unutilised in my franking machine at the time of cancellation of my license / failure of Postal Security Device.

The particulars of License and machine are given below:

CRN :

License Identifier :

S.No.	Item	Value
1	Ascending meter reading	
2	Descending meter reading	
3	Unutilised Amount	

It is requested that I may be granted the refund of unutilised amount of Rs.....

(Authorised Signatory)

Franking Machine User

Checked & verified with relevant record. Payment of Rs. on account of
unutilized amount is due to be paid to the licensee.

(Authorised Officer)

Signature of Postmaster/Sub-Postmaster/FPM/SA

Date Stamp impression of Designated Office

Sanction for payment of Rs.

Signature of competent authority with date

APPLICATION FOR CANCELLATION OF LICENSE

(Name & full address of the applicant)

To,

.....(Licensing Authority)

Through the PM/ SPM/ Incharge of Mail Office/ FPM of Designated Office

Dear Sir,

I/We do hereby apply for cancellation of Certificate of License valid upto
.....belonging to CRN, License Identifier..... for model
..... manufactured by and sold by

The last Statement of Mailing is pasted below. Request in the prescribed form for refund of unutilized amount is also attached.

Kindly take necessary action early.

Yours sincerely,

(Authorised Signatory)

Signature & Seal

Franking Machine User

Date:-.....

FORM FOR DEPOSIT OF AMOUNT THROUGH E-PAYMENT

1	Name of the Post Office	
2	Name & Address of the License	
3	License Identifier	
4	CRN	
5	Amount of deposit (Rs.)	
6	Mode of deposit: Cash/Cheque/Draft	
7	Particulars of instrument a) Name of Bank b) Cheque/draft no. c) Date of Issue	
		Signature of Licensee/Messenger
	Date (DD/MM/YYYY)	

Signature of PA

Date stamp

Signature of PM/APM/SPM

Annexure 'V'

**MODELS OF FRANKING MACHINES APPROVED UNDER RMFS VIDE
TECHNOLOGY DIVISION LETTER NO. 2-1/2—5 VOL-IV DATED 24.12.2009.**

OEM	VENDORS	MODEL NO.
Pitney Bowes Inc, USA	Pitney Bowes, India	DM 100i
Pitney Bowes Inc, USA	Pitney Bowes, India	DM 130i
Pitney Bowes Inc, USA	Pitney Bowes, India	DM140i
Neopost, France	Neopost, India	IJ25
Neopost, France	Neopost, India	IJ40, IJ50
Neopost, France	Neopost, India	IJ70,IJ80,IJ90,IJ110
Francotyp Postalia, GmbH	Forbes Technosys Ltd. India	ULTIMAIL 30
Francotyp Postalia, GmbH	Forbes Technosys Ltd. India	ULTIMAIL 60
Francotyp Postalia, GmbH	Forbes Technosys Ltd. India	ULTIMAIL 90

Annexure 'K'

POSTAL INFORMATION INDICATING CLASS OF POSTAL ARTICLES/SERVICES AND THEIR CODES & POSTAGE RATES APPLICABLE THERETO							
CATEGORY: DOMESTIC / INTERNATIONAL	CLASS OF ARTICLE / SERVICE	DESCRIPTION OF TARIFF	TARIFF			CODE OF CLASS / SERVICE	Mini Die
INLAND							
	LETTER (Max. 2Kg)						
		LETTER				1111	L
		For a weight not exceeding 20g	5.00				
		For additional 20g or fraction thereof	5.00				
		REGISTERED LETTER				1112	RL
		For first 20g or fraction thereof	22.00				
		For additional 20g or fraction thereof	5.00				
		REGISTERED LETTER WITH AD				1113	RLAD
		For first 20g or fraction thereof	25.00				
		For additional 20g or fraction thereof	5.00				
	PARCEL						
		PARCEL (MAX 4 KGS)				1211	URP
		For first 500g or fraction thereof	19.00				
		For additional 500g or fraction thereof	16.00				
		REGISTERED PARCEL (MAX 20 KGS)				1212	RP
		For first 500g or fraction thereof	36.00				
		For additional 500g or fraction thereof	16.00				
		REGISTERED PARCEL WITH AD				1213	RPAD
		For first 500g or fraction thereof	39.00				
		For additional 500g or fraction thereof	16.00				
	BOOK, PATTERN & SAMPLE PACKETS						
		BOOK, PATTERN & SAMPLE PACKETS (Max. 2 kg)				1311	BP
		First 50 g or fraction thereof	4.00				
		For every additional 50 g or fraction thereof	3.00				

		REGISTERED BOOK, PATTERN & SAMPLE PACKETS (Max. 2 kg)				1312	RBP
		First 50 g or fraction thereof	21.00				
		For every additional 50 g or fraction thereof	3.00				
		REGISTERED AD BOOK, PATTERN & SAMPLE PACKETS (Max. 2 kg)					
		First 50 g or fraction thereof	24.00			1313	RBPAD
		For every additional 50 g or fraction thereof	3.00				
	BOOK PACKETS CONTAINING PRINTED BOOKS ONLY						
		BOOK PACKETS CONTAINING PRINTED BOOKS ONLY (Max. 5 kg)				1321	BPPB
		For the first 100g or fraction thereof	1.00				
		For every additional 100 g or fraction thereof	1.00				
		REGISTERED BOOK PACKETS CONTAINING PRINTED BOOKS ONLY (Max. 5 kg)				1322	RBPPB
		For the first 100g or fraction thereof	18.00				
		For every additional 100 g or fraction thereof	1.00				
		REGISTERED AD BOOK PACKETS CONTAINING PRINTED BOOKS ONLY (Max. 5 kg)				1323	RBPPBAD
		For the first 100g or fraction thereof	21.00				
		For every additional 100 g or fraction thereof	1.00				
		BOOK PACKETS CONTAINING PERIODICALS OF VALUE RS. 1.00 TO RS. 20.00 (Max. 5 kg)				1331	BPP1
		For the first 100g or fraction thereof	2.00				
		For every additional 100 g or fraction thereof	3.00				
		REGISTERED BOOK PACKETS CONTAINING PERIODICALS OF VALUE RS. 1.00 TO RS. 20.00 (Max. 5 kg)				1332	RBPP1
		For the first 100g or fraction thereof	19.00				

		For every additional 100 g or fraction thereof	3.00				
		REGISTERED AD BOOK PACKETS CONTAINING PERIODICALS OF VALUE RS. 1.00 TO RS. 20.00 (Max. 5 kg)				1333	RBPP1AD
		For the first 100g or fraction thereof	22.00				
		For every additional 100 g or fraction thereof	3.00				
		BOOK PACKETS CONTAINING PERIODICALS OF VALUE FROM RS. 21 TO RS. 50.00 (Max. 5 kg)				1341	BPP2
		For the first 100g or fraction thereof	4.00				
		For every additional 100 g or fraction thereof	5.00				
		REGISTERED BOOK PACKETS CONTAINING PERIODICALS OF VALUE FROM RS. 21 TO RS. 50.00 (Max. 5 kg)				1342	RBPP2
		For the first 100g or fraction thereof	21.00				
		For every additional 100 g or fraction thereof	5.00				
		REGISTERED AD BOOK PACKETS CONTAINING PERIODICALS OF VALUE FROM RS. 21 TO RS. 50.00 (Max. 5 kg)				1343	RBPP2AD
		For the first 100g or fraction thereof	24.00				
		For every additional 100 g or fraction thereof	5.00				
		BOOK PACKETS CONTAINING PERIODICALS OF VALUE Rs. 51.00 AND ABOVE(Max. 5 kg)				1351	BPP3
		For the first 100g or fraction thereof	8.00				
		For every additional 100 g or fraction thereof	9.00				
		REGISTERED BOOK PACKETS CONTAINING PERIODICALS OF VALUE Rs. 51.00 AND ABOVE(Max. 5 kg)				1352	RBPP3
		For the first 100g or fraction thereof	25.00				
		For every additional 100 g or fraction thereof	9.00				

		REGISTERED BOOK PACKETS CONTAINING PERIODICALS OF VALUE Rs. 51.00 AND ABOVE(Max. 5 kg)				1353	RBPP3AD
		For the first 100g or fraction thereof	28.00				
		For every additional 100 g or fraction thereof	9.00				
	REGISTERED NEWSPAPERS						
		Registered Newspapers (Single Copy) (Maximum 5Kgs)				1411	RNP
		Upto 50g	0.25				
		Exceeding 50g but not exceeding 100g	0.50				
		Every additional 100g or fraction thereof	0.20				
		Registered - Registered Newspapers (Single Copy) (Maximum 5Kgs)				1412	RRNP
		Upto 50g	17.25				
		Exceeding 50g but not exceeding 100g	17.50				
		Every additional 100g or fraction thereof	0.20				
		Registered AD - Registered Newspapers (Single Copy) (Maximum 5Kgs)				1413	RRNPAD
		Upto 50g	20.25				
		Exceeding 50g but not exceeding 100g	20.50				
		Every additional 100g or fraction thereof	0.20				
		Registered Newspapers (More than one copy of the same issue)				1421	RNPB
		Not exceeding 100g	0.50				
		Every additional 100g or fraction thereof	0.20				
		Registered-Registered Newspapers (More than one copy of the same issue)				1422	RRNPB
		Not exceeding 100g	17.50				
		Every additional 100g or fraction thereof	0.20				

		Registered AD -Registered Newspapers (More than one copy of the same issue)				1423	RRNPBAD
		Not exceeding 100g	20.50				
		Every additional 100g or fraction thereof	0.20				
		POSTCARD					
		Single	0.50			1511	PC
		Printed Postcard	6.00			1512	PPC
		INLAND LETTER CARD					
		Inland Letter Card	2.50			1611	ILC
		Registered Inland Letter Card	19.50			1612	RILC
		Registered Inland Letter Card with AD	22.50			1613	RILCAD
		SPEED POST					
		DOMESTIC (Max.35 Kgs)					
		Local				2111	SPL
		Upto 50 grams	12.00 (including Service Tax and Education Cess)				
		51 to 200 grams	20.00+ST+EC @ 10.3%				
		201 to 500 grams	20.00+ST+EC @ 10.3%				
		Additional 500 Grams or part thereof	5.00	ST+EC@ 10.3% be calculated on total postage payable on Article and added			
		Upto 200 Kms				2112	SP200
		Upto 50 grams	25.00 (including service tax and Education cess)				
		51 to 200 grams	25.00+ST+EC @ 10.3%				
		201 to 500 grams	40.00+ ST+EC@10.3%				
		Additional 500 grams or part thereof	7.50	ST+EC@ 10.3% be calculated on total postage payable on Article and added			

		From 201 to 1000 Kms				2113	SP1000
		Upto 50 grams	25.00 (including service tax and Education cess)				
		51 to 200 grams	30.00+ST+EC @10.3%				
		201 to 500 grams	45.00+ST+EC @10.3%				
		Additional 500 grams or part thereof	15.00	ST+EC @ 10.3% be calculated on total postage payable on Article and added			
		From 1001 to 2000 Kms				2114	SP2000
		Upto 50 grams	25.00 (including service tax and Education cess)				
		51 to 200 grams	50.00+ST+EC @10.3%				
		201 to 500 grams	70.00+ST+EC @10.3%				
		Additional 500 grams or part thereof	30.00	ST+EC @ 10.3% be calculated on total postage payable on Article and added			
		Above 2000 Kms				2115	SPA2000
		Upto 50 grams	25.00 (including service tax and Education cess)				
		51 to 200 grams	60.00+ST+EC @10.3%				
		201 to 500 grams	80.00+ST+EC @10.3%				
		Additional 500 grams or part thereof	40.00	ST+EC @ 10.3% be calculated on total postage payable on Article and added			

	BUSINESS PARCEL UNDER EXPRESS PARCEL POST	ST+EC @ 10.3% may be added to the postage tariff for the article					
		Express Parcel Post Service (Max. 35 Kgs) Local				3111	BPEPPL
		Up to 2 Kgs	25.00				
		For every additional Kg 3 Kg to 10 Kg	3.00				
		For every additional Kg beyond 10 Kg	2.00				
		Express Parcel Post Service (Max. 35 Kgs) upto 500 Kms				3112	BPEPPL
		Up to 2 Kgs	40.00				
		For every additional Kg 3 Kg to 10 Kg	5.00				
		For every additional Kg beyond 10 Kg	4.00				
		Express Parcel Post Service (Max. 35 Kgs) from 501 to 1000 Kms				3113	BPEPP500
		Up to 2 Kgs	50.00				
		For every additional Kg 3 Kg to 10 Kg	10.00				
		For every additional Kg beyond 10 Kg	8.00				
		Express Parcel Post Service (Max. 35 Kgs) from 1001 to 2000 Kms				3114	BPEPPA1000
		Up to 2 Kgs	60.00				
		For every additional Kg 3 Kg to 10 Kg	20.00				
		For every additional Kg beyond 10 Kg	15.00				
		Express Parcel Post Service (Max. 35 Kgs) above 2000 Kms				3115	BPEPPA2000
		Up to 2 Kgs	80.00				
		For every additional Kg 3 Kg to 10 Kg	25.00				

		For every additional Kg beyond 10 Kg	20.00				
	RETAIL PARCELS UNDER EXPRESS PARCEL POST						
		EXPRESS PARCEL POST RETAIL SERVICE (MAX 35 KG WITHIN INDIA)					
		SERVICE TAX + EDUCATION CESS @ 10.3% IS TO BE ADDED TO THE TOTAL CHARGES CALCULATED ON THE RATES GIVEN BELOW					
		Local				3116	RPEPPL
		Upto 2 Kg	35.00				
		For every additional Kg	5.00				
		Up to 500 Kms				3117	RPEPP500
		Upto 2 Kg	50.00				
		For every additional Kg	8.00				
		1001 to 2000 Kms				3118	RPEPPA1000
		Upto 2 Kg	70.00				
		For every additional Kg	25.00				
		Above 2000 Kms				3119	RPEPPA2000
		Upto 2 Kg	90.00				
		For every additional Kg	35.00				
	NATIONAL BILL MAIL SERVICE						
		For weight not exceeding 50 g	5.00			4111	NBMS
		Every 50g or fraction thereof exceeding 50g	2.00				
	BILL MAIL SERVICE						

		For weight not exceeding 50 g		3.00			4112	NBMS
		Every 50g or fraction thereof exceeding 50g		2.00				
	RAKHI MAIL						4121	RAMA
		For weight not exceeding 50 g		5.00				
		Every 50g or fraction thereof exceeding 50g		3.00				
FOREIGN								
	SPEED POST-DOC							
		Zone	Name	Rate for first 250 g	Every addi. 250 g			
		Africa	Botswana	425.00	50.00		5111	EMS AFR
		Africa	Cape Verde	425.00	50.00		5111	EMS AFR
		Africa	Eritrea	425.00	50.00		5111	EMS AFR
		Africa	Ethiopia	425.00	50.00		5111	EMS AFR
		Africa	Ghana	425.00	50.00		5111	EMS AFR
		Africa	Kenya	425.00	50.00		5111	EMS AFR
		Africa	Malawi	425.00	50.00		5111	EMS AFR
		Africa	Mauritius	425.00	50.00		5111	EMS AFR
		Africa	Morocco	425.00	50.00		5111	EMS AFR
		Africa	Namibia	425.00	50.00		5111	EMS AFR
		Africa	Niger	425.00	50.00		5111	EMS AFR
		Africa	Nigeria	425.00	50.00		5111	EMS AFR
		Africa	Rwanda	425.00	50.00		5111	EMS AFR
		Africa	Senegal	425.00	50.00		5111	EMS AFR
		Africa	Sudan	425.00	50.00		5111	EMS AFR
		Africa	Tanzania	425.00	50.00		5111	EMS AFR
		Africa	Tunisia	425.00	50.00		5111	EMS AFR
		Africa	Uganda	425.00	50.00		5111	EMS AFR
		Africa	Zaire	425.00	50.00		5111	EMS AFR
		Asia	Brunei D'lam	425.00	50.00		5112	EMS ASIA
		Asia	Cambodia	425.00	50.00		5112	EMS ASIA
		Asia	China	425.00	50.00		5112	EMS ASIA
		Asia	Georgia	425.00	50.00		5112	EMS ASIA
		Asia	Hong Kong	425.00	50.00		5112	EMS ASIA
		Asia	Indonesia	425.00	50.00		5112	EMS ASIA

		Asia	Japan	425.00	50.00		5112	EMS ASIA
		Asia	Macau	425.00	50.00		5112	EMS ASIA
		Asia	Malaysia	425.00	50.00		5112	EMS ASIA
		Asia	Maldives	425.00	50.00		5112	EMS ASIA
		Asia	Mangolia	425.00	50.00		5112	EMS ASIA
		Asia	Phillippines	425.00	50.00		5112	EMS ASIA
		Asia	Singapore	425.00	50.00		5112	EMS ASIA
		Asia	South Korea	425.00	50.00		5112	EMS ASIA
		Asia	Taiwan	425.00	50.00		5112	EMS ASIA
		Asia	Thailand	425.00	50.00		5112	EMS ASIA
		Asia	Vietnam	425.00	50.00		5112	EMS ASIA
		Australia	Australia	425.00	75.00		5113	EMS AUS
		Australia	Fiji	425.00	75.00		5113	EMS AUS
		Australia	Nauru	425.00	75.00		5113	EMS AUS
		Australia	New Zealand	425.00	75.00		5113	EMS AUS
		Australia	Papua New Guinea	425.00	75.00		5113	EMS AUS
		Bangladesh	Bangladesh	375.00	25.00		5114	EMS BAN
		Europe	Austria	675.00	75.00		5115	EMS EUR
		Europe	Belarus	675.00	75.00		5115	EMS EUR
		Europe	Belgium	675.00	75.00		5115	EMS EUR
		Europe	Bulgaria	675.00	75.00		5115	EMS EUR
		Europe	Cyprus	675.00	75.00		5115	EMS EUR
		Europe	Denmark	675.00	75.00		5115	EMS EUR
		Europe	Estonia	675.00	75.00		5115	EMS EUR
		Europe	France	675.00	75.00		5115	EMS EUR
		Europe	Germany	675.00	75.00		5115	EMS EUR
		Europe	Greece	675.00	75.00		5115	EMS EUR
		Europe	Hungary	675.00	75.00		5115	EMS EUR
		Europe	Iceland	675.00	75.00		5115	EMS EUR
		Europe	Ireland	675.00	75.00		5115	EMS EUR
		Europe	Italy	675.00	75.00		5115	EMS EUR
		Europe	Latvia	675.00	75.00		5115	EMS EUR
		Europe	Luxemburg	675.00	75.00		5115	EMS EUR
		Europe	Netherlands	675.00	75.00		5115	EMS EUR
		Europe	Norway	675.00	75.00		5115	EMS EUR
		Europe	Poland	675.00	75.00		5115	EMS EUR

		Europe	Portugal	675.00	75.00		5115	EMS EUR
		Europe	Romania	675.00	75.00		5115	EMS EUR
		Europe	Russia	675.00	75.00		5115	EMS EUR
		Europe	Spain	675.00	75.00		5115	EMS EUR
		Europe	Sweden	675.00	75.00		5115	EMS EUR
		Europe	Switzerland	675.00	75.00		5115	EMS EUR
		Europe	Ukraine	675.00	75.00		5115	EMS EUR
		Europe	United Kingdom	675.00	75.00		5115	EMS EUR
		Middle East	Bahrain	425.00	50.00		5116	EMS ME
		Middle East	Afghanistan	425.00	50.00		5116	EMS ME
		Middle East	Egypt	425.00	50.00		5116	EMS ME
		Middle East	Iran	425.00	50.00		5116	EMS ME
		Middle East	Iraq	425.00	50.00		5116	EMS ME
		Middle East	Israel	425.00	50.00		5116	EMS ME
		Middle East	Jordan	425.00	50.00		5116	EMS ME
		Middle East	Kuwait	425.00	50.00		5116	EMS ME
		Middle East	Oman	425.00	50.00		5116	EMS ME
		Middle East	Qatar	425.00	50.00		5116	EMS ME
		Middle East	Saudi Arabia	425.00	50.00		5116	EMS ME
		Middle East	Turkey	425.00	50.00		5116	EMS ME
		Middle East	U.A.E..	425.00	50.00		5116	EMS ME
		Middle East	Yemen	425.00	50.00		5116	EMS ME
		Nepal	Nepal	375.00	25.00		5117	EMS NPL
		North America	Barbados	425.00	100.00		5118	EMS NA
		North America	Bermuda	425.00	100.00		5118	EMS NA
		North America	Canada	425.00	100.00		5118	EMS NA
		North America	Cuba	425.00	100.00		5118	EMS NA
		North America	El Salvador	425.00	100.00		5118	EMS NA
		North America	Mexico	425.00	100.00		5118	EMS NA
		North America	Panama	425.00	100.00		5118	EMS NA
		North America	U.S.A.,	425.00	100.00		5118	EMS NA
		North America	Cayman Iles	425.00	100.00		5118	EMS NA
		Pakistan	Pakistan	375.00	25.00		5119	EMS PAK
		South America	Argentina	525.00	100.00		5120	EMS SA
		South America	Guyana	525.00	100.00		5120	EMS SA
		Sri Lanka	Sri Lanka	375.00	25.00		5121	EMS SL

		For Bhutan					
		Weight (Documents)	Rates			5122	EMS BHUD
		Upto 200 grams	75.00				
		For additional 200 grams or part upto 1 kg	15.00				
		For additional 500 grams or part beyond 1 kg	40.00				
		Weight (Merchandise)				5123	EMS BHUM
		Upto 200 grams	125.00				
		For additional 200 grams or part upto 1 kg	15.00				
		For additional 500 grams or part beyond 1 kg	40.00				
	EMS						
		Merchandise					
		Zone	Name	1st 250 gms	Each addl. 250 gms		
		Zone1	Asia	475.00	50.00	5211	EMS MER1
		Zone2	Africa	475.00	50.00	5212	EMS MER2
		Zone3	Middle east	475.00	50.00	5213	EMS MER3
		Zone4	Australia	475.00	75.00	5214	EMS MER4
		Zone5	Europe	725.00	75.00	5215	EMS MER5
		Zone6	S. America	575.00	100.00	5216	EMS MER6
		Zone7	N. America	475.00	100.00	5217	EMS MER7
			Sri lanka	425.00	25.00	5218	EMS MER8
			Bangladesh	425.00	25.00	5218	EMS MER8
			Pakistan	425.00	25.00	5218	EMS MER8
			Maldives	425.00	25.00	5218	EMS MER8
			Nepal	425.00	25.00	5218	EMS MER8
		Zone8					
	LETTERS						
		SURFACE					
		LETTERS - All Countries (SURFACE)				6111	FLSAC
		Upto 20 g	20.00				
		For every additional 20g or part thereof upto 500g	8.00				

		Beyond 500g, for every additional 100g or part thereof upto 2000g	30.00				
		REGD. LETTERS - All Countries (SURFACE)				6112	FLSACR
		Upto 20 g	70.00				
		For every additional 20g or part thereof upto 500g	8.00				
		Beyond 500g, for every additional 100g or part thereof upto 2000g	30.00				
		REGD. LETTERS - AD All Countries (SURFACE) EXCEPT NEPAL & BHUTAN				6113	FLSACRD
		Upto 20 g	80.00				
		For every additional 20g or part thereof upto 500g	8.00				
		Beyond 500g, for every additional 100g or part thereof upto 2000g	30.00				
		REGD. LETTERS - AD (SURFACE) NEPAL & BHUTAN				6114	FLSNBRD
		Upto 20 g	75.00				
		For every additional 20g or part thereof upto 500g	8.00				
		Beyond 500g, for every additional 100g or part thereof upto 2000g	30.00				
	PRINTED PAPERS						
		PRINTED PAPERS - All countries (SURFACE)				6211	FPPSAC
		Upto 20 g	10.00				
		For every additional 20g or part thereof upto 500g	5.00				
		Beyond 500g, for every additional 100g or part thereof upto 2000g	20.00				
		REGD. PRINTED PAPERS - All countries (SURFACE)				6212	FPPSACR
		Upto 20 g	60.00				
		For every additional 20g or part thereof upto 500g	5.00				
		Beyond 500g, for every additional 100g or part thereof upto 2000g	20.00				

		REGD. AD PRINTED PAPERS - All countries (SURFACE) EXCEPT NEPAL & BHUTAN				6213	FPPSACRD
		Upto 20 g	70.00				
		For every additional 20g or part thereof upto 500g	5.00				
		Beyond 500g, for every additional 100g or part thereof upto 2000g	20.00				
		REGD. AD PRINTED PAPERS - (SURFACE) NEPAL & BHUTAN				6214	FPPSNBRD
		Upto 20 g	65.00				
		For every additional 20g or part thereof upto 500g	5.00				
		Beyond 500g, for every additional 100g or part thereof upto 2000g	20.00				
	BULK BAG						
		BULK BAG - ALL COUNTRIES (SURFACE)				6311	FSBBAC
		Not exceeding 5 Kgs	350.00				
		Per Kg exceeding 5 Kgs	100.00				
		REGD. BULK BAG - ALL COUNTRIES (SURFACE)				6312	FSBBACR
		Not exceeding 5 Kgs	550.00				
		Per Kg exceeding 5 Kgs	100.00				
		REGD. AD BULK BAG - ALL COUNTRIES (SURFACE) EXCEPT NEPAL & BHUTAN				6313	FSBBACRD
		Not exceeding 5 Kgs	560.00				
		Per Kg exceeding 5 Kgs	100.00				
		REGD. AD BULK BAG - (SURFACE) NEPAL & BHUTAN				6314	FSBBNBRD
		Not exceeding 5 Kgs	555.00				
		Per Kg exceeding 5 Kgs	100.00				
	SMALL PACKETS						
		SMALL PACKETS- ALL COUNTRIES (SURFACE)				6411	FSSPAC
		Upto 100 g	40.00				
		For every additional 100g or part thereof upto 2000g	30.00				

		REGD. SMALL PACKETS- ALL COUNTRIES (SURFACE)				6412	FSSPACR
		Upto 100 g	90.00				
		For every additional 100g or part thereof upto 2000g	30.00				
		REGD. AD SMALL PACKETS- ALL COUNTRIES (SURFACE) EXCEPT NEPAL & BHUTAN				6413	FSSPACRD
		Upto 100 g	100.00				
		For every additional 100g or part thereof upto 2000g	30.00				
		REGD. AD SMALL PACKETS- ALL COUNTRIES (SURFACE) NEPAL & BHUTAN				6414	FSSPNBRD
		Upto 100 g	95.00				
		For every additional 100g or part thereof upto 2000g	30.00				
	AIR SURCHARGE						
		AIR SURCHARGE TO BE ADDED ON POSTAGE CALCULATED ON SURFACE RATES					
		LETTERS - UPU & APPU Countries				6511	AULA
		For every 20 g or part thereof	5.00				
		REGD. LETTERS - UPU & APPU Countries				6512	AULAR
		For every 20 g or part thereof	5.00				
		REGD AD LETTERS - UPU & APPU Countries				6513	AULARA
		For every 20 g or part thereof	5.00				
		LETTERS - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6611	SRCLA
		For every 20 g or part thereof	3.00				
		REGD LETTERS - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6612	SRCLAR
		For every 20 g or part thereof	3.00				

		REGD AD LETTERS - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6613	SRCLARA
		For every 20 g or part thereof	3.00				
		SMALL PACKETS - UPU & APPU Countries				6711	AUSPA
		For every 20 g or part thereof	5.00				
		REGD SMALL PACKETS - UPU & APPU Countries				6712	AUSPAR
		For every 20 g or part thereof	5.00				
		REGD. AD SMALL PACKETS - UPU & APPU Countries				6713	AUSPARA
		For every 20 g or part thereof	5.00				
		SMALL PACKETS - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6811	SRCSPA
		For every 20 g or part thereof	3.00				
		REGD SMALL PACKETS - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6812	SRCSPAR
		For every 20 g or part thereof	3.00				
		REGD. AD SMALL PACKETS - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6813	SRCSPARA
		For every 20 g or part thereof	3.00				
		PRINTED PAPERS - UPU & APPU Countries				6911	AUPPA
		For every 20 g or part thereof	5.00				
		REGD. PRINTED PAPERS - UPU & APPU Countries				6912	AUPPAR
		For every 20 g or part thereof	5.00				
		REGD. AD PRINTED PAPERS - UPU & APPU Countries				6913	AUPPARA
		For every 20 g or part thereof	5.00				

		PRINTED PAPERS - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6921	SRCPPA
		For every 20 g or part thereof	3.00				
		REGD. PRINTED PAPERS - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6922	SRCPPAR
		For every 20 g or part thereof	3.00				
		REGD. AD PRINTED PAPERS - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6923	SRCPPARA
		For every 20 g or part thereof	3.00				
		BULK BAG - UPU & APPU Countries				6931	AUBBA
		For every 20 g or part thereof	5.00				
		BULK BAG REGD - UPU & APPU Countries				6932	AUBBAR
		For every 20 g or part thereof	5.00				
		BULK BAG REGD AD-UPU & APPU Countries				6933	AUBBARA
		For every 20 g or part thereof	5.00				
		BULK BAG - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6941	SRCBBA
		For every 20 g or part thereof	3.00				
		BULK BAG REGD - SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6942	SRCBBAR
		For every 20 g or part thereof	3.00				
		BULK BAG REGD AD-SAARC countries Afganistan, SriLanka and Maldives, Pakistan, Bangladesh, Nepal, Bhutan				6943	SRCBBARA
		For every 20 g or part thereof	3.00				
		SAL SURCHARGE ON SURFACE RATES (SAL SERVICE ONLY IN GERMANY, BRITAIN, SINGAPORE, USA)					

		LETTERS				7111	LSAL
		For every 20 g or part thereof	4.00				
		REGD LETTERS				7112	LSALR
		For every 20 g or part thereof	4.00				
		REGD AD LETTERS				7113	AUSALRA
		For every 20 g or part thereof	4.00				
		SMALL PACKETS				7121	SPSAL
		For every 20 g or part thereof	4.00				
		REGD SMALL PACKETS				7122	SPSALR
		For every 20 g or part thereof	4.00				
		REGD AD SMALL PACKETS				7123	SPSALRA
		For every 20 g or part thereof	4.00				
		PRINTED PAPERS				7131	PPSAL
		For every 20 g or part thereof	4.00				
		REGD PRINTED PAPERS				7132	PPSALR
		For every 20 g or part thereof	4.00				
		REGD AD PRINTED PAPERS				7133	PPSALRA
		For every 20 g or part thereof	4.00				
		BULK BAG				7141	BBSAL
		For every 20 g or part thereof	4.00				
		REGD BULK BAG				7142	BBSALR
		For every 20 g or part thereof	4.00				
		REGD AD BULK BAG				7143	BBSALRA
		For every 20 g or part thereof	4.00				
	AEROGRAMME						
		For All Countries	15.00			7151	AGRF
	POSTCARD SINGLE	Surface					
		For APPU except Pakistan, Bangladesh, Nepal & Bhutan	6.00			7161	APPUSPC
		For UPU	7.00			7162	UPUSPC
		For Pakistan, Bangladesh, Nepal & Bhutan	4.00			7163	PBSPC

		Air					
		For APPU except Pakistan, Bangladesh, Nepal & Bhutan	12.00			7171	APPUAPC
		For UPU	12.00			7172	UPUAPC
		For Pakistan, Bangladesh, Nepal & Bhutan	8.00			7173	PBAPC
		For SAARC countries Afganistan, SriLanka and Maldives	12.00			7174	ASLMAPC
	PARCEL						
		SURFACE					
		Zone	Name	1st 250 gms	Each addl. 50 gms		
		Zone1	Asia	360	30	7181	FPARZ1
		Zone2	Africa	360	40	7182	FPARZ2
		Zone3	Middle east	370	40	7183	FPARZ3
		Zone4	Australia	360	30	7184	FPARZ4
		Zone5	Europe	410	30	7185	FPARZ5
		Zone6	S. America	460	45	7186	FPARZ6
		Zone7	N. America	360	40	7187	FPARZ7
		Zone8	Sri lanka	305	20	7188	FPARZ8
			Bangladesh	200	10	7188	FPARZ8
			Pakistan	340	15	7188	FPARZ8
			Maldives	360	30	7188	FPARZ8
			Nepal	Rates/weight tariff of Inland Parcel + Regn. Charges for Inland Parcels Compulsory		7188	FPARZ8
			Bhutan			7188	FPARZ8
		SAL					
		Zone	Name	1st 250 gms	Each addl. 50 gms		
		Zone1	Asia	310	35	7211	FPSAL1
		Zone2	Africa	340	35	7212	FPSAL2
		Zone3	Middle east	340	25	7213	FPSAL3
		Zone4	Australia	340	65	7214	FPSAL4
		Zone5	Europe	420	35	7215	FPSAL5
		Zone6	S. America	510	85	7216	FPSAL6
		Zone7	N. America	310	65	7217	FPSAL7
		AIR					
		Zone	Name	1st 250 gms	Each addl.		

					50 gms		
		Zone1	Asia	375	45	7311	FPAIR1
		Zone2	Africa	375	45	7312	FPAIR2
		Zone3	Middle east	375	45	7313	FPAIR3
		Zone4	Australia	375	65	7314	FPAIR4
		Zone5	Europe	450	65	7315	FPAIR5
		Zone6	S. America	485	90	7316	FPAIR6
		Zone7	N. America	375	90	7317	FPAIR7
		Zone8	Sri lanka	320	25	7318	FPAIR8
			Bangladesh	Inland Rates+ Surcharge of Rs. 10			
			Pakistan	360	25		
			Maldives	375	45		
			Nepal	Rates/weight tariff of Inland Parcel + Regn. Charges for Inland Parcels Compulsory			
			Bhutan				
SPECIAL SERVICES							
	INLAND						
		UPC				9111	UPC
		Under Certificate of Posting (FOR 3 ARTICLES OR LESS)	3.00				
		POD Speed Post				9112	SPPOD
		For each article	10.00				
	FOREIGN POST						
		UPC				9211	UPCFP
		Under Certificate of Posting (FOR 3 ARTICLES OR LESS)	3.00				

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