

**No. 30-02/2020-WS**  
Government of India  
Ministry of Communications  
Department of Posts  
(PO Division)  
\*\*\*\*\*

Dak Bhawan, Sansad Marg  
New Delhi- 110 001  
Dated: 8<sup>th</sup> September, 2020

**PUBLIC NOTICE**

**SUBJECT: SEEKING SUGGESTIONS/FEEDBACK/COMMENTS/INPUTS/VIEWS FROM GENERAL PUBLIC/STAKEHOLDERS ON THE DRAFT "INDIAN POST OFFICE RULES, 2020"**

The Central Government proposes to make a new set of **Indian Post Office Rules, 2020** (IPO Rules, 2020) which will be in supersession of IPO Rules, 1933.

2. With the passage of time and induction of technology, the working of the Post Office has changed significantly since 1933, so there is a need for a new set of rules in sync with the today's environment.
3. In the new set of IPO Rules, 2020. some new rules have been framed, obsolete rules have been deleted from and many rules have been re-framed/modified in sync with the present scenario. The Indian Post Office Rules, 2020 will be a new set of Rules which will govern the functioning of the post offices henceforth.
4. In the context of the above, the draft of proposed IPO Rules,2020 is hereby notified for information, seeking suggestions/feedback/comments/inputs/views from general public/stakeholders/customers. Notice is hereby given that the suggestions/feedback/comments/inputs/views received with regard to the said draft IPO Rules, 2020 will be taken into consideration till 6:00 p.m. of 9<sup>th</sup> October, 2020.
5. Suggestions/Feedback/Comments/Inputs/Views, if any, may be addressed to Ms. Sukriti Gupta, Assistant Director General (Postal Operations, Room No. 340, Third Floor, Dak Bhawan, Sansad Marg, New Delhi-110001, Tel. 011-23096005, email:- [adgpo@indiapost.gov.in](mailto:adgpo@indiapost.gov.in)

6. Suggestions/Feedback/Comments/Inputs/Views are solicited from general public/stakeholders/users of post offices as it will make the Indian Post Office Rules more comprehensible and public friendly. Over the years, the post office has reinvented itself and has been at the forefront of delivering the various products/services to meet the needs of customers across the country. This is a further attempt to be more responsive towards general public/stakeholders/customers.

Enclosure:- Draft IPO Rules 2020

  
(Sukriti Gupta)  
Assistant Director General (Postal Operations)  
Tel. 011-23096005

The following information need to be furnished along with the document (attachment) to be uploaded in India Post website:-

**Proforma for uploading document on India Post Website**

<b>Sl. No.</b>	<b>Subject</b>	<b>Document /Order No.</b>	<b>Start Date</b>	<b>End Date</b>	<b>Document Category</b>	<b>Sub Category</b>	<b>Content Author</b>
1	Seeking suggestions/feedback/comments/inputs/views from general public/stakeholders on the draft "Indian Post Office Rules, 2020"	30-02/2020-WS dated 8.9.2020	8.9.2020	9.10.2020 6:00 p.m.	Notice	Postal Operations	Sukriti Gupta, ADG(PO)

# **Draft Indian Post Office Rules, 2020**

**Issued by the Department of Posts, Ministry of Communications, Government of India under Notification No. .... dated, New Delhi, the .....**

**GSR No. ....** -In exercise of the powers conferred by the Indian Post Office Act, 1898 under section 74, the Central Government makes the following rules, to have effect from the date of its publication in official gazette. These rules shall be issued in supersession of existing Indian Post Office Rules, 1933 and shall be called as Indian Post Office Rules, 2020.

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## PART-I

### PRELIMINARY

(all rules of Preliminary are newly inserted)

**1. Short title and commencement :**

- (1) These Rules may be called the Indian Post Office Rules, 2020.
- (2) They shall come in to force on the date of its publication in the Official Gazette.

**2. Definitions :**

- (a) **“Act”** means Indian Post Office Act (IPO), 1898.
- (b) **“Rule”** means a rule of the Indian Post Office Rules, 2020.
- (c) **“Director General Postal Services”** means Director General Postal Services or the person authorised by the Central Government for exercising the powers of Director General Postal Services.
- (d) **“Head of the Circle”** means Chief Postmaster General or the person exercising the powers of Chief Postmaster General concerned.
- (e) **“Head of the Region”** means Postmaster General concerned or the person exercising the powers of Postmaster General concerned.
- (f) **“Director Postal Services”** means Director in Region, Circle Headquarters, Mails & Business Development, Foreign Post, General Post Offices etc. or the person exercising the powers of Director concerned.
- (g) **“Head of Division”** means Senior Superintendent/Superintendent of Postal/RMS Division or the person exercising the powers of Senior Superintendent/Superintendent of Postal/RMS Division concerned.
- (h) **“Postmaster”** means Chief Postmaster of General Post Office/ Sr. Postmaster/ Head Postmaster of Head Office or the person exercising the powers of Postmaster, as the case may be, who will be the Head of such Post Office.
- (i) **“Letter Box”** means box installed in the post offices/mail offices, in public places and in mobile post offices for posting of fully prepaid letters, postcards, inland letter cards & packets.
- (j) **“Sender”** means a person who intends to send all kinds of mail including parcels etc. with the intention of passing information to others
- (k) **“Addressee”** means intended recipient or the person to whom all kinds of mail including parcels etc. is to be delivered.
- (l) **“Remitter”** means a person or institution who intends to send money through Money remittance services.
- (m) **“Payee”** means a person or institution who intends to receive the money through money remittance services.

- (n) **“Agent”** means a person, authorized by the addressee or the payee, to receive the postal article.
- (o) **“Tariff”** means the charges for the services offered by means of these rules.
- (p) **“Redirection”** means the action of assigning or directing postal article to a new or different place for a specific reason.
- (q) **“Philatelic Bureau”** means a branch of a Head or Sub Post office specifically set up by the Department of Posts to deal with the receipt and sale of all philatelic items, like special/commemorative stamps, First Day Covers(FDCs), special covers, new issue of definitive stamps , new stationery etc. It provides special cancellations on First Day Covers (F.D.Cs) and special covers or on covers presented to the bureau for the purpose of special cancellations. It maintains up-to date record and relevant information of all the issues for supply to the stamp collectors and intending purchasers. It maintains Philatelic Deposit Accounts and deals with mail orders of the account holders.
- (r) **“Philatelic Counter”** means a counter for sale of philatelic items and is a part of the post office specially selected for the purpose. A Philatelic counter functions in each Head Post Office. These counters, however, do not provide special cancellation on F.D.Cs or special covers, but a standard cancellation of "First Day of Issue" only, which is similar for all the philatelic issues. These counters offer registration facility for opening of Philatelic Deposit Accounts with supply of material by the parent bureau.
- (s) Words and Expressions used herein but defined in the Act shall have the meanings respectively assigned to them in the Act.
- (t) **“Poste Restante”** is a service operated by post offices by which letters, parcels etc. that are sent to an addressee/agent are kept at a particular post office until the addressee/agent collects them.
- (u) **“Railway Mail Service(RMS)”** is a wing of Department of Posts which is responsible for transmission of mails by road, rail & air for their distribution to and from post offices and mail offices.
- (v) **“Mail Motor Service(MMS)”** is a wing of Department of Posts which is responsible for pick up and conveyance of mail bags between post offices, RMS Offices, Airmail Sorting Offices & sea ports and conveyance of cash in addition to logistics under logistic post.
- (w) **“Postage Stamp”** is a receipt with a specific value to prepay postage. A symbol of a nation’s sovereignty, it is also a tool to celebrate and promote a nation’s heritage. Its value as a collectable item often exceeds its actual postal value.
- (x) "letter" means any form of communication, whether written or printed by any manual, mechanical or electronic device, to be conveyed and delivered to only person or address and includes:

- i) letter-card, post-card, express letter, document bill or financial statement, monetary instrument, hybrid mail, unenclosed written communication; and
- ii) open or closed envelope, pocket containers and wrappers containing such communications;

(y) **Parcel:** A Parcel is not a letter, having the maximum/minimum dimensions; having the maximum weight limit (gross/volumetric) prescribed for different categories of parcel products by Director General Postal Services from time to time. These are as under:

**Dimensions:**

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

(2) The minimum dimensions of a parcel shall be as follows:-

(a) In roll form-single dimension 100 mm

sum of length & twice diameter 170 mm

(b) In other than roll form 140 x 90 mm

With tolerance of  $\pm 2$  mm

**Weight:**

(3) The gross weight limit of the various categories of Parcel shall be as follows:

(a) Business parcel shall be greater than or equal to 2 kgs and shall not exceed 35 Kgs.

(b) Unregistered parcel shall not exceed 4 kilograms; and

(c) A registered parcel shall not exceed:-

(i) 10 kilograms if it is posted at or addressed to a branch post office and

(ii) 20 kilograms in all other cases.

(4) The maximum volumetric weight permissible shall be 36 kilograms.

A parcel may contain a single written communication the nature of a letter or having the character of a personal communication, addressed to the addressee.

Save as provided above, no letter shall be enclosed in a parcel."

(z) The expression "**Inland**", used in relation to a postal article, means — posted in India and addressed to any place in India.

Provided that the expression **“Inland”** shall not apply to any class of postal articles which may be specified in this behalf by the [Central Government] by notification in the [Official Gazette], when posted in or at or addressed to any places of post offices which may be described in such notification.

**(aa) “Officer of the Post Office”** includes any person employed in any business of the Post Office or on behalf of the Post Office.

**(bb) “Postage”** means the duty chargeable for the transmission by post of postal articles;

**(cc) “Post office”** includes every house, building, room, carriage or place used for the purposes of the Post Office, and every letter-box provided by the Post Office for the reception of postal articles.

**(dd) “A postal article”** shall be deemed to be in course of transmission by the post from the time of its being delivered to a post office to the time of its being delivered to the addressee or of its being returned to the sender or otherwise disposed off.

**(ee) “The delivery of a postal article”** at address (house or office) of the addressee, or to the addressee or his servant or agent or other person considered to be authorized to receive the article according to the usual manner of delivering postal articles to the addressee, shall be deemed to be delivery to the addressee.

**(ff) “Post”** means any system for the collection, clearance, sorting, dispatch, conveyance and delivery of postal articles by or through the postal network;

**(gg) “Postal service”** means a service provided in the post office by the Central Government or on its behalf and includes any other service as may be prescribed.

**(hh) “Postage stamp”** means any stamp issued by the Central Government for denoting postage or other fees or sums payable in respect of postal articles and includes adhesive postage stamps and stamps printed, embossed, franked, impressed or otherwise indicated on any envelope, wrapper, postcard or other postal article;

## PART-II

### FEATURES OF POSTAL ARTICLES & SERVICES AND MAIN CONDITIONS OF TRANSMISSION OF POSTAL ARTICLES

## I -INLAND POSTAL ARTICLES& SERVICES

### LETTERS

**3.(1)** Letters may be transmitted by post with or without prepayment of postage.

**(2)** Any unpaid letter which is posted open or insecurely closed shall be securely closed by the post office before being forwarded to its destination.

**(3)** Letters for transmission by post shall conform to the maximum and minimum dimensions specified below:

**(a) Maximum dimensions:-**

In roll form -

Single dimension	800 mm
Sum of length & twice diameter	1000 mm

In other than roll form -

Single dimension	600 mm
Sum of length & breadth and thickness combined	900 mm

**(b) Minimum dimensions:-**

In roll form -

Single dimension	100 mm
Sum of length & twice diameter	170 mm

In other than roll form -

140 mm x 90 mm with tolerance of +/- 2mm.

**(4) (a)** Letter in other than roll form shall be in envelopes of the following sizes, provided its dimensions are not more than 458 x 324 mm;

- |                  |                  |
|------------------|------------------|
| 1. 140 x 90 mm   | 2. 152 x 90 mm   |
| 3. 162 x 114 mm  | 4. 176 x 100 mm  |
| 5. 176 x 122 mm  | 6. 220 x 110 mm  |
| 7. 229 x 162 mm  | 8. 230 x 105 mm  |
| 9. 250 x 176 mm  | 10. 324 x 229 mm |
| 11. 353 x 250 mm | 12. 458 x 324 mm |

With tolerance of +/- 2 mm

**(b)** All envelopes must have flap either at the top on the back of the longer side or at right or the left;

**(c)** Envelopes should be made of paper of following thickness:-

Envelope sizes minimum 140 X 90 mm and maximum 458 X 324 mm (with +/- 2mm tolerance) should be made of paper of the following thickness:

Minimum 0.15 mm

Maximum 0.5 mm

- (d) Surface of the envelope should be level with uniform surface structure.
- (e) Envelope should be continuously closed on all sides taking care to avoid a residue of gum on the envelope itself. Metal clips or staples should not be used for closing envelope.
- (f) Envelope should be made of minimum 70 GSM.
- (g) Envelope must be flexible enough to bend into U shape.”
- (h) Envelope with window shall have sizes of window between 35-50 mm (breadth) and 80-125 mm (Length). Contents shall be placed in such manner that only address block which includes bar code shall be visible through window.
- (i) Glassine paper of 35 GSM, Cellophane paper of 40 GSM and PVC or BOPP of 15 micron thickness shall be used as window material with the minimum specifications-
  - (i) the window material shall stick without any wrinkles to the inner side of the plain front of the envelope;
  - (ii) gloss value must be  $\leq 150$  (American standards of testing and material (ASTM) 2457 measured at 60 degrees);
  - (iii) print contrast ratio with respect to background shall be at least 40 per cent when tested according to 5.4 of IS 12736;
  - (iv) haze value must be  $\leq 75\%$  (ASTM D1003-00 Procedure A (Haje meter)).
- (j) Distance of left edge of window from left edge of envelope shall be minimum 15 mm, distance of top edge of window shall be minimum 40 mm, and distance of bottom edge of window from bottom edge of envelope shall be minimum 15 mm”.

(Rule 8 of IPO Rules)

4. In case of infringement of the condition specified in **rule 3**, the letter or article shall be treated as second class mail.

(Rule 8-A of IPO Rules)

5. Address of the addressee shall be written on front side and sender’s address on back side on an envelope. Minimum 15mm blank space shall be kept from left, bottom and right side of envelope. Logo and name of the senders company can be written on top left corner and stamps or frank impression on top right corner having gap of minimum 10mm from address block of recipient. Address block of addressee shall have minimum gap of 40 mm from top. Stamps or Frank impressions shall be affixed in maximum area of 74 mm. 15 mm shall be left for bar code printing at the bottom of envelope and there should be 5 mm quiet space around 2D barcode and the sender’s logo size should not exceed 25x50 mm in size and the 2D barcode should have minimum size 18x18 mm.

(Rule 8-B(1) of IPO Rules)

6. The size of printed bar code along with quiet zone should be kept minimum 60 mm in length and 10 mm in breadth in a window of envelope and should be clearly visible.

(Rule 8-B(2) of IPO Rules)

7. A quiet zone of minimum 10 mm on all sides of address block must be maintained if advertisement is printed on privately manufactured envelope or inland letter card."

(Rule 8-C of IPO Rules)

8. (1) No letter shall be transmitted by post if it exceeds 2 kilograms in weight.

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

(3) The tariff of letters shall be as specified in Schedule I of Part X.

(Rule 9 of IPO Rules)

## LETTER CARDS

9. Letter cards may be transmitted by post provided that postage is prepaid in full and nothing is attached to or enclosed in them:

Provided that they conform to the following specifications:

(a) The weight of the letter card shall not exceed five grams.

(b) The dimensions of the letter card including its flaps when unfolded or folded shall be respectively as follows:-

### Unfolded

Maximum - 300 mm by 210 mm.

Minimum - 282 mm by 182 mm

**Flaps-** - Letter Card will have three flaps, one each on the left and right side not exceeding 15 mm by 100 mm and another on the top side not exceeding 15 mm by 210 mm. Flaps are not required if the Inland letter Card can be closed by any other effective process.

### Folded

Maximum - 210 mm by 100 mm

Minimum - 152 mm by 90 mm.

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

(d) Inland Letter Card shall be made of paper of minimum 70 GSM.

**Explanation (i):-** “Letter Card” means a sheet of paper of the kind ordinarily used for letter writing suitably folded and gummed.

**Explanation (ii):** Letter Cards of private manufacture shall be suitably folded and fully closed on three sides by continuous gumming, glue or any other adhesive provided the dimensions and other conditions mentioned in this rule are complied with.

(Rule 10-A of IPO Rules)

10(1) nothing shall be attached to or enclosed in a letter card.

(2) Should a letter card be posted infringing the conditions laid down in **sub rule (1)** of this rule or **rule 9**, it shall be taxed as a letter and double the deficiency at letter postage rate shall be recovered subject to a minimum of Re. 1/-.

(3) **The tariff of letter cards shall be as specified in Schedule I of Part X.**

(Rule 10-B of IPO Rules)

## BILL MAIL SERVICE

11. The Bill Mail Service may be availed subject to the following conditions:

(1) The mail shall be received for posting at identified location (s) provided by India Post under bill mail service.

(2) The bill mail service shall be delivered within a circumscribed area like one city or one district.

(3) The posting of the bill mail shall not be less than 5000 pieces at a time.

(4) The bill mail shall be received at the receiving office sorted pin code wise and bundled delivery office wise.

(5) Director General Postal Services may, by order, modify the conditions mentioned in **clauses (1) and (3)** and explanation or add new conditions from time to time.

**Explanation:-** For the purposes of this rule,

(a) “bill mail service” means the communication in the nature of financial statement, bill, monthly account bill or other such item of similar nature posted by a service provider to a customer at least once in 90 days, but does not include a communication in the nature of letter mail or having the character of a personal communication or exclusively commercial publicity items,

(b) “city” include twin cities or urban agglomerations.

(6) **The tariff of Bill Mail Service shall be as specified in ScheduleII of Part X.**

(Rule 10-C of IPO Rules)

### RAKHI MAIL SERVICE

**12. (1)** The 'rakhi mail service' means any communication comprising closed envelop addressed to an individual containing at least one rakhi.

**(2) The tariff of Rakhi Mail Service shall be as specified in Schedule II of Part X.**  
(Rule 10-D of IPO Rules)

### NATIONAL BILL MAIL SERVICE

**13.** The National Bill Mail Service may be availed subject to the following conditions:

**(1) (a)** The mail shall be received for posting at identified location provided by India Post.

**(b)** The posting of national bill mail shall not be less than 10,000 pieces at a time for all destinations taken together.

**(c)** The national bill mail service shall be delivered beyond the circumscribed area delineated for bill mail service.

**(d)** The national bill mail shall be received at the receiving office sorted pin code wise and bundled delivery office wise.

**(2)** Director General Postal Services may, by order, modify the conditions mentioned in **clauses (a), (b) and (d) of sub-rule (1)** and explanation or add new conditions from time to time.

**Explanation:-** For the purpose of this rule, " National Bill Mail Service " means the communication of the same nature as prescribed for bill mail service, but addressed to be delivered beyond the circumscribed area delineated for bill mail service.

**(3) The tariff of National Bill Mail Service shall be as specified in Schedule II of Part X.**

(Rule 10-E of IPO Rules)

### POSTCARDS

**14.** Single and reply cards of private manufacture may be transmitted by post as post cards:

Provided that -

**(a)** The postage shall be prepaid in full:

**(b)** Their dimensions shall be 140 mm \* 90 mm and they shall have the legend," Post card" written in Hindi or English or printed on the address side.

**(c)** As regards substance, they shall be neither thinner nor more flexible than the inland post cards issued by the post office.

(Rule 11(1) of IPO Rules)

**15.(1)** A postcard shall be deemed to contain a printed communication, if any matter (except the name and address of, and other particulars relating to, the sender and the place and date of dispatch) is recorded by any process intended to make more than one copy or impression, like Bradma, addressograph, photocopying, printing,

cyclostyling, rubber stamping, not bring typewriting on any part of the post card except the right hand half of the address side thereof and shall be charged as per the postage rate specified for printed post card in **Schedule I of Part X**.

**(2) The tariff of Postcard containing printed communication shall be as specified in Schedule I of Part X.**

(Rule 11(2) of IPO Rules)

**16.(1)** A post card shall be deemed to be a meghdoot post card if it is so marked and provides in the space on the left hand portion of the address, side, a space for single colour or multi colour printed advertisement and it shall be charged as per the rate of postage specified for meghdoot post card in **Schedule I of Part X** subject to the following conditions, namely:-

- (a) that such advertisement shall bear pictorial depictions or messages or both;
- (b) that no advertisement shall be printed anywhere else except the space provided therefore on such post card;
- (c) that on the address portion of such post card the word "Meghdoot post card" shall be printed in Hindi and English;
- (d) that the obverse side of such post card shall be used for communication only;
- (e) that such post card shall be single post card;
- (f) that such post card shall conform to the dimensions and substance of post card specified in **clauses(b) and (c) of rule 14** respectively.

**(2) The tariff of Meghdoot Postcard shall be as specified in Schedule I of Part X.**

(Rule 11(4) of IPO Rules)

**17.(1)** All reply post cards of private manufacture shall display the title "post card" on the address-side. Reply halves of reply-paid cards shall bear the words "post cards" and Reply". Whatever is printed on the address-side of the inland or international official post cards issued by the Post Office is also permissible on the address-side of cards of private manufacture.

**Note:** The mode of prepayment of postage of privately manufactured postcards, envelopes and inland letter cards shall be through postage stamps, franking impression or any other mode prescribed by Director General Postal Services from time to time.

**(2) The tariff of Reply Postcard shall be as specified in Schedule I of Part X.**

(Rule 12 of IPO Rules)

**18.(1)** A post card shall not be folded, cut or otherwise altered except that the impressed postage stamp (if any) may be perforated with initials' nor may a post card be enclosed in cover of any kind.

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

**NOTE I.** A small space marked off by lines or minute dots to indicate the place where the postage stamp should be affixed is allowed on the upper right-hand corner of the address-side of postcards.

(3) Nothing shall be attached to a post card except:-

(a) stamps in payment of postage or other postal fees or stamp duty;

(b) a gummed label completely adherent to the card, and bearing the name and address of the person to whom the card is sent;

(c) a similar label not exceeding 50 mm in length and 20 mm in width bearing the name and address of the sender of the card; and

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

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

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

(Rule 13 of IPO Rules)

**19.(1)** Should any of the conditions imposed by **items (b) and (c)** of **Rule 14 and Rules 17 and 18** be infringed, the postcard shall be treated as a letter and charged on delivery with double the deficiency between the postage already paid for such postcard and the postage payable for a letter subject to a minimum of one rupee.

**(2) The tariff of Postcard shall be as specified in Schedule I of Part X.**

(Rule 14 of IPO Rules)

## GREETING POST

**20 (1)** The Greeting Post shall be the greeting card with envelope having embossed stamp and bearing the same design in miniature as the greeting card.

(2) The Greeting cards shall be for festivals, for birthdays and for other general important occasions.

(Rule 14-A of IPO Rules)

**BUSINESS REPLY ENVELOPES AND CARDS**

**21 (1)** “Business Reply Cards”, “Business Reply Envelopes” and “Business Reply Letter Cards “ shall, subject to the provisions of this rule, be transmitted by post without prepayment of postage, and postage thereon shall be collected in cash from the addressee on delivery.

**(2)** Persons desiring the privilege of sending out Business Reply Cards, Letter Cards and Envelopes for return to them shall make application to the Postmaster at the office to which the cards or envelopes are to be returned, who shall transmit the application to the Head of the Division and await the receipt of a permit.

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

During the 1 <sup>st</sup> quarter	During the 2 <sup>nd</sup> quarter	During the 3 <sup>rd</sup> quarter	During the 4 <sup>th</sup> quarter
1 <sup>st</sup> April to 30 <sup>th</sup> June	1 <sup>st</sup> July to 30 <sup>th</sup> September	1 <sup>st</sup> October to 31 <sup>st</sup> December	1 <sup>st</sup> January to 31 <sup>st</sup> March
1	2	3	4
Rs. 200	Rs.150	Rs. 100	Rs. 50

The permit shall remain in force up to the 31st March of the financial year during which it is issued but may be renewed during the month of March every year for a period of one year beginning on the 1st of April of that year on payment of a fee of Rs. 200 in respect of each renewal. The permit shall be cancelled if there is default in the payment of the postage due on such cards and envelopes;

**(4)** The minimum size of “Business Reply Envelopes” shall conform to the minimum, size prescribed for covers of letters. Business Reply Letter Cards shall conform in size, quality and other conditions to those prescribed for letter cards of private manufacture. The “Business Reply Cards” shall conform in size and quality with conditions prescribed for postcards of private manufacturer. The address side of each such card shall be reserved fully for the particulars given in **sub-rule (5)** and the other side may be used by the sender for the purpose of written communication, or may be otherwise disposed of, provided that nothing shall be attached to any side of such card except :-

**(a)** in the case of address side, a Business Reply referred to in **sub-rule (5)**; and

**(b)** in the case of the other side -

(i) a gummed label not exceeding 2 inches (50mm) in length and  $\frac{3}{4}$  (20mm) in width, completely adherent to the card and bearing the name and address of the sender of the card; and

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

(5) Business Reply Cards, Letter Cards and Envelopes shall bear on the address side, either printed thereon or on a label affixed thereto (a) the printed name and address of the permit holder to whom the card or envelope is to be delivered, (b) the permit number, (c) the name of the post office issuing the permit, (d) two thick vertical lines in black or any other color near the right hand edge, (e) the words Business Reply Card", Business Reply Envelope", or "Business Reply Label" as the case may be, (f) the words "No postage stamp necessary, if posted in India", and (g) the words "postage will be paid by addressee".

Sufficient space should be left for post-marking at the top of the card or envelop. A permit holder may incorporate in any advertisement issued by him in a newspaper or other publication a special design containing the printed entries hereinbefore specified with a view to its being used as Business Reply Label and affixed to a card or envelope.

(6) A "Business Reply Cards shall not be folded, cut or otherwise altered.

(7) Business Reply Cards may be sent out as reply portions of double post cards or may be enclosed with other matter, but Business Reply Envelopes and Business reply Letter cards shall be enclosed with other matter.

(8) When Business Reply Cards, Letter Cards or Envelopes are returned to the office of origin, they shall be delivered to the person for whom they are intended on payment of the postage chargeable thereon plus handling charge as specified in **rule 23**.

(Rule 16 of IPO Rules)

22. Should any of the conditions imposed by **rule 21** be infringed, the Business Reply Card, Letter Card or Envelope shall be treated as an unpaid letter and charged on delivery with double the deficiency between the postage already paid for such card or envelope and the postage payable for a letter subject to a minimum of one rupee.

(Rule 16-A of IPO Rules)

23. Business Reply Envelopes, Business Reply Letter Cards and Business Reply Cards shall be transmitted without prepayment of postage and shall be charged on delivery with a handling charge of rupee one per article of such Business Reply Envelopes, Business Reply Letter Cards and Business Reply Cards in addition to the postage specified for such article in **Schedule I of Part X**.

(Rule 4 of IPO Rules)

## BOOK PACKETS

**24.** A book packet may contain:-

**(1)** Newspapers, publications of all kinds, printed music books, paper, parchment and cardboard, either blank or printed, not bearing any writing except as follows:-

**(a)** in the case of books and complimentary (such as, Christmas, New Year, Birthday, ID and Bijova cards), the name of the person to whom sent or presented, the name and address of the sender or owner, date, and not more than five words or initials of a complimentary nature or signifying presentation:

**(b)** in the case of invoices, bills of lading and receipts (for goods or money) on printed forms, the necessary manuscripts entries.

**(c)** in the case of invoices, bills of lading and receipts (for printed notices and printed letters) and printed invitations, the date and hour of the occasions to which they related, the name and address of the addressee, the name of the sender and, in the case of notices of a meeting, the object of the meeting;

**(d)** in the case of printed market reports, quotations for goods and price lists, necessary entries relating to particular of prices,

**(e)** in the case of printed notices for payment of premia posted by Insurance companies, dates name and address of the insurant, "name of the insurance agent, name of the branch office of the company at which the premium is payable, the sum assured under the policy", number of policy, amount and reference, number and letters; and,

**(f)** Proof corrections in proof sheets and music sheets, and corrections of printing errors in other printed matters;

**(2)** pictures, plans, maps and drawings whether done by hand or any mechanical process, photographs and engraving, not bearing any writing except a signature, a date and description not exceeding five words;

**(3)** business, commercial or legal documents drawn wholly or partly by hand, e.g., deeds, account, powers or attorney, proposals for insurance policies;

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

**(5)** licenses, statistical returns sent by or to officials by their designation only, and Revenue and Judicial processes sent by Courts to Presidents of Union Boards, President of Panchayats and Presidents of Chaukidari Unions and vice versa;

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

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

(7) Documents wholly or partly produced in imitation of printing as well as documents reproduced from printed manuscript or typewritten originals by photocopying or any similar process;

Provided that:-

(i) At least 20 identical copies of such documents are presented for posting at the post office counter;

(ii) If such documents are posted in letter boxes, they will be treated as letters;

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

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

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

**“Explanation- -** For the purpose of this rule,-

(i) “Printing “ means any species or printing easy to recognize or any mechanical process ordinarily used to produce a number of identical copies but does not include typewriting, carbon copies produced by any process, computer printing, photocopying or any similar process;

(ii) “Writing” includes.-

Typewriting and any mechanical or other process ordinarily used to produce singly document or a small number of documents;

(iii) “Imitation of printing” includes computer printing of all kinds, photocopying and any similar process.

(iv) Invoices, bills of lading, receipts for goods or money, printed market reports, quotations for goods, pricelists, printed notices for payment of premia posted by insurance companies mentioned in **clauses (b), (d) and (e) of Rule 24 (1)** above shall be transmitted in open cover under book Packets.”

**(11) The tariff of Book Packets shall be as specified in Schedule I of Part X.**

(Rule 17 of IPO Rules)

## CONDITIONS FOR CHARGING SPECIAL RATES FOR BOOK PACKETS CONTAINING PRINTED BOOKS

**25. (1)** The special rates mentioned in Schedule I of Part X in respect of a book packet containing printed books shall be applicable only if the following conditions are satisfied:-

- (a) Such books packet shall not contain any publication, published at regular intervals;
- (b) Such book packet shall bear on the outside the inscription "Printed books";
- (c) Each book in such book packet shall consist wholly or substantially of reading matter, paintings, photographs, diagrams or any other similar matter, with or without blank spaces, for notations by students;
- (d) Each book in such book packet shall consist of printed matter but shall not contain any advertisements other than incidental announcements or list of books;
- (e) Each book in such book packet shall contain the name of the printer or publisher;
- (f) No book in such book packet shall bear any character or inscription reproduced by any means other than printing;

Provided that any such book may contain in writing the name of the person to whom it is sent or presented, the date, the name and address of the sender or owner, and not more than five words or initials of a complimentary nature or signifying presentation.

**Explanation.-** The expression printing means anything capable of being recognized as printing or any mechanical process ordinarily used to produce a number of identical copies including the book or books on compact disk or floppy with or without printed book or books but does not include type writing, carbon copies processed by any mechanical process, Computer printing, photocopying or any similar process.

- (g) No book in such book packet shall contain any price list or bills or orders for supply of the books.

Provided that the book packet may contain an invoice or a bill or both pertaining to books being sent in that packet.

- (h) No book or books on compact disk or floppy with or without any printed book or books in such book packets shall be accepted for transmission by post unless they are presented in the Post Office designated by the Head of the Circle for this purpose and such packets presented for posting are not less than one thousand at a time.

**(2)** The provisions of Rules 27 to 32 (both inclusive) shall, so far as may, apply in relation to book packets to which this rule applies as they apply in relation to book packets to which Rule 24 applies,

**(3) The tariff of Book Packets containing printed books shall be as specified in Schedule I of Part X.**

(Rule 17-A of IPO Rules)

**CONDITIONS FOR CHARGING SPECIAL RATES FOR BOOK PACKETS CONTAINING PERIODICALS**

**26. (1)** The special rates of postage mentioned in **Schedule I of Part X** in respect of a book packet containing periodicals shall be applicable only if the following conditions are satisfied:-

**(a)** That it is registered with the Registrar of Newspapers for India under the Press and Registration of Books Act, 1867 (25 of 1867).

**(b)** That the periodical bears in print in any convenient place either on the first or last page thereof, the superscription "Registration with the Registrar of Newspapers for India under No....."

**(2)** The provision of **Rules 27 to 32** (both inclusive) shall, so far as may, apply in relation to book packets containing periodicals as they apply in relation to book packets to which **Rule 24** applies.

(Rule 17-B of IPO Rules)

**27.(1)** With any of the articles mentioned in **rule 24** may be sent anything that is necessary for their safe transmission through the post, such as rollers, etc., and any legitimate binding, mounting, or covering, loose or attached, and anything that ordinarily appertains to such articles, as pens and pencils in the case of a pocket book, photographs in the case of a photograph book, and card places in the case of visiting cards.

**(2) The tariff of Book Packets containing periodicals shall be as specified in Schedule I of Part X.**

(Rule 18 of IPO Rules)

**Prohibitions**

**28. (a)** No communication of the nature of a letter or having the character of a personal communication shall be enclosed in or written upon a book packet except to the extent specified in **rule 24**.

**(b)** No card bearing the heading "Post card" shall be transmitted open as a book packet.

**(c)** A book packet shall not contain "paper money" which for the purposes of this rule includes unobliterated postage or other stamps, currency notes, hundies, cheques, bank notes, bank post bills, bills of exchange, and all orders or authorities for the payment of money; provided that a book packet may contain one stamped and

addressed envelope, post card or wrapper bearing the name and address of the sender of the packet, or some other person named thereon.

(Rule 19 of IPO Rules)

**29 (1)** - The dimensions of a book packet shall be subject to the following maximum and minimum limits:-

**(i) Maximum.**

In roll form -

length 800 mm

Sum of length & twice diameter 1000 mm

In other than roll form 600x300x300 mm

**(ii) Minimum**

In roll form -

Single dimension 100 mm

Sum of length & twice diameter 170 mm

In other than roll form 140mm x 90mm with tolerance of +/- 2 mm

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

**(3)** Book packet shall be consigned in the envelope of the following sizes, provided its dimensions are not more than 353 x 250;

1. 140 x 90 mm      2. 152 x 90 mm

3. 162 x 114 mm    4. 176 x 125 mm

5. 220 x 110 mm    6. 229 x 162 mm

7. 324 x 229 mm    8. 353 x 250 mm

With tolerance of +/- 2 mm.

(Rule 20 of IPO Rules)

**30. (1)** A book packet may not exceed 5 kilograms in weight, but the Director General Postal Services may, in special circumstances, prescribe a lower limit of weight for book packets for and from any particular post office or offices.

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

(Rule 21 of IPO Rules)

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

(Rule 22 of IPO Rules)

**32. (1)** If a book packet to which **Sub-rule (2)** does not apply is found to contain any thing not permitted by the rules or to be packed in a manner not in accordance with the rules, it shall be treated as a letter or a parcel and shall be charged on delivery with double the deficiency between the postage already paid and the postage payable for a letter or parcel, whichever may be less, provided that the conditions subject to which such postage can be charged are fulfilled. Any postage paid on it shall be taken into account in assessing the charges but the amount charged under this sub-rule shall in no case be less than one rupee. If the postage paid is equal to or more than charges calculated, no additional amount will be charged but no refund will be made.

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

(Rule 23 of IPO Rules)

### PATTERN AND SAMPLE PACKETS

**33. (1)** A pattern or sample packet may contain bona fide trade patterns or samples of merchandise not having any saleable value, together with, or without, any matter which may be sent as a book packet;

Provided that small amounts of prasad or similar materials greetings or blessings, or messages of similar nature, may also be sent in pattern or sample packets if they have no intrinsic monetary value, and the total weight of such packet does not exceed 10 grams:

Provided further that there shall be no writing upon or in a pattern or sample packet, except the name and address of the sender, the name and address of the person for whom it is intended, a trade mark, numbers, prices and indications as to the weight, size or quantity to be disposed of.

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

(Rule 24 of IPO Rules)

**34. (1)** The dimensions of a pattern or sample packet shall conform to the following maximum and minimum limits:-

**(a) Maximum:-**

In roll form – Length	800 mm
Sum of length & twice diameter	1000 mm
In other than roll form	600 x 300 x 300 mm

**(b) Minimum:-**

In roll form – single dimension 100 mm

Sum of length & twice diameter 170 mm

In other than roll form 100 x 70 mm

(2) The weight of pattern or sample packet shall not exceed 2 kilograms:

Provided that the Director General Postal Services may, in special circumstances, fix a lower limit of weight for pattern and sample packets, for and from any particular post office or offices.

(Rule 25 of IPO Rules)

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

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

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

(4) Liquids, oils and substances which easily liquefy shall be enclosed in receptacles hermetically sealed. Each receptacle shall be placed in a special box of metal or of strong wood or of strong corrugated cardboard containing saw-dust, cotton, or spongy material in sufficient quantity to absorb the liquid in case the receptacle be broken. The lid of the box shall be fastened down in such a manner that it will not easily be detached.

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

(6) Dry powders, whether dyes or not, shall be placed in cardboard boxes, which themselves shall be enclosed in a bag of linen or parchment.

(Rule 26 of IPO Rules)

**36. (1)** If a pattern or sample packet is found to contain any thing not permitted by the rules, or to be in excess of the prescribed size or weight, or to be packed in a manner not in accordance with the rules, it shall be treated as a letter or parcel and charged on delivery with double the deficiency between the postage already paid for the pattern or sample packet and the postage payable for a letter or parcel, whichever is less, subject to a minimum of one rupee.

(2) If a packet containing samples of any of the articles mentioned in **clauses (3) to (6) of rule 35** is not packed in the manner prescribed therein, it shall not be forwarded.

(3) **The tariff of Pattern and Sample Packets shall be as specified in Schedule I of Part X.**

(Rule 27 of IPO Rules)

### **“BLIND LITERATURE PACKETS”**

37. Papers of any kind, periodicals, and books impressed in “Braille” or other special type for the use of the blind, shall be transmitted by post as “blind literature” packets, provided that they are posted in accordance with the following conditions:-

(a) The packet shall consist only of articles specially impressed as described above for the use of the blind, and shall not contain any communication either in writing or printed in ordinary type, except the title and table of contents of the book or periodicals, and any key to, or instructions, for the use of the special type, or any enclosure except a label for the return of the packet.

(b) The packet shall bear on the outside the inscription “Literature for the Blind”, and written or printed name and address of the sender.

(c) The packet shall be posted either without a cover, or in a cover open at both ends, which can easily be removed for the purpose of examination.

(d) The dimensions of the packet shall conform to the following maximum and minimum limits:-

**(i) Maximum**

In roll form - Length	800 mm
Sum of length & twice diameter	1000 mm
In other than roll form	600 x 300 x 300 mm

**(ii) Minimum**

In roll form - Length	100 mm
Sum of length & twice diameter	170 mm
In other than roll form	100 x 70 mm

(e) The weight of a “blind literature” packet shall not exceed 7 kilograms:

Provided that the Director General Postal Services may prescribe a lower limit in respect of “Blind Literature” packets for and from a particular post office or offices.

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

(Rule 28 of IPO Rules)

**38.** Should any of the conditions imposed by **rule 37** be infringed, the blind literature packet will be treated as a letter, book packet or a parcel according to whichever entails lower charge (subject to the conditions prescribed for such class of articles being satisfied) and on delivery will be charged with double the difference between the postage paid and postage payable subject to a minimum of Re. 1/- . If however the postage paid is more than the postage then no amount will be payable but no refund will be made.

(Rule 29 of IPO Rules)

## REGISTERED NEWSPAPERS

**39. (1)** Newspapers as defined in section 9 of the Act shall be transmitted by post as registered newspapers, provided that they comply with the following conditions:-

**(a)** The newspaper shall have been registered in the office of the Head of the Division or RMS Divisions and Independent Gazetted Postmasters in jurisdiction in which it is published, and the period for which its registration or the last renewal thereof as the case may be remains in force shall not have expired.

**(b)** The full postage shall be prepaid unless the newspaper is exempted from prepayment of postage by a valid license.

**(c)** The newspaper shall bear in print in any convenient place either on the first or last page the word "Registered" followed by the registration number which has been assigned to it by the Head of the Division and Independent Gazetted Postmaster referred to in **condition (a)**.

**(d)** The newspaper shall be posted at the place of publication or as the case may be at the place permitted under this sub-rule, by its proprietor, manager or publisher on such days of the week or on such day(s) of the month not exceeding one week which may have been specified by him in this behalf at the time of applying for registration or at any time subsequent thereto subject to that it does not violate the conditions for the newspaper.

Provided that a clear notice of three days shall be given to the Postmaster of the place in case any change is desired in the dates or days of posting so specified;

Provided further that the requirement as to three days notice may be waived by the Head of the Division if he is satisfied that the proprietor, manager, publisher or agent could not adhere to it for reasons beyond his control.

Provided also that the number of days or dates on which an issue can be posted shall not be altered except with the prior approval of the Head of Division.

In cases where the proprietor, manager or publisher cannot adhere to the provision of three days notice due to reasons beyond his control, the Head of Division, may in relaxation of the said provision permit the posting of the newspaper at any time subsequent to the prescribed date provided the application for late posting is received by him before the prescribed next date of posting. The interval between the dates of publication of the issue sought to be posted late and the previous one shall not in any case exceed 31 days.

Provided that in no case shall any issue be posted on more than one day or date with the exception of a weekly, fortnightly or monthly newspaper, which may be posted on two consecutive days falling within the same week from Monday to Sunday and in case the second consecutive day is a Sunday or a gazetted holiday, on the succeeding day; provided further that the facility of posting registered newspapers on Sunday shall be available in such offices only as remain open on Sunday.

(e) A publisher is allowed to post newspapers at a place outside the jurisdiction of the Registering Authority. Permission for such outside place of posting will be granted by the concerned Head of Circle/Post Master General (in whose jurisdiction the requested place of posting lies) after satisfying himself about the genuineness of original registration from the Licensing Authority.

(f) The publisher is authorized to post 5 percent higher number of copies. No objection will be raised, if the number of copies posted is less than the number of copies authorized to be posted. The same conditions will also apply if the newspapers are on prepaid postage.

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

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

Provided that Barcode, QR Code or any other mark which contains information in respect of sender or addressee shall only be permissible.

Provided further that such marks/codes shall not contain any intrinsic value and (or) shall not be used for any commercial purpose.

(i) There shall be no paper or thing enclosed in or with any such newspaper other than an extra or supplement as specified in section 9 of the Act.

**NOTE:-** Any newspaper in which document of any of the following descriptions is enclosed as a supplement shall be treated as a book packet:-

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

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

(iii) any document drawn up in the form of a direct personal communication to the recipient such as a printed circular in the form of a letter purporting to be addressed

to a person by whom the newspaper in which it is enclosed is received.

(j) The registration number or, as the case may be, registration numbers shall not be printed on the wrapper. It is reiterated that it should be printed as prescribed in **Rule 39(1)(c)**.

(k) The date of the publication of the newspaper shall be printed on its first or last page. It is mandatory for the registered newspaper to print postal registration at a convenient place either on the front page or the back page of the publication in such a manner that it is legible and visible without difficulty.

(l) The registered newspaper, which may not be delivered for any reason, be returned to the sender (publisher/editor/proprietor).

(m) The sender (publisher/editor/proprietor) will collect the returned copy from the office of posting (if delivery Post Office) or delivery post office mapped with the office of posting which will be decided by the concerned Head of Circle or Head of Region, as the case may be, otherwise the facility of posting may be discontinued.

(n) The name of office of posting shall be printed mandatorily at convenient place in the back page top left corner of newspaper in such a manner that it is clearly visible.

(2) An application for the first registration of a newspaper for the purposes of **clause (a) of sub-rule (1)** in a Postal Circle referred to therein shall, save in the case of a newspaper printed or published under the orders of any government in India or for official purposes be made in the form prescribed for the purpose by the Director General Postal Services, and be accompanied by two copies of the latest issue of the newspaper sought to be registered, a list showing the names and addresses of at least fifty bona fide subscribers who have paid their subscriptions, and;

(i) by a certificate from the Sub-Divisional Magistrate/Asstt. Commissioner of Police/City Magistrate or equivalent or Higher authority within whose local jurisdiction the newspaper is printed or published or the printer or the publisher resides that –

(a) the declaration or declarations required by section 5 of the Press and Registration of book act, 1867 (25 of 1867), has or have been made, or,

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

**NOTE-** The power of interpretation of “equivalent authority or higher authority” lies with concerned Head of Circle or Head of the Region as the case may be.

**Exception:-** The condition of having atleast fifty bonafide subscribers who have paid their subscriptions shall not be mandatory for granting postal registration to the publications of Ministries/Departments of Government of India only.

(3) A (a) first registration shall be remain in force till 31<sup>st</sup> December of the third calendar year following that in which it was effected. Every subsequent renewal of

registration shall remain in force for three calendar years.

(b) Application for renewal of registration shall be made so as to reach the officer concerned at least three months before the date of expiry of the previous registration and shall be accompanied by two copies of the latest issue of the publication of the newspaper.

(c) A late fee of fifty rupees shall be charged for each application for renewal received later than the last working day of the third calendar month preceding the last month of the period of previous registration.

(d) Renewal under this sub rule, in all cases shall be granted only when the Head of the Region or other officer referred to in sub rule (1) is satisfied that the provisions of Sub section (2) of Section 9 of the Act are fulfilled and where the previous registration expires before registration is renewed the publication shall be prepaid at book packet pending issue of the renewal.

(e) Where the application for renewal under this Sub section, is received after the date of expiry of the previous registration, a late fee of one hundred rupees shall be charged with such application.

(4) Nothing in this rule shall be deemed to prevent newspapers from being transmitted by post, either singly or otherwise, at the rates and under the conditions prescribed for book packets, or for book packets containing periodicals and if a newspaper sought to be transmitted by post as a registered newspaper fails to comply with any of the conditions specified in sub rule (1), it shall be transmitted by post at the said rates and under the said conditions.

(5) The Head of Division or the officer exercising the powers of Head of Division in whose jurisdiction the newspaper is published or, as the case may be, posted or sought to be posted may cancel or refuse the registration of a newspaper (i) when he is satisfied that the provisions of sub section (2) of section 9 of the Act do not continue to be fulfilled: or (ii) as soon as the certificate or the recommendation mentioned in item (i) of sub rule (2) respectively is formally cancelled or withdrawn by the authorities concerned.

(6) In case the publisher is dissatisfied with the decision of Registering Authority, an appeal can be made with Director Postal Services concerned.

(7) Director General Postal Service may, by order, relax the conditions or rulings in respect of Registered Newspaper in special circumstances of national/public importance.

**(8) The tariff of Registered Newspaper shall be as specified in Schedule I of Part X.**

**(Rule 30 of IPO Rules)**

40. The miscellaneous rules for registered newspaper are as under:

(1) The split editions (meant to serve target readership) published in same area shall

be covered by a single registration. However, if editions are published from different cities, new registration for each city should be obtained.

(2) The Multiple registration of newspapers in different location of publication are permitted subject to such multiple registration numbers.

(3) The supplements should only be allowed when it consists wholly or in great part of matter like that of newspaper and has the title, date of publication at the top of each page. Different size of supplements than the main newspaper is allowed.

(4) In cases of Central Government/ State Government and Public Sector Undertaking Publications which are otherwise eligible for Postal Registration for posting at concessional postage as Registered Newspapers, a change in the Publisher name does not automatically lead to infringement of conditions of posting as Registered Newspapers. In all such cases, a period of three months will be granted by which time the organization will be expected to get the RNI Certificate afresh (reflecting the correct name of the Publisher). The Publications will be allowed to post their articles at the concessional rates of Registered Newspapers during this period. In all such cases, the extension of these three months to obtain fresh RNI Certificate will be with the approval of the Director Postal Services/ Postmaster General concerned.

(5) In cases where the publisher fails to post his/ her Newspaper at the scheduled date and wishes to post the same on the next due date jointly with the latest edition, he/ she will be permitted as follows:

Sl. No.	Periodicity of the publication	No. of postings of joint editions permitted
1	Daily	2 joint editions per Month
2	Weekly	4 joint editions per Year
3	Fortnightly	2 joint editions per year
4	Monthly	1 Joint editions per year

Provided further that permission for the above may be granted by Head of Circle only in extreme circumstances.

(6) In cases where the title of the newspaper is changed by the publisher, the newspaper needs to be registered again for new postal registration (RNP) number against the new title.

(7) In cases where the place of publication is changed within or beyond the jurisdiction of the current registration authority, a new registration is required to be taken.

(8) In cases where the ownership of a newspaper is being transferred to someone else, a fresh registration is required to be taken.

(9) The change in name of publisher/proprietor editor is permissible. Publisher should invariably submit a written request to incorporate the change in Editor/ proprietor/publisher name. The letter must clearly specify the name and address of the incumbent and must also be accompanied by a copy of the latest issue of the periodical in the imprint line of which name of the new Editor/ proprietor/publisher

is printed.

(10) The newspaper applying for RNP must have some price and its printing on newspaper is mandatory.

Provided that price and its printing on the newspaper shall not be mandatory on the newspaper(s) published by Ministries/Departments of Government of India only.

(11) All newspapers have to register themselves with Registrar of Newspapers of India (RNI) under Press and Registration of Books Act, 1867. RNI number is allotted by the Registrar. After RNI Registration, the newspaper has to separately register itself with the competent Postal Authority and get Postal Registration if it wishes to avail concessional postage rates. However, Printing of RNI number is not mandatory for availing concessional rates of postage for registered newspapers. It is mandatory only on periodicals which wish to avail rates of 'book packets containing periodicals'.

(12) Publisher may submit a written request to incorporate the change in the Price. The letter must clearly specify the amount of enhanced retail selling price. Such request must also be accompanied by a copy of the latest issue of the periodical to substantiate the change.

(13) Posting of a magazine/ newspaper should not be refused simply because part of its title has been concealed by a photo sketch etc. So long as one can make out the written word, it will be acceptable for posting.

(New Rule inserted)

**41.** Packets of registered newspapers containing more than one copy of the same issue may be transmitted by post at the special rate of postage prescribed for such packets provided the following conditions in addition to those prescribed in **rule 39** are complied with :-

(a) Each packet shall contain only copies of the same registered newspaper and of the same date.

(b) The packets shall be posted in the same post office and on the same day as in the case of single copies of the same registered newspaper.

(c) The packets shall be addressed to the local agents any are place of destination whose name and address shall be communicated to the office of posting by the proprietor, manager or publisher of the registered newspaper.

(d) The packets shall not be delivered at the addressee's residence but shall be handed over at the window of the office of destination to the local agent or any person authorized in this behalf by the local agent.

(e) The sender shall indicate the following on the packet: "To be delivered at window"

(f) The registered newspaper, which may not be delivered for any reason, be returned to the sender (publisher/editor/proprietor) as mentioned in provision/subrule  
 .....

(g) The full postage shall be prepaid unless the newspaper is exempted from prepayment of postage by a valid license. Printing of License Number for permission to post without pre-payment of postage is also mandatory if the newspaper has obtained any such license from the concerned Head of Circle/ Head of Region. The license number is required to be printed along with the words- "Licensed to post without prepayment" below or after the Postal registration Number. The licensee may also use the abbreviated version, instead of the complete phrase as above, by substituting the phrase with the term "WPP" as prefix before the license number.

(h) The Proprietor, Manager or Publisher of any such registered newspaper who desires to avail of the "WPP" scheme shall apply in the prescribed form along with a deposit of an amount equivalent to the total of one month's postage as a security deposit in the prescribed **form**.

**Exception:** The requirement of clause to deposit an amount equivalent to the total of one month's postage, as a security deposit, shall not be mandatory for the publications of the Ministries/ Departments of Government of India only.

(i) The newspaper shall have continuous pagination. The page numbers, however, need not be printed on each page. All the pages have to be accounted for from the first to the last page. Pagination shall have to be done on paper pages only. No other items like DVDs, CDS etc. be accepted as being part of pagination.

(Rule 30-A of IPO Rules)

## PARCELS

**42.(1)** A parcel may contain a single written communication the nature of a letter or having the character of a per communication, addressed to the addressee of the parcel.

**(2)** Save as provided in **sub rule (1)** no written communication shall be enclosed in a parcel.

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

(Rule 31 of IPO Rules)

**43. (1)** The weight of an unregistered parcel shall not exceed 4 kilograms; and

the weight of a registered parcel shall not exceed:-

- (a) 10 kilograms if it is posted at or addressed to a branch post office and
- (b) 20 kilograms in all other cases.

Provided further that the maximum volumetric weight permissible shall be 36 kilograms.

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

(3) The minimum dimensions of a parcel shall be as follows:-

(a) In roll form-single dimension 100 mm

sum of length & twice diameter 170 mm

(b) In other than roll form 140 x 90 mm

With a tolerance of  $\pm 2$  mm

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

(Rule 33 of IPO Rules)

#### **BUSINESS PARCEL**

**44.(1)** customers who sign agreement with the Department of Posts shall be eligible to avail 'Business Parcel' service with following features, namely :-

(a) the minimum weight for booking Business Parcel shall be 2 Kg and the maximum weight for which Business Parcel may be booked, shall be 35 kg;

(b) a Business Parcel shall be transmitted and delivered in accordance with the terms and conditions as may be specified by the Director General Postal Services, in this behalf, and in case of the loss or damage of the Business Parcel or contents thereof, the compensation payable shall be restricted to five hundred rupees or the actual value of the parcel or the content lost, whichever is less.

(2) Postage payable for Business Parcel shall be collected in the manner as may be specified by the Director General Postal Services, in this behalf;

(3) Business Parcel, booked by a customer who signs agreement with the Department, shall not exceed 1.50 metres for any one dimension or 3 metres for the sum of the length and the greatest circumference measured in a direction other than that of the length;

(4) Director General Postal Services may provide discount and value additions to the customers for Business Parcel in accordance with the norms determined by the Department from time to time in this behalf;

(5) There shall be no registration for Business Parcel.

(6) **The tariff of Business Parcel shall be as specified in Schedule III of Part X.**

(Rule 33-A of IPO Rules)

45. The Director-General Postal Services may, in special circumstances, prescribe a lower limit of weight than that specified in **sub-rule (1)** of **rule 43** in respect of all or any classes or class of parcels for and from all or any post offices or post office.

(Rule 34 of IPO Rules)

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

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

(2) Liquids and substances which liquify easily shall be dispatched in a double receptacle. Between the first receptacle (bottle flask not box etc.) and the second (which shall be a box of metal or of strong wood) some space shall be soft to be filled with saw dust, bran, or some other absorbing material in sufficient quantity to absorb all the liquid contents in the event of breakage.

(3) Any article presented at the window as a parcel shall have the inscription "Registered Parcel" or "Unregistered Parcel" on the address side of the article.

(4) A parcel wrapped with cloth should invariably either be packed in a carton or be covered with paper or plastic wrapper over the cloth wrapping so that the bar code sticker can be properly affixed on the parcel for track and trace purpose.

(Rule 35 of IPO Rules)

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

(a) Human and other biological specimens may be transported by the authorized government health/ veterinary authorities by the Inland post to authorized government health/ veterinary authorities laboratories/ addressees for analysis.

(b) Triple packaging should be done for transporting such biological specimens. The material should be contained in a wide mouthed sturdy unbreakable spill proof container fitted with screw cap/lid sealed with paraffin/tape, which should be securely packed in a tin or wooden or thermocol box of adequate strength with a layer of absorbent cotton material of  $\frac{3}{4}$ " to an inch thickness between the box and the containers. Cooled gel packs/ preservative liquids or any other similar and suitable material which assists the process of secure transportation may also be inserted in the container. The box should be properly sealed.

(c) The sender must present the parcel at the post office accompanied by a declaration as to the nature of its contents, and a certificate signed by himself to the effect that he has advised the addressee of its dispatch and that such addressee, if the parcel should not be addressed to a Government laboratory, has been specially permitted by the Central Government or a State Government to receive such biological specimens. The Certificate, moreover, must show on its face that the sender is a person authorized within the meaning of **condition (a)** to send such cultures or other articles.

(Rule 36 of IPO Rules)

**48. Cultures and Vaccines:** Cultures and vaccines known or believed to contain the living germs may be transmitted by the inland post, subject to the following conditions:-

(a) Cultures, vaccines and other biological specimens of similar nature may be transported by the authorized senders by the inland post to authorized laboratories/addressee for analysis.

(b) Triple packaging should be done for transporting such biological specimens. The material should be contained in a wide mouthed sturdy unbreakable spill proof container fitted with screw cap/lid sealed with paraffin/tape, which should be securely packed in a tin or wooden or thermocol box of adequate strength with a layer of absorbent cotton material of  $\frac{3}{4}$ " to an inch thickness between the box and the containers. Cooled gel packs/ preservative liquids or any other similar and suitable material which assists the process of secure transportation may also be inserted in the container. The box should be properly sealed."

(c) The sender must present the parcel at the post office accompanied by a declaration as to the nature of its contents, and a certificate signed by himself to the effect that he has advised the addressee of its dispatch and that such addressee, if the parcel should not be addressed to a Government laboratory, has been specially permitted by the Central Government or a State Government to receive such cultures and vaccines. The Certificate, moreover, must show on its face that the sender is a person authorized within the meaning of **condition (a)** to send such cultures or other articles.

(d) The transportation of the Tuberculosis sputum samples shall be done only when the material is contained in spill proof glass/ Falcon Tube, metal or wax paper containers which are securely packed in a tin or wooden or thermocol box of adequate strength with a layer of raw cotton wood of  $\frac{3}{4}$ " to an inch thickness between the box and the containers. In case of thermocol box, it should be at least 2 cm thick on each side. Cooled Gel Packs or any other similar and suitable material which assists the process of secure transportation may also be inserted in the container. The box should be properly sealed.

(Rule 37 of IPO Rules)

**49.** Strong smelling articles (e.g. asafoetida) shall be enclosed in a hermetically sealed case of tin or other metal.

Provided that transportation of the strong smelling articles/ substances (asafoetida) shall be done only when the material is contained in spill proof glass, metal or wax paper containers which are securely packed in a tin or wooden or thermocol box of adequate strength with a layer of raw cotton wood of 3/4" to an inch thickness between the box and the containers. In case of thermocol box, it should be at least 2 cm thick on each side. Cooled Gel Packs or any other similar and suitable material which assists the process of secure transportation may also be inserted in the container. The box should be properly sealed.

(Rule 38 of IPO Rules)

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

(Rule 39 of IPO Rules)

**51.** Osmic acid (Osmium tetroxide) may be transmitted by the inland post subject to the following conditions:-

(a) The acid shall be securely packed in a hermetically sealed stout glass capsule which shall be embedded in the centre of a tin case filled with fine sand in such a manner as to leave a layer of sand not less than 40 mm between any part of the glass capsule and the inside of the tin case.

(b) The outside of the tin case shall be labeled in red letters 6 millimeters high "OSMIC ACID-DANGEROUS TO HANDLE".

(c) The tin case shall be soldered down and placed in an outer box of wood or reasonable strength with a layer of at least 25 millimeters of raw cotton wool between the inner tin case and the outer wooden box.

(d) The outside of the wooden box shall also be labeled in red letter "OSMIC ACID".

(e) The quantity of the acid enclosed in a capsule shall not exceed two grams and not more than one capsule shall be enclosed in a parcel.

(Rule 40 of IPO Rules)

**52.** The postage on a parcel shall be fully prepaid through modes of payment of postage as mentioned in **Rule 178**. Postage stamps/ Point of sale / Digital payment

receipts shall be affixed to or impressions of stamps/ Franking machines be taken on the cover of parcel or an official label which can be obtained free at the post office. In cases where postage stamps are used, the sender or his messenger shall affix the stamps himself.

**NOTE:-** Franking Impressions, of Models of Franking machines of approved vendors, approved by Director General Postal Services, shall be deemed to be mode of prepayment of postage on a postal article.

(Rule 41 of IPO Rules)

**53. (1)** Every parcel intended for transmission by post shall be presented at the window of the post office. Any article super scribed as "Parcel " with or without the words "Registered" or "Unregistered and found in a letter box will be treated as registered parcel and shall be charged with the amount of " Registration charges, if it is fully prepaid for postage. If the postage has not been fully prepaid, double the deficiency in addition to the registration fees will be levied.

**(2)** If a parcel containing any of the articles mentioned in clauses (2) and (3) of rule 46 and in rules 47, 48,49& 51 is not packed in the manner prescribed therein, it shall not be forwarded.

**(3)** If any parcel in course of transmission through post is found to consist of anything the transmission of which is in contravention if the provisions of section of the Act, it shall be detained at the post office nearest to the place at which it is detected.

**(4)** If any portion of the contents of the parcel consists of anything the transmission of which is in contravention of the provisions aforesaid, the said portion shall be destroyed by the post office and the remaining portion may, at the request of the sender, be either repacked by the post office and forwarded to the sender of addressee, the necessary additional forwarding charges being collected for this purpose, or sold by the post office, and in the latter case, the proceeds realized on sale shall be remitted to the sender after deducting the expenses incurred in connection with the sale and the charges required for remitting the amount due to him.

**(5)** Nothing contained in sub-rule (4) shall affect the liability of the sender in respect of any contravention committed by him and punishable under section 61 of the Act.

(Rule 42 of IPO Rules)

**54.(1)** Every parcel/shipment posted at or addressed to any part of India shall be accompanied by a declaration in such form, separately or on the parcel/shipment itself at appropriately visible place, as may be prescribed by the Director General Postal Services, containing a statement signed by the sender, as to the generic or actual nature of its contents and their value.

Provided further that Bulk customers shall provide declaration of contents on the parcel/shipment itself at appropriately visible place.

Provided further that item wise declaration of the actual contents of the parcel/shipment shall be provided with the invoice or list/statement at the time of booking.

**(2) The tariff of Parcels shall be as specified in Schedule I of Part X.**

(Rule 43 of IPO Rules)

### **“LOGISTIC POST”**

**55 (1)** The Director General Postal Services may authorize the Heads of Postal Circles to specify, from time to time, the designated office and designated place where the articles called as “Logistic Post Articles” may be booked at or addressed to subject to the following conditions, namely:-

- (a) there shall be no maximum weight limit of logistics post articles;
  - (b) the minimum charges on Logistics Post Articles shall be the same as charged for a consignment of such Logistics Post Articles of weight of 50 Kgs;
  - (c) A special receipt shall be given by the designated office to the person who presents such Logistics Post Articles for booking at the designated office;'
  - (d) The weight-volume equivalence to determine the weight for the purpose of rate to be charged on the Logistics Post Articles shall be such as the Director General Postal Services may, from time to time, specify in this behalf;
  - (e) Logistic Post Articles shall be presented for booking in such a manner that they are safe for transmission, and secure against pilferage, tampering, manipulation, damage or leakage;
  - (f) The charges on Logistics Post Articles shall be determined as specified by the Director General Postal Services after taking into consideration, inter alia, service charge, loading, unloading, brokerage, transportation etc. and charges for any other service to be provided;
  - (g) The charges for Logistics Post Articles shall be fully prepaid except where the competent authority designated by Director General Postal Services permits such payment after the service has been rendered.
- (2)** No Logistics Post Article shall be accepted for booking if the consignment of such article contains any contents which are prohibited under the Act / or these rules.
- (3)** If any Logistics Post Article, in the course of transmission by post is found to contain anything the transmission of which is in contravention of the provisions of the Act or these rules, the same shall be detained at any point of transmission at which it is detected, or at any post office nearest to place at which it is detected, and shall be further disposed of as the Director General Postal Services, may from to time, by order, specify.

(4) Nothing contained in the **sub rules (2) and (3)** shall affect the liability of the sender in respect of any of the acts committed by him, which is punishable under section 61 of the Act.

(5) Logistics Post Articles shall be booked, transported and delivered in such manner, and on such conditions, as the Director General Postal Services may, from time to time, by order, specify.

(Rule 43-A of IPO Rules)

### SPEED POST

56. The Director General Postal Services may authorize the Head of Postal Circle to specify, from time to time, the offices where the inland postal article called Speed Post may be booked and delivered after obtaining receipt thereof subject to the following conditions, namely:-

(a) Proof of delivery of Speed Post articles shall be at the rate of ten rupees per article in addition to Speed Post charges.

(b) all inland Speed Post articles shall be booked, transmitted and delivered in accordance with the norms determined by the Department, in this behalf

(i) in case of delay in delivery of inland Speed Post articles beyond the said norms, the compensation to be provided shall be equal to the Speed Post charges paid;

(ii) in the event of loss of inland Speed Post article or loss of its contents or damage to the contents, compensation shall be double the amount of Speed Post charges paid or one thousand rupees whichever is less;

(c) The Compensation shall be given only in case if complaints are lodged:

(i) all the cases where compensation is to be issued for delay/loss or loss/damage of contents of Inland Speed Post article shall be settled within a fixed time line determined by the Department, in this behalf;

(ii) the compensation shall be sent to the door step of the sender of the article in the form of service money order or account payee cheque or through electronic transfer subject to providing savings account number by the complainant.

(d) the weight of an article for the inland Speed Post service shall not exceed 35 kilograms:

Provided that the Director General Postal Services may, permit a higher limit of weight of an article for inland Speed Post Service;

(e) the size of a postal article for inland Speed Post Service shall not exceed 1.50 meters for any one dimension or 3 meters for the sum of the length and the greatest circumference measured in a direction other than the length;

(f) postage payable for Speed Post shall be collected in the manner specified by the Director General Postal Services, in this behalf;

(g) Director General Postal Services may provide discount and value additions to the customers for Speed Post in accordance with the norms determined by the Department from time to time in this behalf.

**(h) The tariff of Speed Post shall be as specified in Schedule IV of Part X.**

(Rule 66-B of IPO Rules)

## II-FOREIGN POSTAL ARTICLES& SERVICES

57. The Director General Postal Services shall, from time to time, notify in the Post Office Guide the conditions in force for the transmission of postal articles by the Foreign Post;

(Rule 50 of IPO Rules)

### LETTERS

58. The tariff of Letters here shall be as specified in Schedule A of Part X.

### AEROGRAMME

59. The tariff of Aerogramme here shall be as specified in Schedule E of Part X.

### MAIL BAG

60. The rates of postage on the gross weight of Mail Bag of printed matter shall be as specified in Schedule C of Part X.

### PARCEL

61.(1)Every parcel handed to the Post office for transmission by the foreign post shall be presented at the post office with a declaration, in such form as may be, from time to time, prescribed by the Director General Postal Services, containing a statement signed by the sender as to the nature of its contents and their value. No such parcel shall be accepted if it is so small or so covered with writing or sealing wax, or otherwise made up in such a manner, as to render it impracticable to affix to some part of it the form of declaration prescribed by the Director General Postal Services in addition to the official labels to be applied to the address-side of the parcel.

**Explanation:** - This rule shall not apply to a parcel which has an address label tied to it, provided that the label is not so small or so covered with writing as to render it impracticable to affix to one side of the label of it the form of declaration prescribed by the Director General Postal Services in addition to the official labels to be applied to the address-side.

(Rule 51 of IPO Rules)

**62.(1)** If the addressee of a foreign parcel fails to take delivery of it within ten days following the date of its first presentation or the date of delivery to him or to his accredited agent of an intimation of its arrival, a warehousing charge at the rate of rupee one per day, commencing from the eleventh day, shall be collected from the addressee at the time of delivery;

Provided that in the case of a parcel bearing an alternative address, if the parcel cannot be delivered at the original address, the warehousing charge due from the first addressee shall also be collected from the second addressee at the time of delivery;

Provided also that the charge shall in no case exceed Rupees twenty five.

**(2)** If the addressee of a foreign parcel addressed "Poste Restante" fails to take delivery of it within ten days following the date of its arrival in the office of delivery, a warehousing charge at the rate shown in **sub-rule (1)** shall be collected from the addressee at the time of delivery;

Provided that the charge shall in no case exceed Rupees forty.

(Rule 50-A of IPO Rules)

#### **Small Packets and Printed Papers**

**63. (1)** If the addressee of (a) an inward foreign packet (or bag) or printed papers or (b) an inward foreign small packet or (c) an inward foreign insured letter or insured box, fails to take delivery of it within seven days following the date of its first presentation or the date of delivery to him or to his accredited agent of an intimation of its arrival, and if it weighs more than 500 grams, a warehousing charge at the rate of rupees five per day commencing from the eighth day, shall be collected from the addressee at the time of delivery.

**(2)** If the addressee of (a) an inward foreign packet (or bag) of printed papers or business papers, or (b) an inward foreign insured letter or insured box, addressed "Poste Restante" fails to take delivery of it within seven days following the date of its arrival in the office of delivery, and if it weighs more than 500 grams, a warehousing charge at the rate of rupees ten per day, commencing from the eighth day shall be collected from the addressee at the time of delivery,

**(3) The tariff of small packets & printed papers shall be as specified in Schedule A of Part X.**

(Rule 50-B of IPO Rules)

**64.** A delivery fee of rupees five shall be chargeable from the addressee on the delivery of a small packet weighing more than 500 grams received by Foreign Post.

(Rule 6-A of IPO Rules)

#### **BLIND LITERATURE PACKETS**

**65. The Blind Literature packets here shall be exempted from postage as specified in Schedule A of Part X.**

## POST CARD

**66. The tariff of Postcards here shall be as specified in Schedule A of Part X.**

## AIRMAIL POST CARD

**67. The tariff of Airmail Postcards here shall be as specified in Schedule E of Part X.**

## INTERNATIONAL SPEED POST SERVICES

**68.(1)** Documents or, as the case may be, merchandise may be booked, after obtaining receipts therefore, under the International Speed Post Documents Service or the International Speed Post Merchandise Service, respectively.

**(2)** The International Speed Post Documents and International Speed Post Merchandise may be booked at the places and post offices as specified by Head of Circles from time to time.;

**(3)** The tariff of International Speed Post Document and Merchandise (wherever applicable) Service shall be as specified in **Schedule G of Part X.**

**Explanation:-** For the purpose of this rule-

**(a)** “documents” means documents of any kind containing information or data in alphabetical, numerical or technical from which are not dutiable or saleable,

**(b)** “Merchandise” includes any article or thing (other than documents) transmissible by post, the insurance of which is not compulsory,

**(c)** “International Speed Post Documents Service” and “International Speed Post Merchandise” mean the service, which seek to deliver documents or, as the case may be, merchandise booked under this rule within stipulated time, specified in respect of each country from time to time, by a special messenger or conveyance.

**(4)** The weight of a postal article for the International Speed Post Service shall not exceed 35 kilogram;

Provided that the Director General Postal Services may prescribe a higher limit of weight of a postal article for International speed Post service from India to any other country or from any other country to India.

**(5)** The size of a postal article for International Speed Post Service shall not exceed 1.50 meters for any one dimension and 3 meters for the sum of the length and the greatest circumference measured in a direction other than the length.

**Explanation: -** For the purposes of this rule:-

(a) "Postal articles" shall have the meaning assigned to it in clause (i) of section 2 of the Indian Post Office Act, 1898 (6 of 1898);

(b) "International Speed Post Service" means the service which seeks to deliver postal articles within stipulated time, specified in respect of each country from time to time, by special messenger or conveyance.

(6) The Director General Postal Services may provide insurance to the International Speed Post Service to such countries notified from time to time.

(7) Gold coins, gold ornaments, bullion, precious stones, or jewellery shall be sent by insured International Speed Post Service and the value of such insurance shall not exceed one lakh rupees provided that:

(i) The Director General Postal Services may prescribe higher value of insurance in respect of any such article.

(Rule 50-C of IPO Rules)

#### **International Air Parcels**

69. The tariff of International Air Parcel shall be as specified in **Schedule Hof Part X**.

(Rule 50-D of IPO Rules)

#### **International Tracked Packets**

70. (1) The Director General Postal Services may authorise the Head of Postal Circle to specify, from time to time, the offices where the postal article called as 'International Tracked Packet' may be booked subject to the following conditions, namely: -

(a) the minimum chargeable weight for booking International Tracked Packet shall be 100 gm. and the maximum weight for which International Tracked Packet may be booked, shall be 2 kg.;

(b) the maximum length not to exceed 900 mm. for the sum of the length, width and depth, and the largest dimension should not exceed 600 mm.;

(c) the tariff for International Tracked Packet shall be as specified in **Schedule I of Part X**;

(d) an International Tracked Packet shall be booked, transmitted and delivered in accordance with the norms determined by the Department, in this behalf;

(e) in case of the loss or damage of the International Tracked Packet or contents thereof, the compensation payable shall be restricted to one thousand rupees or the actual value of the contents damaged or lost, whichever is less;

(f) Director General Postal Services may decide dates for commencement of International Tracked Packet service for each of the countries;

(g) Director General Postal Services may provide discount and value additions to the customers for International Tracked Packet in accordance with the norms determined by the Department from time to time in this behalf;

(h) Director General Postal Services may provide norms for filing of complaints and settlement thereof from time to time in this behalf.

**Explanation:** - For the purposes of this rule, "Postal article" shall have the meaning assigned to it in clause (i) of section 2 of the Indian Post Office Act, 1898 (6 of 1898)."

(Rule 50-E of IPO Rules)

## OTHER FEATURES OF AIR MAIL ARTICLES

71. Letters, post cards, Aerogramme, air letter and packets may be accepted at any post office for transmission by air, subject to such exceptions as the Director General Postal Services shall, from time to time, notify in the Post Office Guide-Part II.

(Rule 55 of IPO Rules)

72. The redirection of surcharged air mail correspondence, both inland and foreign, shall be subject to the payment of air mail fees prescribed in **rules 74 & Note 2 of Part-X** and such other conditions as the Director General Postal Services, from time to time, notify in **the Post Office Guide Part II**.

(Rule 56-A of IPO Rules)

73. The use of the special stamps which are issued for prepaying the air mail fee or the postage, registration fee and the air mail fee combined, on an air mail article, shall be optional. Such stamps shall not be recognized by the Post office in payment of postage on articles for transmission by routes other than by air.

(Rule 57 of IPO Rules)

74. (1) For letters, letter cards and post cards whether registered or unregistered posted for transmission by air at any post office in India, no additional air mail fee is Chargeable.

(2) On postal articles other than letters, letter cards, and post cards posted for transmission by air at any post office in India, an air mail fee of rupee 2/- for the first fifty grams or fraction thereof and Rs. 1/- for every additional fifty grams or fraction thereof, shall be chargeable in addition to the postage and other charges payable under the rules.

Provided that the postal articles other than letters, letter cards and post cards shall also be transmitted by air from Kolkata & Chennai to Port Blair (Andaman and Nicobar Island) and vice versa without charging air mail fee.

Provided further that the postal articles other than letters, letter cards and post cards shall also be transmitted by air from Delhi & Srinagar to Leh and vice-versa without charging air mail fee.

Provided further that Director General Postal Services may also allow transmission of postal articles other than letters, letter cards and post cards by air in case of other difficult areas/terrains.

(Rule 2 of IPO Rules)

## PART-III

### OFFICIAL POSTAL ARTICLES

#### I. INLAND OFFICIAL POSTAL ARTICLES

**75.(1)** Official postal articles shall be transmitted by post under the following conditions:-

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

**Exception 1.-** The condition that postage shall be prepaid in full on post card does not apply "Service Unpaid" post cards in the cases mentioned in **rules 76 and 80.**

**Exception 2.-** The Conditions that unpaid letters must be securely closed by the senders shall not apply to letters sent unpaid under the provisions of **rules 76 and 80.**

**Exception 3.-** The condition that a parcel shall not contain more than one written communication of the nature of a letter, or having the character of a personal communication, shall not apply to official parcels which contain office files provided that no one file shall contain more than one communication of such nature or having such character which was not contained therein when the file was received in the office from which it is being dispatched.

**Exception 4.-**Postal articles of any class sent on the service of the Department of Posts by officers of the Department, Posts Audit Officers and such other officers as may be authorized by the Director General Postal Services in this behalf, shall be transmitted free of postage and all other postal fees or charges.

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

**Explanation 1.-** Service post cards bear the inscription "On service" printed immediately above the impressed stamp. In their case, therefore no further superscription shall be required.

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

**Explanation 3.-**Postmasters may recognize facsimile impressions of signatures made by means of stamps, but not such impressions when lithographed or otherwise

produced. Public officers who use such stamps shall make arrangements for their proper custody and use; and where there is any reason to suspect the misuse of any such stamp or the absence of proper precaution against its misuse, postmaster may decline to recognize the stamp impression and require strict adherence to the rule. Printed names shall not be recognized in lieu of signatures except in the case of official Gazettes in open covers posted in large numbers by the office of publication.

(c) Service stamps affixed to, or impressions of stamping/franking machines taken on, an article which does not bear the prescribed superscriptions supported by the signature and official designation of the sender shall not be recognized by the Post Office in payment of Postage.

(d) The delivery and redirection of articles super scribed "On India Government Service" or "On Service " shall be governed by the official designation (when given) of the addressee.

(Rule 181 of IPO Rules)

76. The postage chargeable on the delivery of official postal articles when the postage is not prepaid or is insufficiently prepaid, shall be the same as payable on unofficial postal articles of the same category.

NOTE.-The prepayment of postage on parcels is compulsory.

(Rule 182 of IPO Rules)

77.(1) Director General Postal Services shall initially 'by order' authorize the organizations with designated persons entitled to use service postage stamps on official postal articles sent by them, as per instructions, in this regard, issued from time to time. All Central Government, State Government, Local Bodies, Judiciary and other tribunals shall be entitled to use service postage stamps on official postal articles sent by them.

This power of authorising the organisations to use service postage stamps shall be delegated to the Head of Circle for making subsequent alteration / modification from time to time under intimation to Director General Postal Services.

(Rule 183 of IPO Rules)

78. Correspondence sent by an officer of a local authority, or by any officer of the Government acting in a capacity connected with a local authority, (such as the President or Secretary or Equivalent Officer of a Local Fund Committee) shall not be deemed official correspondence within the meaning of these rules and may not be super-scribed as "On Indian Government Service". However, any officer of the Government, acting in such capacity, may send correspondence related to the affairs of a local authority with superscription "On India Government Service" and shall be deemed as official correspondence within the meaning of these rules.

**Illustration.-** The Commissioner of a Division, writing in that capacity to the Secretary of a Local Fund Committee concerning its affairs, may superscribe the letter “ On Indian Government Service” .

(Rule 184 of IPO Rules)

79. The postage and other charges (if any) on an official postal article can be properly prepaid only by a proper service stamp or stamps or by a proper impression or impressions of stamping/franking machines. Where, however, an ordinary postage stamp, franking impression, Point of sale receipts, Digital Impression instead of a service stamp is used on an official postal article, the article shall be recognized as an official postal article by the Post Office; but the irregularity shall be brought by the Officer-in-charge of the post office at which the article was so posted, to the notice of the officer concerned and, if of frequent occurrence, to that of the Head of Region. Service stamps cannot be used for prepayment of postage on private correspondence.

(Rule 185 of IPO Rules)

80. Letters, post cards and packets sent by private persons to officers of the Government containing, communications which the sender is required by law or rule to make, if superscribed “Service Unpaid” shall, if returned un-opened by the addressee, be charged from the sender, on delivery, with postage at the same rates as for ordinary unpaid articles.

(Rule 186 of IPO Rules)

81. The amount of postage marked as due on postal articles delivered under the superscriptions of “ Service Unpaid” or “ on India Government Service” or “On Service” shall be initialled by the postmaster, or other officer authorized in this behalf by the Head of Region, of the office of delivery, and whenever any alteration is necessary in the amount as entered in figures, the amount due shall be written in words and attested by the signature, in full, of the postmaster or other officer aforesaid. Officers of the Government shall be bound to receive and to pay any postage which may be due on articles addressed to them under the superscription “On India Government Service” or “On Service” and bearing the signature in full of the sender. Service stamps shall not be accepted in payment of postage due on such articles.

(Rule 187 of IPO Rules)

### Postal Ballot

82. The election material tendered by the Election Commission of India and the State Election Commission shall be booked, transmitted, and delivered in accordance with the procedure laid down by Director General Postal Services from time to time.

**Note 1:-** This shall be equally applicable to postal ballots.

**Note 2:-** Every such article shall be deemed to be an official postal article for the purpose of this rule and given priority accordingly.

(New Rule inserted)

## II. FOREIGN OFFICIAL CORRESPONDENCE

**83.-** Official correspondence transmitted by the foreign post shall be subject to the same rates and be governed by the same rules as private correspondence. Service Stamps shall not however be used on official Correspondence addressed to Foreign Countries.

(Rule 188 of IPO Rules)

**84.-** The amount of postage marked as due of postal articles received by the foreign post for delivery to officers of the Government shall be initialled by the postmaster, or other officer authorized in this behalf by the Head of Region, of the office of delivery.

(Rule 189 of IPO Rules)

## PART IV

### VALUE ADDED SERVICES

#### I. REGISTRATION OF POSTAL ARTICLES

##### INLAND POSTAL ARTICLES & SERVICES

**85.** Letters, letter cards, book and pattern packets, parcels and newspapers prepaid with postage at newspaper rates of postage may be registered at any post office for transmission by post to any other post office.

(Rule 58 of IPO Rules)

**86.** In addition to the postage, a fee of Seventeen rupees shall be charged for the registration of any postal article:  
Provided that no fee shall be charged for the registration of a "Blind Literature" packet.

Provided further that a fee of **Rs.2.50/-** only shall be charged for the registration of a value payable book packet containing printed books, the printed or stamped value whereof does not exceed Rs. 50/-.

Provided further that the concession specified in the second proviso shall not be admissible unless the price is either printed or stamped on the printed book or books as the case may be.

(Rule 59 of IPO Rules)

**87.** The prepayment of the postage and registration fees is obligatory in the case of all registered articles.

(Rule 60 of IPO Rules)

**88. (1)** An article intended for registration shall be presented at the window of the post office. No such article shall be accepted for registration if it is so small or so covered with writing or sealing-wax on the address-side, or otherwise made up in such a manner, as to render it impracticable to affix to the article the official labels prescribed by the Director General Postal Services.

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

**(a)** Where it contains words to the effect that it has been or is intended to be insured for any specific sum or

**(b)** that it may contain valuable contents unless it is also to be insured, or

**(c)** Where words "registration", "valuables" or "insured" written on the article are scored out.

**(d)** Unless it bears the name and complete address of the sender on the outside along with the pin-code, provided that the registered article which does not bear a

pin-code may be accepted if according to the judgment of the person accepting the article the name of the area of the delivery post office serving the sender's address is otherwise clearly mentioned.

**Note-** Sender may be persuaded to provide mobile number/ landline number of addressee as well as sender for facilitating the delivery.

**Explanation:- This sub-rule shall not apply to an article which has an address- label tied to it, provided that the label is not so small or so covered with writing on the address-side as to render it impracticable to affix to that side the official labels prescribed by the Director General Postal Services.**

(3) No parcel shall be accepted for registration unless it bears the name and address of the sender written on the cover.

(4) If the Head of Region is satisfied that it is necessary or expedient so to do to meet the rush of work in a Night Post Office or a Mobile Post Office and to ensure the equitable availability of facilities provided therein to all persons, he may, by notice displayed on the notice board of such Post Office, restrict the number of registered articles that may be tendered for booking by any person at one time at such post office during such hours as may be specified in the notice.

(Rule 61 of IPO Rules)

89. A receipt shall be given to the person who presents an article for registration at the post office window during the hours prescribed for posting registered articles.

(Rule 62 of IPO Rules)

90. No registered article shall be delivered to the addressee unless and until he or his agent has signed a receipt for it in such form as the Director General Postal Services shall prescribe.

(Rule 63 of IPO Rules)

91. (1) If the sender of a registered article pays at the time of posting the article a fee of rupee three in addition to the postage and registration fee, there shall be sent to him on the delivery of the article a form of acknowledgment which shall be signed in ink by the addressee or his duly authorized agent or if the addressee refuses to so sign shall be accompanied by statement to the effect that the addressee or his duly authorized agent has refused to so sign:

Provided further that in case, if the acknowledgement does not reach the sender of the Registered article, then a certificate of delivery shall be issued by Post Master of delivery Post Office on demand of customer & shall be given to the sender in electronic form.

Provided that no fee shall be payable in respect of a registered "Blind Literature" packet for which an acknowledgement is required.

(2) No article for which an acknowledgment is required under **sub-rule(1)** shall be

accepted for registration unless it bears the name, address, pin code and e-mail ID of the sender and is accompanied by a prescribed form of acknowledgment duly filled in and securely fastened to such article, and unless the article bears the superscription acknowledgment due on the address side.

(Rule 64 of IPO Rules)

**92.** The sender of a registered article may obtain an attested copy of the original receipt signed by the addressee to his duly authorized agent on payment of a special fee of rupee two provided that he makes his application for it within three months of the date on which the addressee or his duly authorized agent signed the original receipt.

Provided that no fee shall be payable in respect of a registered "Blind Literature" packet for issue of an attested copy of the original receipt signed by the addressee or his duly authorized agent.

(Rule 65 of IPO Rules)

**93. (1)** Registration shall be obligatory in the case of -

- (a) Any parcel exceeding 4 kilograms in weight.
- (b) Any insured article.
- (c) Any parcel addressed to a place for which a customs declaration is required.
- (d) Any article bearing the word "registered" or any word, phrase, or mark to the like effect written or impressed on the cover.
- (e) Any registered article which is re-posted after having been delivered.
- (f) Any value-payable article.
- (g) Any magazine or periodical printed or published abroad but posted in India and whose price per copy exceeds rupees 20/-.

**Exception 1:-**Nothing in this rule shall be held to render registration of a packet compulsory only by reason that it contains a stamped envelope, post card or wrapper as provided by **rule 28 (c)**.

**Exception 2:-**Nothing in this rule shall be held to render compulsory registration of a Flat Rate Parcel only by reason that it exceeds 4 kilograms in weight"

(Rule 66 of IPO Rules)

### FOREIGN POSTAL ARTICLES & SERVICES

**94.** Letters, air letters, post cards and packets may be registered at any post office for transmission to countries and places served by the foreign post, subject to such exceptions as the Director General Postal Services shall, from time to time, notify in the Post Office Guide-Part II.

(Rule 67 of IPO Rules)

95. In addition to the postage, the fees specified in column 2 of the Table below shall be charged for the registration of the articles (sent by foreign post) specified on the corresponding entry in column 1 of the said Table:

Provided that no fees shall be payable for the registration of a "Blind Literature" packet to be sent by the foreign post.

Serial Number	Item	Tariff
(1)	(2)	(3)
1	Letters, Air Letters, Post Cards, Packets	Rs. 70.00
2	M Bag (Formerly referred as Bulk bag) of Printed Matter	Rs. 350.00

(Rule 68 of IPO Rules)

96. (1) A parcel intended to be sent foreign post shall be presented at the window of the post office and a receipt shall be given to the person who presents such parcel.

(2) No parcel received in India by foreign post shall be delivered to the addressee unless and until he or his agent has signed a receipt for it.

(Rule 69 of IPO Rules)

97. Rules 87, 88, 89 and 90 relating to the registration of inland postal articles, shall be equally applicable to registered articles sent or received by the foreign post.

(Rule 70 of IPO Rules)

98. (1) The sender of a registered article posted in India and addressed to any country belonging to the Universal Postal Union shall be entitled to apply for an advice of delivery at the time of posting by paying a fee, in addition to the postage and registration fee, at the rates indicated below:-

FEE		
Registered articles	For Bhutan and Nepal	For other foreign countries
1. For "Blind Literature" Packets	Nil	Nil
2. For other than "Blind Literature" Packets	Rs. 5.00	Rs. 10.00

(2) When the sender inquires about an advice of delivery which he has not received within the normal period, no fee shall be collected for inquiries and requests for information.

(Rule 71 of IPO Rules)

**99 (1)** Inquires and Requests for information shall be entertained within a period of six months for International Parcels, Registered items, Insured items and International Tracked Packet Service items and within a period of four months for International Speed Post items from the day after that on which the article was posted.

**(2)** When the sender of a registered article posted in India and addressed to any country belonging to the Universal Postal Union has not paid the fee for an acknowledgement of its delivery (**rule 98**) and desires to have an enquiry made by the post Office regarding the disposal of article, he shall be entitled to this service without any charge.

(Rule 71-A of IPO Rules)

## II. INSURANCE OF POSTAL ARTICLES

### INLAND POSTAL ARTICLES& SERVICES

**100. (1)** Registered letters, value payable registered letters, registered parcels, value payable registered parcels, Business Parcel, and Speed Post articles may be insured upto the value of Rs. 600/- at such branch post offices, and up to the value of one lakh rupees at such other post offices or other identified booking centres or offices, as may be authorized by Head of the Circle or Head of the Region, as the case may be, to accept articles for insurance and such Post offices as may be authorized by Head of the Circle or Head of the Region, as the case may be, to accept articles for insurance and such Post Offices as may be authorized by Head of the Circle or Head of the Region, as the case may be, to deliver insured articles.

Provided that in no case shall such value exceed the real value of the contents of the article insured.

Provided also that articles containing gold coin or bullion or gold ornaments or articles of gold any combination of these shall be insured for the actual value of the contents.

**(2)** Notwithstanding anything contained in sub-rule (1), the insurance of all value payable articles on which the amount specified for recovery exceeds Rs. 1500/-, other than excepted articles, shall be compulsory for at least the amount specified for recovery from the addressee.

**Explanation:** - In this rule "excepted articles" mean:-

**(a)** Value-payable packets;

**(b)** Value-payable letters containing railway goods receipts, legal documents, bonds, policies of insurance, promissory notes, bills of lading or ordinary bills for collection, which have no intrinsic value.

(Rule 72 of IPO Rules)

**101.** Insurance shall cover all risks except Acts of God, force majeure (war, riots and civil commotions, arrest/restrained/seizure under legal process, order, restriction or prohibition imposed by the government) in course of transmission by post.

(Rule 73 of IPO Rules)

**102.** In addition to the postage and the fee for registration the following further fees shall be charged for insurance:-

When the value insured does not exceed Rs. 200/-	Rs. 10/-
For every additional Rs. 100/- or fraction thereof	Rs. 6/-
in excess of Rs. 200/-	

(Rule 74 of IPO Rules)

**103.** The prepayment of all charges on insured articles, namely, postage, registration fees and insurance fees, shall be compulsorily be either Postage stamps or Point of sale

receipts or franking machine impressions or digital or any other mode prescribed from time to time on an insured article must be placed apart from one another so that they may not serve to conceal injuries to the cover of the letter or parcel.

(Rule 75 of IPO Rules)

**104 (1)** every letter tendered for insurance shall be enclosed either-

(i) in a strong cover securely fastened and sealed with fine wax bearing a private mark, in such a way that it cannot be opened without breaking the seal or leaving traces of violation; or

(ii) in a fastened water and tear resistant envelop made up in one piece, and allowing the seals or adhesive tape to adhere completely, having tamper evident adhesive tape with a window on flap containing logo of the Department of Posts with words 'Void Open' and capable of leaving indelible impressions of tampering and die cut marks on seams,

With the stipulation that –

(a) Not more than one non-postal stamp or label of any kind not exceeding 25mm x 25mm in size shall be affixed by the sender to such a cover;

(b) The envelope with black or coloured borders shall not to be used; and

(c) Wherever, a letter in a cover securely fastened and sealed with fine wax bearing a private mark is tendered, seals shall be placed over each flap or seam of the cover, and if the cover is tied round with string or tape, a seal shall be placed on the ends where they are tied.

(2) The specification and design of water & tear resistant envelope referred to in **item (ii) of sub-rule (1)** shall be approved by the Director General Postal Services, Department of Posts and shall bear particulars of approval and details of manufacturer on the reverse of the envelop."

(3) Every parcel tendered for insurance must be packed carefully and substantially, with due regard to the nature of the contents and the length of the journey, and must be sealed with wax or lead or lac or cable tie or adhesive tape to adhere completely, having tamper evident adhesive tape with a window on flap containing logo of the Department of Posts or private mark with words 'Void Open' and capable of leaving indelible impressions of tampering and die cut marks on seams, or any other model approved by the Director General Postal Services, in such a way that it cannot be opened without either breaking the seal or leaving obvious traces of violation. Seals must be placed over each joint or loose flap of the covering of a parcel; and, if string be used in packing, a seal must be placed on the ends of the string where they are tied. If a parcel contains gold or silver bullion or coins or articles of other precious metals and stones, it must be placed in a strong case of wood or metal with an outer water and tear resistant covering of cloth or tamper evident/proof seals.

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

(Rule 76 of IPO Rules)

105. No postal article shall be accepted at any post office for insurance if it is so small or so covered with writing or sealing wax on the address side, or otherwise made up in such a manner, as to render it impracticable to affix to the article the official labels prescribed by the Director General Postal Services.

**Explanation:-** This rule shall not apply to an article which has an address label tied to it provided that the label is not so small or so covered with writing on the address side as to render it impracticable to affix to that side the official labels prescribed by the Director General Postal Services.

(Rule 77 of IPO Rules)

106. An article intended of insurance shall be presented at the window of the post office with the amount for which the sender wished it to be insured, clearly written in words and figures, without erasure or correction, on the cover. The name and address of the sender along with and pin code shall be written i.e. hand written, typed form in the lower left hand corner, or on a separate slip of paper, to be presented with the article, should there be no room for his name and address on the cover.

**Note-** Sender may be persuaded to provide mobile number/ landline number of addressee as well as sender for facilitating the delivery.

(Rule 78 of IPO Rules)

107. A receipt shall be given to the person who presented an article for insurance at the post office window during the hours prescribed for posting insured articles.

(Rule 79 of IPO Rules)

108. The sender of an insured article shall be entitled to obtain free of charge an acknowledgement of its delivery signed by the addressee or his duly authorized agent.

Provided further that in case, if the acknowledgement does not reach the sender of the Registered article, then a certificate of delivery shall be issued by Post Master of delivery Post Office on demand of customer & shall be given to the sender in electronic form.

**Explanation-** Electronic Form here means a certificate to be sent to the sender electronically.

**Note:** The name, address, e-Mail ID and mobile/ phone number of the sender shall be mentioned on the customer's request application clearly and legibly.

(Rule 80 of IPO Rules)

109. There shall be payable to the sender of an insured postal article compensation not exceeding the amount for which the article has been insured, for the loss of the

postal article or any of its contents or for any damage caused to it in course of transmission by post except in cases as mentioned under **Rule 101**.

Provided that the compensation shall in no case exceed the value of the article or any of its contents lost or the amount of the damage caused, and provided that in the case of loss the sender shall furnish full particulars of the contents of the postal article and their value:

Provided, also, that no compensation shall be payable-

- (a) where there has been misdelivery arising out of incorrectness or incompleteness of the address written by the sender;
- (b) where there has been fraud on the part of the sender or addressee;
- (c) where the insured article has been delivered to the addressee and he has signed and returned the receipt therefore;
- (d) where the sender has not given, intimation of the loss within three months from the date of posting;
- (e) where the loss or damage was due to improper or insecure packing;
- (f) where there is no visible damage to the cover or seals;
- (g) where the insured article contains gold coin or bullion or any combination of these, both and has not been insured for the actual value of the contents;
- (h) in the case of damage arising from the nature of the article insured, or
- (i) where the insured article contained anything the transmission of which by post is prohibited.

(Rule 81 of IPO Rules)

**110.** Compensation shall be payable one month after the date on which intimation of loss is given by the sender to the Post Office and shall be paid thereafter within a period of 30 days. In case of delay, Head of Division/ Chief Postmaster/Senior Postmaster will explain the reasons to his/her senior and will also indicate the time by which action will be completed except in cases where Head of Division/ Chief Postmaster/ Senior Postmaster withholds the payment due to pending inquiry. In such cases reasons and circumstances demanding the withholding of payment be recorded in writing.

(Rule 82 of IPO Rules)

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

**Explanation:-**In this rule, the expression “articles of gold or silver” includes articles made wholly or partly of gold or silver, but not coins and electro or other plated goods.. The expression jewellery includes watches the cases of which are entirely or mainly composed of gold, silver or platinum.

The expression “coin” does not include cut counterfeit coin remitted on behalf of the currency Department and Mints

(2) At the time of booking of parcel containing bullion, any kind of securities payable to bearer, platinum, precious stones, jewellery or articles of gold or silver, addressed to inland or foreign addressee or address, the KYC documents as well as the declaration of the customer in respect of contents of the article and its value, as applicable to booking of parcel, shall be mandatorily taken

(Rule 83 of IPO Rules)

**112.** In the case of articles containing goldcoin, bullion or gold ornaments or articles of gold or any combination of these the sender should declare on the article the value of the contents at the time of dispatch.

(Rule 83-A of IPO Rules)

### FOREIGN POSTAL ARTICLES& SERVICES

**113.(1)** In addition to postage and, in the case of letters, apart from the registration fee, the following further fees shall be charged for insurance:-

- (a) when the value insured does not exceed Rs. 500/ - Rs.10.00
- (b) When the value insured exceeds Rs. 500/- for every additional Rs. 500/- or fraction thereof upto Rs. 20,000/ - Rs.10.00

(Rule 85 of IPO Rules)

**114.** The prepayment of all charges on insured foreign registered letters, and parcels shall be compulsory. Postage stamps affixed to letters or parcels intended for insurance must be placed apart from one another, so that they may not serve to conceal injuries to the cover of the letter, insured box or parcel. No label of any kind shall be affixed by the sender to cover of a letter intended for insurance.

(Rule 86 of IPO Rules)

**115. (1)**Every letter tendered for insurance shall be enclosed either –

(i) in a strong cover securely fastened and sealed with fine wax bearing a private mark, in such a way that it cannot be opened without breaking the seal or leaving traces of violation; or

(ii) in a fastened tear and water resistant envelop made up in one piece, and allowing the seals or adhesive tape to adhere completely, having tamper evident adhesive tape with a window on flap containing logo of the Department of Posts with words ‘Void Open’ and capable of leaving indelible impressions of tampering and die cut marks on seams,

With the stipulation that –

(a) not more than one non-postal stamp or label of any kind not exceeding 25 mm x 25 mm in size shall be affixed by the sender to such a cover;

(b) the envelope with black or coloured borders shall not be used;

(c) wherever, a letter in a cover securely fastened and sealed with fine wax bearing a private mark is tendered, seals shall be placed over each flap or seam of the cover, and if the cover is tied round with string or tape, a seal shall be placed on the ends where they are tied; and

(d) the envelope shall not contain any coin platinum, gold or silver, manufactured or not, precious stone, jewels and other valuable articles.

(2) The specification and design of water tear resistant envelope referred to in **item (ii) of sub-rule (1)** shall be approved by the Director General Postal Service and shall bear particulars of approval and details of manufacturer on the reverse of the envelop.

(3) Every foreign parcel tendered for insurance must be packed carefully and substantially, with due regard to the weight and nature of the contents as well as the mode of transport and the length of the journey and must be sealed with wax or lead or by other effective seals bearing a private mark, in such a way that it cannot be opened without either breaking the seal or leaving obvious traces of violation. The wax, lead or other seals and the labels of whatever kind and any postage stamps affixed to insured parcels must be so spaced that they cannot conceal injuries to the cover. Labels and postage stamps, if any, must not be folded over the two sides of the cover so as to hide the edge. Address-labels, if any, must not be pasted on the cover itself. Seals must be placed over such joint or loose flap of the covering of a parcel; and, if string be used in packing, a seal must be placed on the ends of the string where they are tied. If a parcel contains coin, bearer bonds, platinum, gold or silver (manufactured or not), precious stones jewels or other precious objects, it shall be packed in a strong case of wood or metal with an outer covering of cloth or stout paper.

(4) All the seals affixed to an insured foreign letter or parcel or insured box shall be of the same kind of wax (or lead in the case of parcels) and shall bear distinct impressions of the same private device. The device shall not be that of a current coin or merely a series of straight, curved or crossed lines.

(Rule 87 of IPO Rules)

**116.** No foreign letter or parcel shall be accepted at any post office for insurance if it is so small or so covered with writing or sealing wax on the address-side, or otherwise made up in such a manner, as to render it impracticable to affix to it the official labels prescribed by the Director General Postal Services.

**Explanation:-** This rule shall not apply to a letter, or parcel which has an address label tied to it, provided that the label is not so small or so covered with writing on the address side as to render it impracticable to affix to that side the official labels prescribed by the Director General Postal Services.

(Rule 88 of IPO Rules)

**117.** A foreign letter or parcel intended for insurance shall be presented at the window of the post office with the amount for which the sender wishes it to be insured

clearly written, in words and figures without erasures or correction, on the cover and accompanied by such form or forms duly filled up as may be prescribed by the Director General Postal Services, from time to time, in the Post Office Guide. The name and address of the addressee of a foreign letter, or parcel intended for insurance shall be written in ink on the actual cover of the article. Letters and boxes addressed to initials or directed in pencil or bearing at the time of posting erasures or corrections in the address shall not be forwarded.

(Rule 89 of IPO Rules)

**118.** A receipt shall be given to the person who presents a foreign letter, or parcel for insurance at the window of the post office during the hours prescribed for posting insured foreign articles.

(Rule 90 of IPO Rules)

**119. (1)** When a foreign letter or a foreign parcel, has been posted in and insured by an Indian Post Office within or without the limits of India and when such letter, or parcel has been lost or the contents thereof have abstracted or damaged in the course of transmission by post compensation not exceeding the amount for which such letter, or parcel has been insured shall be payable, in accordance with and subject to the provisions of **sub-rule (2), (4) and (5)** on account of such loss, abstraction or damage, to the sender except in the case of a parcel in respect of which the Administration of the country of destination decides to pay compensation to the addressee under the same conditions as those prescribed in respect of the Indian Post Office in **sub-rule (3)**.

Provided that no compensation shall be paid in respect of a parcel sent by or addressed to:-

**(i)** a prisoner of war either directly or through a national information bureau or central information agency referred to in a Geneva convention of the 12th august, 1949, relative to the treatment of prisoners of war:

**(ii)** a belligerent received and interned in neutral country;

**(iii)** a civilian internee as defined in the Geneva Convention of the 12th August, 1949, relative to the protection of civilian persons in time of war, either directly or through a National Bureau or in Central Information Agency referred to in that Convention; and

**(iv)** a National Bureau or a Central Information Agency regarding prisoners of war.

**(2)** Whether or not the addressee has made reservations on taking delivery of a letter the contents of which have been abstracted or damaged, or has, after taking delivery thereof, immediately made a complaint of abstraction or damage to the Administration of the office of delivery and proved that the abstraction or damage did not take place after the delivery, the compensation payable under **sub-rule (1)** shall be payable to the sender and no claim for the payment of compensation to the addressee shall be entertained.

(3) When an inward parcel insured by a foreign Administration is lost or the contents thereof are abstracted or damaged, compensation shall be payable by the Indian Post Office to the addressee up to an amount not exceeding that for which it has been insured if he claims such compensation after having made reservation in taking delivery of the parcel or if he furnished proof that the sender of the parcel has waived his rights to such compensation in the addressee's favour.

(4) The compensation payable under sub-rule (1) to (3) shall in no case exceed the value of the article lost or the amount of loss occasioned by the abstraction of, or damage to, the contents of the article, and loss of profits or other indirect loss shall not be taken into consideration in the assessment of such compensation.

(5) No compensation shall be payable under sub-rule (1) to (3)-

(a) where the loss or damage has been caused by the fault or negligence of the sender, or arises from the nature of the article;

(b) where the insurance has fraudulently made for a sum above the real value of the contents, or there has been any other fraud on the part of the sender or the addressee;

(c) where the insured article has been delivered to the addressee, or where the article is returned to the sender and the addressee or sender, as the case may be, has signed and returned the receipt therefore without protest, or in the case of an insured letter, without immediately making a complaint of abstraction of or damage to the contents of the letter to the administration of the office which delivered the article and proving that the abstraction or damage took place before the delivery of the letter;

(d) where the sender has not given intimation of the loss, abstraction or damage within one year following the day of posting;

(e) where the loss, abstraction or damage was due to improper or insecure packing;

(f) where there is no visible damage to the cover or seals;

(g) in cases beyond control (e.g. tempest, shipwreck, earthquake, war, etc.);

(h) where the insured article cannot be traced in consequence of the destruction of the documents relating to it from causes beyond control unless proof of liability of the post office to pay compensation in respect of the article has been furnished otherwise;

(i) where the insured article contained anything the transmission of which by the letter or the parcel post, as the case may be, is prohibited, provided that compensation shall not be inadmissible by reason only of the fact that an insured parcel contained any correspondence;

(j) where the insured article is seized under any law for the time being in force in the country of destination.

(6) In the following cases, namely:-

(a) when an insured letter or box or parcel is lost or destroyed or its contents are wholly abstracted;

(b) when by reason of damage attributable to the postal service the addressee refuses to take delivery of an insured parcel;

The sender of such letter, box or parcel, shall be further entitled to a refund of the charges and fees which have been paid, and when an error on the part of the Post Office gives rise to enquiry as to disposal of such letter, or parcel, to a refund of, any fee paid on account of such enquiry; but the sender of such letter, box or parcel shall in no case be entitled to a refund of the fee paid for insurance.

(7) The Central Government does not accept any liability to the sender or the addressee, other than that mentioned in **sub-rules (1) to (6)**, in respect of loss of an insured inward or outward foreign letter, or parcel or the abstraction of, or damage to, the contents thereof.

(Rule 91 of IPO Rules)

**120. (1) (a)** A parcel containing bullion, platinum, precious stones, jewellery or articles of gold or silver, securities of any kind payable to bearer shall not be accepted for transmission by foreign post unless the sender also agrees to insure it.

Provided that in the case of an Insured Box containing bullion or gold coin or an Insured Parcel containing gold coin, bullion, or any combination of such articles, it shall be insured for the actual value of its contents;

(2) Where a foreign parcel contains bullion, any kind of securities payable to bearer, platinum, precious stones, jewellery or articles of gold or silver, is addressed to a country or place to which insurance is not available, the parcel shall be insured for its inland transit within the limits of India, and in such cases the fee charged for insurance shall be calculated as follows,

Where the value insured does not exceed Rs. 500 .. Rs. 10.00/-

When the value insured exceeds Rs. 500/-

for every additional Rs. 500/- or fraction thereof upto Rs. 20,0000 .. Rs. 10.00/-

Provided that in the case of parcels containing gold coin, bullion, or any combination of such articles, such insurance for inland transit shall also be for the actual value of the contents.

(3) If an uninsured foreign postal article declared to contain or manifestly containing any of the objects of the value specified in **sub-rule (1)**, is received from a foreign country, the article shall be forwarded to Customs Authority for further action.

(4) Nothing in this rule shall be deemed to authorize the transmission by post of anything which is otherwise prohibited from transmission by post.

**Explanation.-** In this rule the expression “articles of gold or silver” includes articles made wholly or partly of gold or silver, but not electro or other plated goods. The expression “jewellery” includes watches the cases of which are entirely or mainly composed of gold, silver or platinum.

(Rule 92 of IPO Rules)

**121.** Where an insured foreign parcel, which has been redirected or returned as undeliverable, is received in India subject to a fresh insurance fee by reason of its having been so redirected or returned, such fee shall be recoverable on delivery as if it were postage due under the Act.

(Rule 93 of IPO Rules)

### III. VALUE PAYABLE POST & CASH ON DELIVERY(COD) ARTICLES

#### VALUE PAYABLE POST

**122.** Registered parcels, registered letters, registered book packets and newspapers prepaid with postage at newspaper rates of postage and with registration fee may be transmitted by the inland post as value payable postal articles, provided that the amount specified for remittance to the sender in the case of any such postal article shall not exceed Rs. 5000/- and shall not include a fraction of a Rupee and provided that such parcels, letters and packets do not contain:

(a) gift coupons, tickets, certificates or introductions designed for the sale of goods on what is known as the "Snowball system", ponzi schemes & pyramid marketing.

(b) dangerous goods\*, narcotics & psychotropic substances, prohibited drugs & cosmetics items, prohibited wildlife items, pornographic & obscene material & other items prohibited by / under IATA, ICAO (International Civil Aviation Organization).

**Note-**"dangerous goods" means articles or substances which are capable of posing a risk to health, safety, property or environment.

(c) any explosive, dangerous, filthy, noxious or deleterious substance, any sharp instrument not properly protected, or any living creature which is either noxious or likely to injure postal articles in course of transmission by post or any officer of the Post Office.

(d) Articles/ items prohibited for transmission by Narcotics Control Bureau

(e) Anything else which is prohibited by any rules/regulations/laws in the country

(Rule 94 of IPO Rules)

**123.** No such postal article as aforesaid shall be accepted at any post office for transmission by post as a value payable postal article unless the sender declares that it is sent in execution to a bona fide order received through means like physical or electronic means i.e. Messenger App, social media, SMS, website etc. by him. At any post office notified from time to time in this behalf by the Director General Postal Services, the sender shall, in addition, be required to declare that the article is one the transmission of which by post as a value payable postal article is permitted. No postal article as aforesaid shall be accepted at these offices without such further declaration.

**Explanation:-** An article may be sent by the value-payable post even though it possesses no intrinsic value. Thus, legal documents, bonds, policies of insurance, promissory notes, railway goods and parcel receipts, bills of lading or ordinary bills for collection may be sent as value-payable postal articles. In the case of a railway receipt or bill of lading sent as a value-payable postal article it will be sufficient for the

purposes of this rule if the article to which the railway receipt or bill of lading relates has been sent in execution of a bona fide order. In the case of the other documents specified the documents must be sent in execution of a bona fide order to send the document itself.

(Rule 95 of IPO Rules)

**124 (1)** Every postal article intended to be transmitted by post as a value-payable postal article shall be presented at the post office with a printed form, prescribed by the Director General Postal Services and obtainable at the post office, in which the sender shall specify the sum to be remitted to himself, fill in the required entries in ink or typed form, and sign the declaration required by **rule 123**. The sender of a postal article intended to be transmitted by post as value payable shall write clearly on the face of the article or through printed receipt itself.

(a) in the upper left-hand corner - the letters "V.P." followed by an entry, in figures and words, of the amount for remittance to himself, and

(b) in the lower left-hand -corner- his own name and full address.

(c) In case of bulk booking of Value Payable article, filling up of an individual VPMO Form shall not be required and list duly prepared (indicating serial number, complete name and address of the payee, office of payment with PINCODE, amount of VP and commission) and authenticated by the remitter along with declaration of Bonafide order through any means of communication i.e. Messenger App, Social media, Website, SMS etc. in a format prescribed by Director General Postal Services and accompanied by softcopy "(electronic form)" of the list shall be treated as VPMO Form. The remitter shall present the hardcopy "(paper form)" of the above in duplicate in case of Head Offices and in triplicate in case of Sub Post Offices.

(d) The VP article shall be booked only if the sender provides the information in a proforma, as prescribed by Director General Postal Services.

(2) In addition to postage, registration fee and insurance fee where leviable, the sender of a postal article intended to be transmitted by post as a value-payable postal article shall be required to pay an additional fee calculated according to the schedule given below on the amount specified for recovery from the addressee.

SCHEDULE OF FEES		
Amount specified for recovery from the addressee	Not exceeding Rs. 20	Rs. 2.00
	Exceeding Rs. 20 but not exceeding Rs. 50	Rs. 3.00
	Exceeding Rs. 50	Rs. 5.00

**Note 1-** The above fee shall be exclusive of taxes and the taxes, if leviable, have to be paid extra as notified by the Central Government from time to time.

**Note 2-** The payment of postage shall be acceptable in the modes/means as specified in **Rule 178**.

**125.** The Director General Postal Services may authorize the Head of Postal Circle to specify, from time to time, the customers eligible as Bulk Customer subject to the following conditions, namely:-

- (a) customers who signs agreement with the Department can send Value Payable articles for transmission through post;
- (b) An Agreement should be signed after verifying the genuineness of the whereabouts of the customer or any other points deemed fit by the Director General Postal Services.
- (c) amount specified for recovery from addressee in the case of any such postal article shall not exceed Five thousand rupees and shall not include a fraction of rupee;
- (d) the Central Government shall not incur any liability in respect of the sum specified for remittance to the sender in respect of a Value Payable article unless and until that sum has been received from the addressee and unless a claim for that sum has been preferred within 90 days from the date of posting of the article.

(Rule 96 of IPO Rules)

**126.** No article shall be accepted at any post office for transmission by post as a value-payable postal article if it is so small or so covered with writing or sealing-wax on the address-side, or otherwise made up in such a manner, as to render it impracticable to affix to the article the official labels prescribed by the Director General Postal Services. The Maximum and Minimum dimension of the letter as well as parcel is as mentioned in **Rule no. 3(3), 3(4), 43(2) and 43(3).**

**Explanation:-** This rule shall not apply to an article which has an address-label tied to it, provided that the label is not so small or so covered with writing on the address-side as to render it impracticable to affix to that side the official labels prescribed by the Director General Postal Services.

(Rule 97 of IPO Rules)

**127.** The amount to be recovered from the addressee shall be the sum specified by the sender for remittance to himself plus a commission as prescribed by **rule 152** on the amount specified for remittance to the sender. When the amount due is recovered from the addressee, the sum for payment to the sender shall be remitted to him by means of electronic money order.

(Rule 98 of IPO Rules)

**128. (1)** If the addressee of a value payable postal article omits to take delivery of it within the seven days, following the date of its presentation or the date of delivery of an intimation or its arrival to him or to his accredited agent, or in the case of an article sent out for delivery through a village postman, the date of return to the post office of the village postman, after its first presentation or delivery of intimation of its arrival to the addressee or to his accredited agent, the article shall be returned to the sender on the eighth day;

Provided that if in the meantime the addressee has applied in writing to the post office for the detention of the article for a further period not exceeding seven days beginning with the said eighth day and pays with the application a fee of rupees three for each day of such further period in the case of value payable parcels and rupees two for each day of such further period in the case of other value payable articles, the article shall not be returned to the sender until the expiration of the further period covered by the application . Any fee so paid shall in no circumstances be returned.

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

(Rule 99 of IPO Rules)

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

(Rule 100 of IPO Rules)

**130.** Whenever the sender or addressee of a value-payable postal article makes a complaint regarding the delivery of or payment from the value-payable postal article, he shall be entitled to have an enquiry made by the Post Office on paying a fee of rupee one. The fee shall be paid by means of a postage stamp or stamps affixed to the letter of complaint. This fee shall be refunded in cases where the complaint is found to be well grounded.

**Explanation:-** Impressions of a stamping/franking machine/digital or any other mode as per **Rule 178**, made by a competent authority shall tantamount to affixing stamps of corresponding value.

(Rule 101 of IPO Rules)

**131.** The Central Government shall not incur any liability in respect of the sum specified for remittance to the sender in respect of a value-payable postal article unless and until that sum has been received from the addressee and unless a claim for that sum has been preferred within 90 days from the date of posting of the article.

(Rule 102 of IPO Rules)

**132.** Value-payable postal articles may be transmitted through the system known as "V.P." or "C.O.D", notified by the Director General Postal Services from time to time, in the Post Office Guide. *The general features of the two systems shall be as indicated in rules 104 to 108 and the individual features of the V.P and C.O.D systems shall be as in rule 109 and in rule 109-A respectively.*

(Rule 103 of IPO Rules)

**133.** Rules 126, 130 and 131 relating to inland value-payable articles, shall be equally applicable to foreign value-payable articles.

(Rule 108 of IPO Rules)

**134.** The sender of a postal article intended to be transmitted by post as value-payable article shall write clearly on the face of the article itself-

(a) in the upper left-hand corner, the letters "V.P." followed by an entry, in figures and words, of the amount for remittance to himself, and

(b) in the lower left-hand corner his own name and full address.

(Rule 109(1) of IPO Rules)

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

**Note-1:-** The provision above may be read together with Rule 196.

**Note-2:-** In case, if the article contains dangerous goods (as described in (b) of Rule 127) or involves smuggling of goods etc. then the Provisions of Rule 197 may be followed.

(Rule 109(4) of IPO Rules)

### CASH ON DELIVERY (COD) ARTICLES

**136.** The Director General Postal Services may authorize the Head of Postal Circle to specify, from time to time, the offices where Speed Post and Business Parcel may be booked, transmitted and delivered by inland post as Cash on Delivery articles, subject to the following conditions, namely:-

- (a) customers who signs agreement with the Department can send Cash on Delivery articles for transmission through post;
- (b) amount specified for recovery from addressee in the case of any such postal article shall not exceed fifty thousand rupees and shall not include a fraction of rupee;
- (c) such articles do not contain coupons, tickets, certificates or introductions designed for the sale of goods on what is known as the "Snowball System";
- (d) all Cash on Delivery articles shall be booked, transmitted and delivered in the manner as specified by Director General Postal Services, in this behalf;
- (e) in addition to postage, insurance fee wherever leviable, the sender of the postal article intended to be transmitted by post as Cash on Delivery article shall be required to pay the following additional fee on delivery of such postal article:-

Amount to be recovered from addressee	Schedule of fee
Upto Rs. 5000/-	2% of the amount recovered or Rs. 50/- whichever is more
Above Rs. 5,000/-	Rs. 100/- + 1% of amount exceeding Rs. 5,000/-

The above fee shall be exclusive of taxes and the taxes, if leviable, have to be paid extra as notified by the Central Government from time to time.

- (f) postage and any other fee payable on Cash on Delivery article presented for transmission by post shall be collected in a manner as specified by Director General Postal Services, in this behalf;
- (g) insurance of Cash on Delivery articles shall not be compulsory irrespective of amount of recovery from addressee;
- (h) Amount, recovered from addressee on delivery of such article by post, shall be remitted to the sender in manner as specified by the Director General Postal Services, in this behalf;
- (i) the Central Government shall not incur any liability in respect of the sum specified for remittance to the sender in respect of a Cash on Delivery article unless and until that sum has been received from the addressee and unless a claim for that sum has been preferred within six months from the date of posting of the article.

(Rule 102-I of IPO Rules)

**137.** If a complaint is made by the addressee immediately after the receipt of the COD article that it was sent dishonestly or fraudulently, the Head of Circle/Head of Region/Director Postal Services/Head of Division may, if satisfied, that there are prima facie grounds for believing that the value payable was sent dishonestly or with the intention of defrauding the addressee, withhold the payment of the sender of money recovered from the addressee. If after making such enquiries, as may be necessary, he is fully satisfied that the COD article was sent dishonestly or with

fraudulent intention, he may order the return of article to the sender and refund to the addressee the sum of money recovered from him on delivery of COD article.

**Note-** The provision above may be read together with **Rule 196 and 197**.

(Rule 109(5) of IPO Rules)

**138.** (1) The general conditions for Value Payable and Cash On Delivery system are as under:

(i) Bulk customers shall provide generic declaration of contents on the parcel/shipment itself at an appropriately visible place; and further item wise declaration of actual contents has to be provided with the invoice or list/statement submitted to the booking office at the time of booking.

(ii) Retail customers shall provide declaration of generic or actual content on the parcel/shipment itself at an appropriately visible place or in a separate statement.

(2) The Customer shall provide the information in a proforma, as prescribed by Director General Postal Services, at the time of booking of parcel-‘Parcel Label’ is prescribed. In case of Bulk Customers, providing data in softcopy/hardcopy, to additional fields are added i.e. (a) actual contents, (b) value. The booking office shall maintain the relevant data along with booking data in physical/electronic form for a period as prescribed for these records.

(3) The provisions on sending value payable articles dishonestly or fraudulently prescribed in **Rule 135** will also apply to COD parcels mutatis mutandis. This should be further read with **Rule 196** and **Rule 197**.

(New Rule inserted)

## Part-V

### PHILATELY

(All rules inserted in Philately are new)

**139.** Philately is the collection, research and study of postage stamps, revenue stamps, letters, stamped envelopes, postmarks, postal cards, covers, and similar material relating to postal history, major historical and other events.

The Central Government shall encourage the collection, research and study of postage stamps across all age groups to further the cause of philately.

The Central Government shall cause postage stamps of the following types & such denominations to be printed, supplied which shall be deemed as revenue for the purpose of transmission of mails to their destinations.

#### **140. Types of Postage Stamps :**

The Central Government shall issue the following types of Postage Stamps :

**I. Definitive Stamps:** These stamps are specifically issued to meet the day to day postage needs and are made available for sale for an unlimited period or till stocks of a particular series last. They shall be printed and reprinted in different denominations as per the requirement. A definitive stamp series shall be available for circulation for a minimum period of 5 years or till the issue of a new series.

**II. Commemorative Stamps:** Stamps, covers or postal stationery issued to commemorate an event, institution, theme, flora, fauna and personages are called commemorative stamps. These stamps shall be printed only once, in limited numbers and are sold for a limited period from philatelic bureaus/counters/online channels/authorized offices. These are not intended to supersede the current definitive stamps and are generally purchased by philatelists as collectibles. These can be used for payment of postage also apart from being collectible items.

**III. Special Stamps:** These are thematic like flora, fauna, architecture, art etc, which are issued without commemorating any specific event.

**IV. Joint Issue Stamps:** This is the simultaneous or agreed issue of two or more stamps by India and any other country in consultation with each other.

**V. My Stamp:** My Stamp is the brand name for personalized/customized sheets of Postage Stamps. The personalization/customization is achieved by printing elements that are provided by the customer on a designated portion of the sheet subject to confirmation with guidelines issued by the Central Government from time to time.

**141. Philatelic Bureau:** Philatelic bureau is a branch of a Head or Sub Post office specifically set up by the Department of Posts to deal with the receipt and sale of all philatelic items, like special/commemorative stamps, First Day Covers(FDCs), special covers, new issue of definitive stamps , new stationery etc. It provides special

cancellations on First Day Covers (F.D.Cs) and special covers or on covers presented to the bureau for the purpose of special cancellations. It maintains up-to date record and relevant information of all the issues for supply to the stamp collectors and intending purchasers. It maintains Philatelic Deposit Accounts and deals with mail orders of the account holders.

**142. Philatelic Counter:** The Philatelic Counter is a counter for sale of philatelic items and is a part of the post office specially selected for the purpose. A Philatelic counter functions in each Head Post Office. These counters, however, do not provide special cancellation on F.D.Cs or special covers, but a standard cancellation of "First Day of Issue" only, which is similar for all the philatelic issues. These counters offer registration facility for opening of Philatelic Deposit Accounts with supply of material by the parent bureau.

**143. Authorized Offices:** The authorized office is a post office, which sells philatelic items but does not provide any special cancellation. These offices are specially authorized by the Heads of Circles to sell philatelic items in addition to philatelic bureaux and philatelic counters.

**144. Cancellation Cachet:** This is a cancellation device impressed with a hand stamp cancelled on a cover to denote the date and /or theme of the special event on which it was provided. It can also be impressed with a mechanical device for neat cancellation.

**145. Cancellation:** This is the process of defacing a postage stamp/stationery with a Date Stamp. A Philatelic Bureau provides the following types of cancellations:

**(i) First Day Cancellation:** First day cancellations are provided on the first day covers, private covers and album pages affixed with only the commemorative stamps, and not My stamp, at the philatelic bureaux and selected counters for six months or a period decided by the Central Government from the day of issue of the stamp(s). Philatelic counters do not provide special first day cancellation instead they use a standard cancellation with the word "First Day of Issue" along with changeable date stamp of the office of issue on the date on which a commemorative postage stamp is issued. Usually Black Ink is to be used for providing cancellations however, Central Government may opt to use ink of any other color, as deemed fit.

**(ii) Special Place Cancellations:** Sometimes special cancellations are provided by the Department of Posts at places other than philatelic bureaux and philatelic counters which have a special significance in relation to the special/commemorative stamp issued by the Department. Issue of Cancellation in these Post offices is regulated by guidelines issued by the Central Government from time to time.

**(iii) Philatelic Exhibition Cancellations:** Periodically, philatelic exhibitions are organized by the Department of Posts at International, National, Circle or District levels. Philatelic Exhibition Cancellations are provided on the occasion of such exhibitions organized by philatelic clubs, societies and organizations. Such cancellations can also be provided on the occasion of philatelic exhibitions held by non-philatelic organizations, such as educational institutions, clubs, associations etc. These cancellations can be approved by the Head of Circles.

**(iv) Pictorial Cancellations:** These are permanent, regular date cancellations provided at any post office located at a place of tourist attraction. It normally features the major tourist attraction of the place. The Head of Circle is empowered to approve this cancellation.

**(v) Special Cancellation:** Heads of Circles are the competent authority to sanction special cancellation and covers commemorating any event/ institution/ inaugural flight under their jurisdiction subject to the terms and conditions, as issued by the Central Government from time to time.

**146. Perforation:** Series of holes punched along the boundaries of the stamps in a sheet to facilitate separation of the stamps from each other is called perforation. Sizes and shapes of Perforations may be decided by Central Government on a case by case basis.

**147. Special Cover:** An event for which commemoration by issue of commemorative/special stamp is not possible or for which a stamp cannot be accommodated in the annual issue programme may be commemorated by the Department of Posts by issue of special covers which can be cancelled with a special cancellation at the post office selected for the purpose. Such covers are also issued at the instance of private parties on payment of requisite charges on terms and conditions, decided and revised by Central Government from time to time. Heads of the Circles are the competent authority to sanction special covers commemorating any event/ institutions/ inaugural flight under their jurisdiction as per guidelines issued by Central Government from time to time.

**148(1) Supply and custody of Philatelic Stamps:** Commemorative/special postage stamps shall be printed at Security Printing Presses or at presses decided by Central Government and sent in secured packets bearing advance date of release through a mode as decided by Central Government to all philatelic bureaus and selected philatelic counters/locations. Details of the procedure to be followed for custody of such Philatelic material will be as per guidelines issued by the Central Government from time to time. To enable the stamp collectors (Indian and foreign) obtain their supplies of stamps and other philatelic items (viz. Miniature Sheets, Sheetlets, First

Day Covers, Information Sheets, Special Covers etc) Department has designated Philatelic Bureaus and Philatelic Counters in all circles. Apart from Bureaus and counters, a person can open Philately Deposit Account (PDA) in one of the Philatelic Bureaus and obtain the desired philatelic material regularly. Operation of Philately Bureaus, counters and Philately Deposit Account are regulated as per guidelines issued by the Central Government from time to time.

(2) In addition, for the convenience of Philatelists and in order to facilitate easy access to Philatelic items, Department may make provision to sell Philatelic items through online channels such as e-Post office and other online marketplace portals as deemed fit.

**149.** All Philatelic Stamps, Brochures, First Day Covers and Philatelic Ancillaries shall be sold on the denoted value or at a price fixed by the Director General Postal Services from time to time, in consonance with domestic and international postal tariffs .

**150.** The Director General Postal Services shall be the designated Authority for assigning the powers of printing, supply and safe custody of all types of Postage Stamps & Philatelic materials and he/she shall cause to issue such orders & guidelines, on behalf of the Central Government for safety and security of the Postage Stamps & other Philatelic materials.

The guidelines as mentioned in Handbook of Philately shall be kept in mind, for deciding all issues relating to Philately.

**Note:** No article shall be transmitted by post which bears resemblance to any philatelic stamp i.e. facsimile, imitation, likeness, reproduction or representation of such stamps on it or any part of it in respect of impression or attachment etc.

## PART- VI

### MONEY ORDER

#### I. INLAND MONEY ORDERS ELECTRONIC MONEY ORDERS

**151.** The amount for which a single electronic money order may be issued shall not exceed Rs.5,000 and shall not include a fraction of a rupee;

Provided that the amount for which a single electronic money order under National Social Assistance Programme can be issued shall not exceed Rs. 10,000/-

**Note:** Electronic Money Order (eMO) shall for all practical purposes be understood or treated as Money Order and vice versa.”

(Rule 110 of IPO Rules)

**152.** A commission on the issue of electronic money orders shall be charged at the rate of rupee one for every twenty rupees of the amount of remittance or fraction thereof.

**Note:** Nothing in this rule shall prevent transmission of service Money order free of charge under the instructions issued by Director General Postal Service from time to time.

(Rule 112 of IPO Rules)

**153. (1)** The Director General Postal Services may, at any time, (a) suspend the issue of electronic money orders upon or by any particular post office, or group of post offices, or (b) direct that electronic money orders shall not be so issued except on payment of special rates of commission higher than those prescribed by **rule 152**.

(2) The Director General Postal Services may notify, as and when required, transmission of amount of contribution such as to the Prime Minister’s Relief Fund, PM CARES Fund (Prime Minister’s Citizen Assistance & Relief in Emergency Situation Fund) and Chief Minister’s Relief Fund etc. through electronic Money Order free of cost without payment of commission thereof.

(Rule 113 of IPO Rules)

**154.** The remitter shall fill in blue or black ink or ball point pen on the e-MO form prescribed and supplied by the Director General Postal Services, such particulars as the Director General Postal Services may require, in English or Hindi or in the regional language of the area in which the eMO is remitted.

(Rule 114 of IPO Rules)

**155. (1)** The e-MO form duly filled in, together with the amount of the electronic money order and the commission payable may be presented at the post office during the hours prescribed for electronic money order business.

**(2)** In case of eMO booked under 'One to Many', filling up of individual eMO Form shall not be required and list duly prepared and authenticated by the remitter, accompanied by softcopy "(electronic form)" shall be treated as eMO Form. The remitter shall present the hardcopy "(paper form)" of the list to the Post Office in duplicate in case of Head Offices and in triplicate in case of Sub Post Offices indicating serial number, complete name and address of the payee, office of payment with PIN Code, amount of eMO and Commission.

(Rule 115 of IPO Rules)

**156.** A receipt shall be given to the remitter for the amount paid by him on account of the electronic money order and the commission.

(Rule 116 of IPO Rules)

**157. (1)** The remitter of an electronic money order shall be entitled to obtain free of charge, an electronic acknowledgement of the payment of the amount of the order signed by the payee (in ink/ball point or digitally) or as the case may be, his authorized agent (in ink or digitally).

**(2)** The acknowledgement along with the voucher shall be kept in the Head Offices of office of payment. If the remitter requests for an acknowledgement, the office of issue shall send an electronic communication to the remitter for the same.

**Note:** The e-mail ID of the remitter must be captured while the customer approaches the Post Office with a request for acknowledgement.

Provided that a certificate of payment shall be issued by the office of booking (based on report/ confirmation of payment by the delivery post office) on the request of the remitter subject to such request shall be made within three months from the date of booking.

(Rule 117 of IPO Rules)

**158.** The payment of an electronic money order shall ordinarily be made at the address of the payee:-

**(i)** To the payee himself, where it has been so indicated by the remitter on the e-MO form,

**(ii)** in any other case, to the payee or to any person authorized in writing by the payee in this behalf.

(Rule 118 of IPO Rules)

**159 (1)** The electronic money order and acknowledgement (to be sent electronically) shall be signed by the payee named by the remitter or by some person authorized in

writing by the payee in this behalf. The signature shall be written in ink or in digital manner in the space provided for the purpose.

**(2)** In case of eMOs payable in bulk to a single payee; the printing of individual eMOs shall not be required for getting signature of the payee on the eMO form and its Acknowledgement portion.

**(3)** In no case, either the payee or any other person authorized by him shall write any message or remarks on the acknowledgment part of the electronic money order.

(Rule 119 of IPO Rules)

**160.** If the remitter or payee of an electronic money order is illiterate, his identity shall be obtained and shall be verified in such manner as the Director General Postal Services may direct.

(Rule 120 of IPO Rules)

**161.** An electronic money order shall be redirected to the payee free of charge, if the payee made a written request to the delivery post office, for alteration in the address of payee, along with the proof of identity.

(Rule 121 of IPO Rules)

**162.** The alteration of payee's name shall not be permitted in the eMO.

(Rule 123(2) of IPO Rules)

**163.** The remitter of an electronic money order which has not been paid, may stop payment and requires that the money be repaid to himself. This shall be done without additional charge on the remitter's applying in writing to the post office at which the electronic money order was issued, and producing the receipt and giving full particulars of the payee's address as entered in the electronic money order. In no case, however, shall the Post Office be responsible for inability or failure to stop payment of an electronic money order in compliance with the remitter's request. The Post Office will honour the instruction of stop payment as long as the payment is not done. In no case, however, shall the Post Office be responsible for inability or failure to stop payment of an electronic money order in compliance with the remitter's request.

(Rule 124 of IPO Rules)

**164.** If the payee of an electronic money order refuses to take payment on presentation of the electronic money order to him, the amount of the electronic money order shall be returned at once to the remitter, free of charge;

Provided that if the payee is unable to take payment on presentation of the electronic money order to him, makes an application in writing to the post office of delivery for the detention of the electronic money order or if the payee is not found at the address given on the electronic money order, the electronic money order shall be detained in the post office for a period not exceeding seven days from the date of its presentation to the payee or from the date it is sent out for payment, as the case may be, if the payee

fails to take payment of the electronic money order from the post office within the said period of seven days, the electronic money order shall be returned to the remitter on the first working day immediately following the expiry of the said period of seven days.

Provided further that the commission shall in no case be refunded.

(Rule 125 of IPO Rules)

**165.** If payment of an electronic money order to the payee cannot be effected and the amount cannot be repaid to the remitter owing to the latter not being found, the order shall be void and its value credited to the Central Government. But, if the payee or remitter subsequently applies for payment, the amount of the order shall be paid to him on the authority of the Audit Officer, provided that application is made before the expiration of one year from the date of issue of the original order.

Provided that the amount of an electronic money order other than a V.P. electronic money order the payee, is dead, the amount of the electronic money order or electronic money orders up to one hundred rupees shall be paid to the claimant on his executing a personal indemnity bond; and for amounts exceeding one hundred rupees, an indemnity bond with one surety be obtained from the claimant.

**Exception.-** In the case of money orders issued from field post offices, and family allotment money orders, the limit of time for making application shall be two years.

(Rule 126 of IPO Rules)

#### **FAMILY ALLOTMENT MONEY ORDERS**

**166.** The amount of commission payable on a Family Allotment Money Order booked by an Army Record Office, shall be calculated at six per cent of the total amount of the Family Allotment Money Orders booked, and in making such calculations, the amount of commission in fraction of rupees shall be rounded off to nearest rupee.

## II- FOREIGN MONEY ORDERS

### FOREIGN MONEY ORDERS

**167. (1)** Foreign money orders shall be of the following kinds, namely:-

- (a) Foreign Money Order
- (b) Electronic Money Order
- (c) International Financial System

**(2)** The designated Postal Authorities(Director General Postal Services)/ Department shall, from time to time, notify in the Post Office guide the countries and places with which money orders of each kind may be exchanged.

**(3)** The designated Postal Authorities(Director General Postal Services)/ Department are empowered to activate or inactivate the money order agreement with partner postal countries.

**(4)** The amount of a foreign money order shall be paid to the post office in rupee currency at such rates of exchange as the designated postal authorities(Director General Postal Services)/ department shall, from time to time, direct.

#### **(5) IFS , International Financial System**

International Financial System is a network of UPU for transfer of postal money orders between two partner countries in electronic media. The Director General Postal services shall decide operational and other general conditions for exchange of Postal Money Orders by electronic means between two partner countries in electronic media. All rules and regulations relating Postal Money Orders and electronic money orders in the domestic system shall be applied in regard to money remittances through International Financial System. The fixing of maximum and minimum amount for inward and outward money order transactions, number of transactions in a calendar year shall be decided on the basis of law and legislations applicable on both the Postal administrations such as in case of India, Reserve Bank of India, PMLA, FTA, CFT and other legislations. Amendments issued by UPU from time to time in this regard are also applicable on IFS.

(Rule 145 of IPO Rules)

**168.** The remitter of a foreign money order shall declare the purpose of making the remittance in such form as may be prescribed by the designated Postal Authorities(Director General Postal Services)/ Department.

(Rule 146-A of IPO Rules)

**169.** In the case of foreign money orders, the rates of commission shall be fixed from time to time as may be prescribed by the designated Postal Authorities(Director General Postal Services)/ Department.

(Rule 147(1) of IPO Rules)

**170. (1)** The remitter of a foreign rupee money order shall, unless the money order is one for which an advice of payment as provided for in **sub-rule (2)** can be obtained, be entitled to receive free of charge an acknowledgement of the payment of the order signed by the payee.

**(2)** The remitter of a foreign money order to any of the countries or places specially notified in that behalf by the designated Postal Authorities(Director General Postal Services)/ department from time to time in the Post Office Guide shall be entitled to receive an advice of its payment from the foreign post office of payment by paying a fee in addition to the commission chargeable on the money order.

**(3)** When the remitter of a foreign money order has not paid the fee for an advice of payment and desires to have an enquiry made by the Post Office regarding the disposal of the money order, he shall be entitled to this service on payment of the same fee as that chargeable for an advice of payment.

(Rule 149 of IPO Rules)

**171.** The Post Office of issue, on receipt of an application from the remitter, shall forward it for disposal to the Indian Post Office of Exchange to which the money order was originally sent.

(Rule 150(2) of IPO Rules)

**172.** Foreign currency money orders received for payment in India shall be paid as if they were inland money orders, the amount in currency of the original money order being converted into rupee currency by the Indian Post office of exchange (at Mumbai/ Chennai/Kolkata as the case may be) at such rate of exchange as the designated Postal Authorities(Director General Postal Services)/ Department may, from time to time, direct.

(Rule 152 of IPO Rules)

**173.** The payee of a foreign money order received for payment in India shall, on payment of a fee at the time of taking payment of the order or of a fee thereafter, be entitled to obtain a certificate of payment of the money order in such form as may be prescribed by the designated Postal Authorities(Director General Postal Services)/ Department.

(Rule 152 A of IPO Rules)

**174.** The payment of foreign money order shall ordinarily be made at the address of the payee. It shall be made on his signing the order and acknowledgement (except when otherwise provided by the designated Postal Authorities(Director General Postal Services)/ Department ) in the case of a foreign money order.

(Rule 153 of IPO Rules)

## PART-VII

### INDIAN POSTAL ORDERS

**175.(1)** The amount for which a single Indian Postal Order may be issued shall be Rs. 1, Rs. 2, Rs. 5, Rs. 7, Rs. 10, Rs. 20, Rs. 50, and Rs. 100. Commission charged shall be as follows:-

Value	Commission
Upto Rs. 10	Rs. 1/-
Upto Rs. 20	Rs. 2/-
Upto Rs. 50	Rs. 5/-
Upto Rs. 100	Rs. 10/-

(Rule 180-A of IPO Rules)

**(2)** Broken amounts may be made up by affixing unused Indian Postal Stamps, not exceeding four in number on the face of the Indian Postal Orders or where the space on that side is not adequate on the reverse thereof; provided that the total of stamps affixed on each order shall not exceed three rupees and the total amount payable on the order shall not exceed one hundred rupees.

(Rule 180-B of IPO Rules)

**(3)** The Director General Postal Services may prescribe the offices authorized to hold a stock of Indian Postal orders and the manner in which they shall be sold and paid to the public.

(Rule 180-C of IPO Rules)

**(4)** Indian Postal Orders presented within 24 months from the last day of the month of issue are encashable without second commission. If an Indian Postal Order is not presented for payment within 24 months from the last day of the month of issue, the 2<sup>nd</sup> commission @ prescribed in **sub-rule (1) of rule 175** above, shall be charged, which shall be paid in postage stamp affixed to the back of the order. The Indian Postal Orders presented more than 36 months after the last day of the month of issue shall be time barred and shall not be paid.

(Rule 180-D(1) of IPO Rules)

**(5) (a)** The purchaser of an Indian Postal order shall be entitled to obtain repayment of its value, but not the commission, on presenting the order and the counterfoil at the post office from which the order was purchased within two years from the last day of the month of issue. He shall also be entitled to repayment of its value after two years but not after three years from the last day of the month of issue provided a second commission at the rates prescribed in **sub-rule(1) of rule 175** above is paid.

**(b)** Should the order have been crossed for payment through a bank, the purchaser shall first cancel the crossing by writing across the face of the order the words "please pay cash" and adding his initials.

**(c)** No payment shall be claimable in respect of any stamp used for the purpose of

making up a broken amount unless it is a proper stamp within the meaning of **rule 179**.

(Rule 180-E of IPO Rules)

(6) After an Indian Postal order has once been paid to whomsoever it is paid, the Post Office shall not be liable for any further claim.

(Rule 180-F of IPO Rules)

### **Electronic Indian Postal Order (e-IPO)**

**176.** (1) An electronic Indian Postal Order (e-IPO) of denomination of Rs.10/- can be purchased online in electronic form by Indian Citizens living in India or living abroad, specifically for the purpose of payment of fees for seeking information under Right to Information Act(RTI), 2005 from Central Ministries or Departments.

(2) The commission chargeable on e-IPO shall be Rs. 1 per e-IPO of Rs. 10/-.

(3) The eIPO generated shall be valid upto 1 month from the last day of the month of generation.

(4) An eIPO shall be used for single RTI Application only.

(5)eIPO, once purchased, cannot be cancelled or its value cannot be repaid.

(6) Once an eIPO has been generated for whomsoever it is deemed to be paid, the India Post shall not be liable for any further claim.

(7) The Director General Postal Services may, prescribe the manner in which eIPOs shall be sold and paid to the public, person or institutions and; issue instructions or conditions in respect of e-IPO from time to time.

(New Rule inserted)

### **Field Postal Order**

**177. (1)** The amount for which a single Indian Postal Order (for this purpose hereinafter called as Field Postal Order) may be issued shall be Rs. 2,000, Rs. 3,000, Rs. 5,000, Rs. 10,000, Rs. 15,000 and Rs. 20,000. Commission charged on a Field Postal Order shall be as follows:-

<b>Denomination</b>	<b>Commission</b>
2,000	Rs. 30.00
3,000	Rs. 30.00
5,000	Rs. 50.00
10,000	Rs. 60.00
15,000	Rs. 80.00
20,000	Rs. 90.00

Such Field Postal Order shall be sold to Armed Forces Personnel only at Field Post

Offices under Indian Army Postal Service.

(Proviso (1) of Rule 180-A of IPO Rules)

**(2) (i)** Field Postal Order presented within four months from the last day of the month of issue are encashable without second commission. If a field Postal Order is not presented for payment within four months from the last day of the month of issue, a second commission equal to the first commission shall be charged, which shall be paid in postage stamps affixed to the back of the order.

**(ii)** field Postal Orders presented for payment more than six months after the last day of the month of issue will not be paid but will be forfeited.

(Rule 180-D(2) of IPO Rules)

## PART-VIII

### GENERAL RULES

#### I. PREPAYMENT OF POSTAGE AND OTHER CHARGES OF POSTAL ARTICLES

**178.** Whether the postage or other fees of sums chargeable on a postal article is prepaid or are prepaid, the prepayment shall be made either by the following means:

- (i) By a proper stamp (stamps) provided for the purpose by the orders of the Central Government under Section 16 of the Act
- (ii) or by means of proper impressions of stamping/franking machines issued by the competent authority,
- (iii) or in cash through Point of Sale receipts,
- (iv) Payment through Digital mode, subject to such terms and conditions as the Director General Postal Services may from time to time prescribe.

**Note:-** Franking Impressions, of Models of Franking machines of approved vendors, approved by Director General Postal Services, shall be deemed to be mode of prepayment of postage on a postal article.

(Rule 190 of IPO Rules)

**179.** The postage and other charges shall not be deemed to be prepaid by means of a proper stamp/ impression/ point of sale receipt

- (a) if the stamp/ impression is a stamp/ impression which has not been provided for use as a postage stamp/impression/ point of sale receipt under section 16 of the Act, or
- (b) if the stamp has been obliterated, defaced, torn, cut or otherwise rendered imperfect, or
- (c) if the stamp/impression/ point of sale receipt has upon it any word, letter, figure, or design or printed or impressed upon it, otherwise than by the authority or the Central Government before posting, or
- (d) If the stamp has been cut or otherwise separated from an embossed envelope or from a postcard or wrapper:

Provided that nothing in this rule shall prevent the perforation of postage stamps with initials, or other identifying marks, traced in minute holes.

**NOTE 1-** The special registration envelopes provided by the Post Office, bearing embossed stamps denoting the registration fee and the initial rate of letter postage, cannot be used for the transmission of unregistered postal articles.

**NOTE 2.-** Provided further that nothing in this rule shall prevent transmission of Book Now Pay Later(BNPL) articles or articles of equivalent schemes.

(Rule 191 of IPO Rules)

## II. - PRICE OF STAMPS

**180.** Adhesive postage stamps shall be sold in each case for the denoted value of the stamp or stamps.

**Note:** Nothing in this rule shall prevent the sale of 'MY STAMP' or any such similar product at higher price than the denoted value of the stamp.

(Rule 192 of IPO Rules)

**181.** Plain postcards and letter (single and reply) shall be sold for the denoted value of the stamp or stamps which they bear.

(Rule 193 of IPO Rules)

**182.** The embossed envelopes (square, commercial and airmail), lettercards and the registration envelopes specified below shall be sold at the following prices, namely: -

<b>Embossed Envelopes</b>	
(i) For each (Inland) envelope	Rs. 5/-
(ii) For each Inland ( letter card)	Rs 2.50/-
(iii) For each (Foreign) envelope (Airmail)	Rs. 6.50/-
<b>Registration Envelopes</b>	
(i) For each small envelope	Rs. 22/-+ 50 paise stationery charges
(ii) For each large envelope	Rs. 22/-+ Re. 1/- stationery charge

(Rule 194 of IPO Rules)

**183. (1)** No person shall sell or distribute postage stamps or deal in any other manner in postage stamps except under and in accordance with the terms and conditions of a license issued by the Central Government or by such officer or authority as the Central Government may authorize in this behalf.

**Note:** The above provision shall apply to franking of articles in toto.

**(2)** whoever contravenes the provisions of **sub-rule (1)** or any term or condition of a license issued there under shall be punishable with fine which may extend to fifty rupees.

**(3)** Nothing in this Rule shall apply in respect of the sale of postage stamps by-

**(a)** any post office;

**(b)** any official of the post office while on duty;

**(c)** any philatelic agency;

**(d)** such other person or at such other places as the Central Government may be notification in the Official Gazette, specify.

(Rule 194-B of IPO Rules)

**III. LATE LETTERS, POSTCARDS OR PACKETS**

**184.** During such hours, as the Head of Circle or Head of Region as the case may be, prescribe, letters, letter cards, postcards or packets intended for dispatch by any mail may be presented at the window of the Post Office, Railway Mail Service Office except on Sundays when unregistered letters, letter cards, postcards or packets may be posted in special letter boxes provided for the purpose in, Railway Mail Service Offices and registered newspapers or packets of registered newspapers may be accepted in offices specially authorized by the Head of Circle/ Head of Region in this behalf.

The articles so presented or posted shall be accepted for dispatch by inland or foreign post if the postage and fee required by or under **Rule 185** have been prepaid.

Provided that no late fee shall be chargeable on registered news-papers or packets of registered newspapers accepted for posting on Sundays by offices, specially authorized by the Head of Circle/ Head of Region.

(Rule 196 of IPO Rules)

**185. (1)** The late fee shall ordinarily be chargeable at the following rates:-

**Inland Postal Articles -**

For each unregistered letter, letter card, postcard or packet .. Rupees two  
For each registered letter, letter card postcard or packet . . Rupees three

**Foreign Postal Articles -**

For each letter, air letter, (aerogramme), postcard or packet, whether registered or unregistered. . . Rs. 2.00

**(2)** The Director General Postal Services may direct that a higher fee than that prescribed by **sub-rule (1)**, but not exceeding rupees three, shall be charged on late letters, letter cards, postcards or packets posted in certain Post offices, RMS offices or in special circumstances. All such fees and the circumstances in which they are chargeable shall be notified in the Gazette of India.

(Rule 197 of IPO Rules)

**IV. RE-DELIVERY TO THE SENDER OR ALTERATION OR CORRECTIONS OF ADDRESS OF POSTAL ARTICLES IN THE COURSE OF TRANSMISSION BY POST.**

**186. (1)** Subject to the provisions of this rule. The sender of a postal article (hereinafter in this rule referred to as the sender) posted in India may have it withdrawn from the post, or have its address/addressee altered for accountable articles, so long as the article:-

**(a)** has not been dispatched to the addresses/addressees from the booking office;

(b) has not been confiscated or destroyed by the competent authorities of the country in which the article may be for the time being;

(c) has not been seized by virtue of any law of the country of destination.

(2) No postal article shall be recalled nor shall the address thereon be altered under this rule except under and in accordance with the orders of the Central Government, the Director General Postal Services, Head of Circle, Head of Region, Director Postal Services, Head of Division or such other authority as may be authorized in this behalf.

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

Provided that no application shall be entertained under this sub-rule in respect of a postal article addressed to a foreign country unless such article is addressed to a country notified in this behalf by the Director General Postal Services in the Post Office Guide:

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

(4) An application made under **Sub-rule (3)** shall be accompanied by a fee calculated at the rate of rupees Six for each postal article to which it relates:

Provided that where the application is in respect of several postal articles, posted at the same time, at the same office, by the same sender, to the same addressee, the articles so posted shall be treated as a single article for calculating the fee:

Provided also that the fees paid under this sub-rule shall in no circumstances be refunded.

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

(6) An application made under **sub-rule (3)** may contain a request that any communication that may have to be addressed to offices in India or foreign countries for recalling the postal article or altering the address thereon may be transmitted by air mail and in such a case, the sender shall be liable to pay the amount of air mail charges payable on such communications.

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

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

(Rule 201 of IPO Rules)

187. (1) For the purpose of preferential treatment in sorting transmission and delivery, postal articles are divided into the following four group and in the following order;

(a) Speed Post articles (letters/Parcel)

(b) Postcards, Letter cards, Money orders and standard envelopes as defined in **sub-rule (4) of rule 3**.

(c) Letters (other than standard envelopes as defined in **sub rule (4) of rule 3**) and other mail articles with air surcharge paid.

(d) all other postal articles.

(2) Postal articles of any of the groups above may be detained in sorting, transmission or delivery if it is necessary to do so to expedite the sorting, transmission or delivery of postal articles in the group or groups higher in the preferential order mentioned in **sub rule (1)**.

(Rule 202 of IPO Rules)

## V. DETENTION AND DISPOSAL OF UNDELIVERED POSTAL ARTICLES

### At the Post Office of address.

188. (1) An undelivered postal article, the addressee of which is not known or has left the station of address without intimating his fresh address at the post office, shall ordinarily be kept in deposit in the head, sub. or branch post office to which it is addressed for a period of seven days after all enquiries to find the addressee have proved unsuccessful.

(2) An undelivered postal article, on which the words "Poste Restante", "To await arrival", or similar instructions have been written, shall remain in the post office to which it is addressed for a specified period.

The said article should be returned to the sender (a) as soon as it is refused or (b) after addressee did not take delivery within the period specified in the notice.

(3) Notwithstanding anything contained in **sub-rule (1)** or **sub-rule (2)**, an undelivered value, payable post article, whether or not the words 'Poste Restante', "To await arrival," or similar instructions have been written thereon shall subject to the proviso to **sub-rule (1) of rule 128** remain in the post office to which it is addressed for a period of seven days only.

(4) An undelivered postal article shall ordinarily not remain in a post office to which it has been redirected, after it has been ascertained that the addressee cannot be found.

(Rule 208 of IPO Rules)

189. An undelivered postal article, of which the addressee-

- (a) has refused or after due notice omitted to take delivery, or
- (b) is known to have gone away from India without leaving instructions at the post office as to the redirection of his correspondence, or
- (c) is dead and there is no person to whom the article could properly be delivered, shall not be detained in the post office to which it is addressed.

(Rule 209 of IPO Rules)

### Returned Letter Office (RLO)

190. Subject to the provision of clause (b) of the proviso to section 39 of the Act (in Returned Letter Office), letters/articles (except postcards and letter cards) which cannot be disposed of under section 38 of the Act, shall be detained for a period of -

- (a) one month, when they are unregistered, and
- (b) three months, when they are registered/Speed Post/e-Commerce articles including COD etc.

On the expiration of the prescribed period, the article shall be disposed of, in a manner as deemed fit by CPMG concerned, in Returned Letter Office.

(Rule 210 of IPO Rules)

191.(1) Unregistered postcards and letter cards which cannot be disposed of under section 38 of the Act shall be detained for a period of 72 hours, on the expiration of which they may be destroyed.

Provided that postcards and letter cards, other than those sent "Service Unpaid" under the provisions of **rule 80** on which the postage has not been prepaid shall be destroyed forthwith.

(2) Registered postcards and letter cards shall be detained for a period of three months and then destroyed.

(Rule 211 of IPO Rules)

192. Subject to the provisions of section 39, proviso (b), of the Act, packets and newspapers which cannot be disposed of under section 38 of the Act, shall be dealt with as follows:-

- (a) Packets containing printed papers, obviously without value, such as trade circulars and price lists, shall be disposed of forthwith by being sold as waste paper or destroyed.

**(b)** Other packets and newspapers shall be detained for a period of (i) one month, if they are unregistered and (ii) three months, if they are registered. On the expiration of which the packets and newspapers may be disposed of by being sold or destroyed. Magazines, periodicals and newspapers may, at the option of the Head of Region, be used for any public purpose.

(Rule 212 of IPO Rules)

**193.** Subject to the provisions of section 39, proviso (b) of the Act, parcels which cannot be disposed of under section 38, shall be detained for a period of three months, on the expiration of which they may be destroyed.

(Rule 213 of IPO Rules)

**194.** Nothing in these rules shall prevent the immediate destruction of any postal article in exercise of the powers conferred by section 23, sub-section (3), of the Act.

(Rule 214 of IPO Rules)

## **VI. AUTHORISING POSTAL OFFICIALS TO SEARCH FOR AND TO INTERCEPT CERTAIN PROHIBITED ARTICLES.**

**195.** Postal articles found in course of transmission by post to bear words, marks or design of a seditious character shall be made over to the State Criminal Intelligence Department for disposal. All other postal articles which are sent by post in contravention of section 20 of the Act, shall be destroyed or otherwise dealt with in such manner as the Head of Region/Head of Circle may direct.

(Rule 217 of IPO Rules)

**196.(1)** The officers noted below are empowered to search, or cause search to be made, for any copy of seditious publications, the bringing of which by sea, by air or by land into (States/Union Territory of) India is prohibited in course of transmission by post to any place in India. The said officers shall deliver all postal articles reasonably believed or found to contain such copies of publications to the Director, Intelligence Bureau or any officer acting in his behalf.

\*The Director, Foreign Post, Deputy Director Foreign Post and Assistant Directors Foreign Post of Foreign Post Offices and all officers-in-charge of head or sub post offices including Deputy and Assistant Postmasters, and all Superintendents, Inspectors and Head Sorters of the Railway Mail Service.

(Rule 221 of IPO Rules)

**(2)** During any public emergency, or in the interest of the public safety or tranquillity, the Director General Post Services, by order in writing, direct that any postal article or class or description of postal articles in course of transmission by post may be intercepted or detained, or be disposed of in a manner as prescribed.

Provided that the order issued by the Central Government or, State Government], as the case may be, shall be conclusive of declaration of public emergency or interest of public safety or tranquillity.

Director General Postal Services may authorize the Officers/Officials to intercept or detain or dispose any postal article or class or product or description of postal articles in course of transmission by post during any public emergency or interest of public safety or tranquillity.

(New Rule inserted)

**197.** The officers specified below are hereby empowered to search or cause search to be made, while articles are in the course of transmission by post, for goods the bringing or taking of which by land, sea or air, into or out of India, has been prohibited by general or special order under Sec. 19 of the Sea Customs Act, 1878 (7 of 1878) or any law or regulation for the time being in force having the same authority as the said section and to deliver any postal article found or reasonably believed to contain any of the prohibited goods to the nearest Customs collector or any other authority empowered to enforce the prohibitions imposed under the same Law or Regulation.

Lists of Officers:-

- (1) Officers-in-charge of office of exchange
  - (2) Director, Deputy Director and Assistant Director Foreign Post Offices
  - (3) Officer in-charge /Post Masters of the Post Offices, RMS Offices and Sections
- (Rule 224 of IPO Rules)

**198. (1)** The following articles shall in no circumstances, be forwarded to their destination, delivered to the addresses or returned to the country of origin but shall be disposed of in accordance with the provisions of the Act and the rules made there under:-

(i) Opium, morphine, cocaine and other narcotics, provided that this prohibition shall not apply to consignments sent in insured boxes or in parcels for a medical or scientific purpose to countries which admit them on this condition:

(ii) Explosives or inflammable substances;

(iii) Dangerous substances; and

(iv) Obscene or immoral articles.

(v) gift coupons, tickets, certificates or introductions designed for the sale of goods on what is known as the "Snowball system".

(vi) psychotropic, prohibited drugs & cosmetics items, items prohibited by/ under IATA, ICAO (International Civil Aviation Organization), Department of wildlife and Drugs& cosmetic Act

(vii) any explosive, dangerous, filthy, noxious or deleterious substance, any sharp instrument not properly protected, or any living creature which is either noxious or

likely to injure postal articles in course of transmission by post or any officer of the Post Office.

(viii) currency notes

(2) Articles other than those mentioned in sub-rule (1) and which are prohibited from import into India under any enactments for the time being in force shall be made over to the nearest Customs Officers for such action as may be provided in the existing laws, rules or regulations.

(Rule 225 of IPO Rules)

## VII. INTRODUCTION AND(OR) DISCONTINUATION OF PRODUCTS & SERVICES

**199.** (1) The Director General Postal Services is authorized to introduce new services towards promotions of the policies of the Government of India/State Government like Financial Inclusion, Digital India etc. or also enter into a strategic partnership with Public Sector Undertakings and Private Organizations to deliver Citizen centric services along with third Party services.

Provided further that, Heads of Circles in consultation with the Circle internal financial advisor, are also authorized to introduce new services based on the above guidelines and instructions issued by Director General Postal Services from time to time.

(2) The Director General Postal Services shall be authorized to discontinue any service which may be considered obsolete or financially not viable through the publication of a Gazette notification to its effect.

(3) The Department shall not be liable to provide compensation in lieu of delay in delivery of Products & Services in certain extra-ordinary force majeure circumstances viz. lockdown, pandemic, calamity etc.

(New Rule inserted)

## VIII. ROLE IN DISASTER MITIGATION & RELIEF

**200.** The Director General Postal Services may notify, as and when required, certain Schedule I and Premium services for transmission of essential documents/material & relief material through India Post to any authority/ agency notified by Government of India/ Concerned State/Union Territory in the affected area/region/state from all over India without payment of postage during the course of National Calamity/Epidemic/Pandemic under National Disaster Management Act, 2005 or Epidemic Act, 1897 or any other such act declared by the Government of India.

Provided further that such powers may be delegated to the Head of the Circles by the Director General Postal Services through separate order for providing these services of transmission of essential documents/material & relief material without payment of postage.

(New Rule inserted)

## IX. REDIRECTION, SUSPENSION OR RESTRICTION OF TRANSMISSION OF POSTAL ARTICLES

### I. REDIRECTION OF POSTAL ARTICLES.

**201. (1)** Save as otherwise provided in rule 203 and 72 a postal article redirected to any place served by the Inland post by an officer of the Post Office or by an agent of the addressee after its delivery shall be transmitted by post free of charge in respect of such further transmission.

Provided that

(a) in the case of an unregistered article redirected by an agent of the addressee the article has not been opened and has been either returned to the postman or re-posted at the place of delivery; and

(b) in the case of a registered article redirected by an agent of the addressee, the article has not been opened and has been returned to the postman at the place of delivery with the receipt unsigned.

(2) Where a postal article is redirected to any place under the first paragraph of this rule, the Postmaster at such place may, if authorized by a general or special order in this behalf issued by the Head of Region, require the addressee of the redirected article to give, at the time of delivery, a receipt for such article.

(Rule 47 of IPO Rules)

**202. (1)** A postal article re-posted after having been opened, or reposted at any place other than the place at which it was delivered, shall be treated as a postal article posted for the first time, and charged with postage accordingly. A registered article of which delivery has been taken can be re-posted only under the condition prescribed for the posting of registered articles for the first time, except that subject to the provisions of rule 203, no fresh charge shall be made on account of postage if the article has not been opened.

(2) If an officer to whom a postal article has been delivered in pursuance of an order made under section 26 of the Act returns the article to the post office with a view to its transmission either to the original sender or to the original addressee, the article, shall, provided it is suitably packed and addressed, be transmitted to its destination by post free of further charge on account of postage.

(Rule 48 of IPO Rules)

**203.** A parcel redirected to any place served by the Inland Post shall, save where the original address and the substitute address are within the delivery area of the same post office, or are within the same post town, or where the parcel has been returned by the surface route as unclaimed or refused for delivery to the sender within the delivery of the post office of issue or the same post town, be chargeable in respect of each redirection with further postage as follows:-

(i) If the parcel is redirected by the surface route, a sum equal to half the amount of postage chargeable for the transmission of that parcel by the surface route;

(ii) If the parcel is redirected, or returned to the sender by air, a sum as under **clause (i)** and in addition the difference between the amount of postage chargeable for transmission by air, and the amount of postage chargeable for transmission by the surface route of that parcel.

(Rule 49 of IPO Rules)

## X. SUSPENSION OR RESTRICTION OF TRANSMISSION OF POSTAL ARTICLES.

**204.** The Head of Region may at any time, in respect of any particular office or offices, suspend the acceptance or dispatch of all or any of the classes of postal articles or restrict the number or description or both of all or any of the classes of postal articles to be accepted or dispatched.

(Rule 49-A of IPO Rules)

## XI. RECOVERY OF DUES IN RESPECT OF UNPAID AND INSUFFICIENTLY PAID ARTICLES

**205.** The following rates shall be chargeable on the delivery of postal articles where the postage or air mail fee is not prepaid or is insufficiently prepaid :-

On an unpaid letter, postcard or packet ...	Double the prepaid rate subject to a minimum of one rupee.
On an insufficiently paid letter, letter ... Card, postcard or packet	Double the deficiency subject to a minimum of one Re.
On an unpaid or insufficiently paid ... reply postcard	Double the prepaid rate or double the deficiency as the case may be on the original half only subject to a minimum of one rupee.

(Rule 3 of IPO Rules)

**206. (1)** The following rates shall be chargeable on the delivery of postal articles, other than parcels and insured boxes, received by the Foreign Post, when the postage or air mail fee is not prepaid or is insufficiently prepaid:-

When the postage or air mail fee is not prepaid .... Double the prepaid rate  
When the postage or air mail fee is insufficiently prepaid ..... Double the deficiency  
Provided that the postage or air mail fee actually charged shall in no case be less than rupee one.

**(2)** For clearance through the Customs, a fee, recoverable from the addressee, at the rate of thirty rupees if released after levying customs duty for each foreign letter packet or insured box and at the rate of thirty rupees for each foreign parcel or bulk

bag of printed matter which weighs more than 500 grams, each imported by post into India on which Import customs duty is payable shall be levied.

(Rule 7 of IPO Rules)

**207.(1)** Unpaid or insufficiently prepaid correspondence, other than letters and single post cards, and reply post cards of which the two halves are not fully prepaid, shall not be forwarded but shall be returned to the sender. If any such article is not prepaid with postage applicable to an inland article of the same category, the sender shall be required to pay double the deficiency in the internal postage.

(Rule 52-A of IPO Rules)

(2) In every proceeding for the recovery of any postage or other sum alleged to be due in respect of a postal article,-

(a) the production of the postal article, having thereon the official mark of the Post Office denoting that the article has been refused, or that the addressee is dead or cannot be found, shall be prima facie evidence of the fact so denoted, and

(b) the person from whom the postal article purports to have come, shall, until the contrary is proved, be deemed to be the sender thereof.

(3) Director General Postal Services may, by order, authorise certain Officers/Officials to make an official mark on a postal article denoting that any postage or other sum is due in respect thereof to the Post Office shall be prima facie evidence that the sum denoted as aforesaid is so due.

## PART- IX

### PROHIBITIONS OF POSTAL ARTICLES

#### I- INLAND POSTAL ARTICLES & SERVICES

**208. (1)** Gold coin or bullion or gold ornaments or articles of gold or both of value exceeding "one lakh rupees" shall not be transmitted by post. The value for the purposes of this sub-rule, the second proviso to **rule 100, clause (g)** of the second proviso to **rule 109 and rule 112** shall be the market value on the date and at the place of posting.

**(2)** A postal article containing;

**(i)** any ticket, proposal or advertisement relating to a lottery organized or authorized by the Government, or

**(ii)** any other matter descriptive of, or otherwise relating to such a lottery which is calculated to act as an inducement to persons to participate in that lottery, shall not be transmitted by post unless there appear on the outside of the postal article:-

**(a)** a declaration by the sender of the postal article that the lottery ticket, proposal, advertisement or other matter contained in it relates to a lottery organized or authorized by the Government, mentioning the particulars (number, date etc.) of the notification by the Government notifying the lottery or authorizing the lottery, and

**(b)** the name and the address of the sender.

**(3)** All classes of articles of the letter mail of which the whole or a part of the address-side has been marked off into several divisions intended to receive successive addresses shall not be transmitted by post.

**(4)** dangerous goods\*, narcotics & psychotropic substances, prohibited drugs & cosmetics items, items prohibited by / under IATA (International Air Transport Association), ICAO (International Civil Aviation Organization), Department of Wildlife and Drug & Cosmetics Act.

**Note**-\* "dangerous goods" means articles or substances which are capable of posing a risk to health, safety, property or environment.

**(5)** any explosive, inflammable, dangerous, filthy, noxious or deleterious substance, any sharp instrument not properly protected, or any living creature which is either noxious or likely to injure postal articles in course of transmission by post or any officer of the Post Office.

**(6)** Coins, currency notes and bank notes

**Exception:** Nothing in this rule shall prevent transmission of currency notes/ bank notes/ coins on the directions of Government of India for specific purposes.

(Rule 44 of IPO Rules)

**209.** If a postal article in course of transmission by post is actually found to contain any of the articles, the transmission of which by post is prohibited by **sub-rule(1) -(5) of rule 208, sub-rule (1) or (2) of Rule 211 or rule 212 or rule 213**, then the article(s) shall be returned to the sender and if found to contravene the provisions of **sub-rule(2) of rule 208**, then the article(s) shall be withheld and information of the same shall be given to the appropriate law enforcement authority for taking further necessary action.

(Rule 45 of IPO Rules)

**210. (1)** No article shall be transmitted by post which has thereon, or on the cover thereof, any matter which is prejudicial to the maintenance of law and order, or which tends directly to cause loss or injury, to any community or class of persons whatsoever.”

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

**(3)** If any article in course of transmission by post is found to contravene the provisions of **sub-rule (1)**, it shall be sent to the office of the Head of Region, and shall there be dealt with in the manner provided in section 39 and **rules 190 to 194**, as if it were an undelivered postal article which cannot be disposed of under section 37 or section 38 of the Act.

(Rule 46 of IPO Rules)

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

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

(Rule 46-A of IPO Rules)

**212.** No article sent in envelopes which are wholly transparent shall be transmitted by post. Articles in envelopes with a transparent panel may, however, be transmitted by post provided they conform to the following conditions:-

**(a)** The transparent panel shall be parallel to the greatest dimension so that the address of the addressee appears on the same direction and the application of the date-

stamp is not interfered with.

(b) The address shall be clearly legible through the panel and no other communication shall be visible through the panel so as to affect the clarity of the address.

(Rule 46-B of IPO Rules)

**213.** No article shall be transmitted by post in any envelope with an open (cut-out) panel which does not conform to the following conditions, namely:-

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

(Rule 46-C of IPO Rules)

## **II. Treatment of Postal articles from abroad bearing fictitious or previously used stamps**

**214. (1)** Where a postal article has been received by post from any place beyond the limits of India, bearing a fictitious or previously used postage stamp and the addressee of such postal article has failed to attend, by himself or his agent, at the post office of delivery within the time specified in the notice sent to him in that behalf, or, having so attended, has refused to make known the name and addressee of the sender or to re-deliver the postal article or such portion thereof as may be required under section 27 of the Act, and, in consequence of such failure or refusal, the postal article has not been delivered to the addressee or his agent, the postal article shall be disposed of in the following manner:-

The officer in charge of the post office at which the postal article has been received for delivery shall record a statement, in such form as the Director General Postal Services shall prescribe, setting forth action taken by him under provisions of section 27 of the Act, and the fact of such failure or refusal as aforesaid on the part of the addressee or his agent; and shall forward the statement, together with the postal article, through the usual channel to the Director General Postal Services.

(2) The Director General Postal Services shall then, in due course, transmit the statement together with the postal article, to the Postal administration of the place beyond the limits of India from which the article was received.

(Rule 54 of IPO Rules)

## **215. Remotely Managed Franking Machine**

**Definition:** Franking Machine is a machine which provides an alternative mode for payment of postage in respect of a postal article through a unique frank impression. The Franking Machines authorised by Department of Posts are called “**Remotely Managed Franking Machine**” as these Franking Machines can be managed from a remote location through server for uploading credits/ postage value and need not be physically handled or carried to the Post Office for the same.

1. Models of franking machines (Remotely Managed) of approved vendor, approved by Director General Postal Services, shall only be used for franking the articles for the appropriate value of postage.
2. 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.
3. Any person or organization or authority can get the license to use the Remotely Managed Franking Machine for franking the postage on the articles.
4. 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 shall be the licensing authority for issuance of license for using Franking Machine (RMFM) on certain fees as prescribed by DG (Posts) from time to time.
5. The licensing authority shall be authorized to issue/renew/suspend/cancel license for the Franking Machine from time to time.
6. The licensing authority reserves the right to refuse the issue or renewal of a license and cancel a license at any time without assigning any reasons for the same.
7. The franked mail shall only be presented in the designated post office, identified at the time of issuance of license.
8. The mail which is franked on a particular day must be presented in the designated post office on the same date or on the very next working day (if cannot be presented due to extreme circumstances) along with statement of mailing.  
Note- Director General Postal Services may give relaxation in the period of presentation of franked mail in the post offices in extreme circumstances.
9. The Director General Postal Services may prescribe the conditions, procedure of working, recharging, checking etc. in respect of Franking Machine (RMFM).
10. Remotely Managed Franking Machines (RMFM) shall for all practical purposes be understood or treated as Franking Machines and vice versa.

## PART-X

### RATES OF POSTAGE/TARIFF

#### I – INLAND POSTAL ARTICLES & SERVICES

**Note1:-**

(a) Wherever the postage, tariff or charges are fixed for a postal article based on weight, the weight shall mean the gross weight or the volumetric weight, whichever is more.

(b) The manner of working out the volumetric weight and conditions of its applicability shall be laid down, by order, by the Director General Postal Services."

The following rates of postage shall be chargeable on below mentioned postal articles where the postage is prepaid:-

#### SCHEDULE-I

<b>Letters</b>	
For a weight no exceeding twenty grams	Rs. 5/-
For every twenty grams or fraction thereof	Rs. 5/-
<b>Letters Cards</b>	
For a letter card	Rs. 2.50/-
<b>Postcards</b>	
<b>Postcards not being postcards containing printed communication</b>	
For a single postcard	50 paise
For a reply postcard	Rs ... 1/-
<b>Postcards containing printed communication</b>	
For a postcard	Rs. 6.00
<b>Meghdoot Post card</b>	
For a meghdoot post card	25 paise
<b>Book, pattern and sample packets</b>	
For the first fifty grams or fraction thereof	Rs. 4/-
For every additional fifty grams or Fraction thereof in excess of fifty grams	Re. 3/-
<b>Book packets containing printed books</b>	
(i) For the first one hundred grams or fraction thereof	Re 1/-
(ii) For every one hundred grams or fraction thereof, in excess of one hundred grams	Re 1/-
<b>Book packets containing periodicals</b>	
(i) For the value of periodical from Re. 1/- to Rs. 20/-	Rs. 2/- for first 100 gms and part thereof, and Rs. 3/- for every additional 100 grams and part thereof

(ii) For the value of periodical from Rs. 21/- to Rs. 50/-	Rs.4/- for first 100gms and part thereof, and Rs. 5/- for every additional 100 gms and part thereof
(iii) For the value of periodical from Rs. 51/- and above	Rs. 8/- for first 100 gms and part thereof, and Rs. 9/- for every additional 100 gms and part thereof
<b>Blind Literature Packets</b>	
"Blind Literature" packets shall be exempt from postage.	
<b>Registered Newspapers</b>	
<b>(a) In the case of a single copy of a registered newspaper</b>	
For a weight not exceeding fifty grams	25 paise
For a weight exceeding fifty grams but not exceeding one hundred grams	50 paise
For every additional one hundred grams or fraction thereof exceeding one hundred grams	20 paise
<b>(b) In the case of more than one copy of the same issue of a registered newspaper being carried in the same packet* :-</b>	
For a weight not exceeding 100 grams	50 paise
For every additional one hundred grams or fraction thereof, exceeding one hundred gms.	20 paise
*Provided that such a packet shall not be delivered at any addressee's residence but shall be given to a recognized agent at the post office.	
<b>Parcels</b>	
For a weight not exceeding five hundred grams	Rs. 19.00
For every five hundred grams or fraction thereof Exceeding 500 gms.	Rs. 16.00

The following rates of postage shall be chargeable on below mentioned postal articles where the postage is prepaid:-

#### SCHEDULE-II

<b>Bill Mail Service</b>	
For a weight not exceeding 50 grams	Rs. 3.00
For every 50 grams or fraction thereof exceeding 50 grams	Rs. 2.00
<b>Rakhi Mail Service</b>	
For a weight not exceeding 50 grams	Rs. 5.00
For every 50 grams or fraction thereof exceeding 50 grams	Rs. 3.00
<b>National Bill Mail Service</b>	

For a weight not exceeding 50 grams	Rs. 5.00
For every 50 grams or fraction thereof exceeding 50 grams	Rs. 2.00

**SCHEDULE-III****Business Parcel**

Distance	Weight slab	Upto 2 Kilograms	Every additional 1 Kilogram up to 5 Kilograms	Every additional 1 Kilogram above 5 Kilograms
	→			
Local		Rs. 45	Rs. 12	Rs. 14
Within State		Rs. 80	Rs. 20	Rs. 22
Neighbouring State		Rs. 100	Rs. 25	Rs. 28
Other State		Rs. 115	Rs. 30	Rs. 32
Between Metro and State Capital*		Rs. 105	Rs. 25	Rs. 28
National Capital Region-Delhi/Ghaziabad/Noida/Greater Noida/Faridabad		Rs. 70	Rs. 15	Rs. 18

\* Provided it is not covered under, within State or neighbouring State

The above tariff shall be exclusive of taxes and the taxes, if leviable, have to be paid extra as notified by the Central Government from time to time.

**SCHEDULE-IV****Inland Speed Post**

Weight	Local	Upto 200 Kms.	From 201 to 1000 Kms	From 1001 to 2000 Kms	Above 2000 Kms
Upto 50 grams	Rs. 15	Rs. 35	Rs. 35	Rs. 35	Rs. 35
From 51 grams to 200 grams	Rs. 25	Rs. 35	Rs. 40	Rs. 60	Rs. 70
From 201 grams to 500 grams.	Rs. 30	Rs. 50	Rs. 60	Rs. 80	Rs. 90
Additional 500 grams or part thereof	Rs. 10	Rs. 15	Rs. 30	Rs. 40	Rs. 50

The above tariff will be exclusive of taxes and the taxes shall have to be paid extra as notified by the Central Government from time to time.

**II. FOREIGN POSTAL ARTICLES & SERVICES**

The following rates of postage shall be chargeable on the postal articles to be sent by surface where the postage is pre paid, namely:-

**SCHEDULE-A**

Sl. No	Name of the service	Item	Name of the country	Rate (In Rupees)
(1)	(2)	(3)	(4)	(5)
1	LETTERS	Up to first 20 grams For every additional 20 grams or part thereof up to 2000 grams	For all countries For all countries	20.00 10.00
2.	SMALL PACKET S	Up to first 100 grams For every additional 100 grams or part thereof up to 2000 grams	For all countries For all countries	60.00 45.00
3.	Printed Papers	Up to first 20 grams For every additional 20 grams or part thereof up to 2000 grams	For all countries For all countries	15.00 10.00
4.	Blind literature packets	--	For all the countries	Exempted from postage
5.	Post card (Single)	--	(i) Pakistan, Bangladesh, Nepal and Bhutan (ii) Asian Pacific Postal Union countries except Pakistan, Bangladesh Nepal and Bhutan. (iii) Universal Postal Union countries other than those referred to in (i) and (ii) above.	4.00 6.00 7.00

If the article mentioned at serial numbers 1,2, 3 and 4 of the Table in Schedule-A are sent by Surface Airlifted mail, the following surcharge shall be charged, in addition to normal surface mail rates as specified in the said Table.

**SCHEDULE-B1**

Sl. No.	Sector	Tariff for every 20 grams
(1)	(2)	(3)
1	South Asian Association for Regional Cooperation Countries(SAARC)	Rs. 2.00
2	Gulf Countries	Rs. 2.00
3	Other Countries in Asia (except SAARC and Gulf)	Rs. 3.00
4	Countries in Europe	Rs. 4.00
5	Countries in Africa	Rs. 4.00

6	Countries in North America and Australia	Rs. 6.00
7	Countries in South America	Rs. 8.00

If the postal article mentioned at serial number 5 of the table in Schedule-A is to be sent by Surface Airlifted mail, the following surcharge shall be charged, in addition to normal surface mail rates as specified in the said Table.

**SCHEDULE-B 2**

Sl. No.	Sector	Rate in Rs.
(1)	(2)	(3)
1	South Asian Association for Regional Cooperation countries	Nil
2	Gulf countries	Rs. 2.00
3	Other countries in Asia (Except South Asian Association for Regional Cooperation and Gulf)	Rs. 3.00
4	All countries other than those referred to in serial numbers 1, 2 and 3 above	Rs. 4.00

The following rates of postage shall be chargeable on the gross weight of Mail Bag of printed matter when the postage is prepaid, namely:-

**SCHEDULE-C**

Sl. No.	Name of service	Item	Name of the country	Rate (In Rupees)
(1)	(2)	(3)	(4)	(5)
1.	Mail BAG (Formerly referred as Bulk Bag)	For a weight not exceeding 5 kg Per kg. exceeding 5 Kg. up to 30 kg.	For all countries  For all countries	600.00  100.00

If the postal articles are sent by Surface Airlifted (SAL) mail the following surcharge will be charged as under, in addition to normal surface mail rates as specified in the Table in **Schedule-C**.

**SCHEDULE-D**

Sl. No.	Sector	Tariff for every 20 grams
(1)	(2)	(3)
1	SAARC Countries	Rs. 2.00
2	Gulf Countries	Rs. 2.00
3	Other Countries in Asia (except SAARC and Gulf)	Rs. 3.00
4	Countries in Europe	Rs. 4.00
5	Countries in Africa	Rs. 4.00
6	Countries in North America and Australia	Rs. 6.00
7	Countries in South America	Rs. 8.00

**Note 2:** The rates of postage and air mail fees specified in the Schedule-E & F below shall be chargeable on postal articles posted at an Indian Office for transmission by air, or by air-cum-surface routes, to the countries and places mentioned in the Schedule-E & F and to which such mode of transmission is available.

For airmail articles addressed to the below mentioned countries, the rates given in the following schedule shall apply:-

<b>SCHEDULE-E</b>				
<b>SERVICE</b>	<b>SAARC countries Afghanistan, Sri Lanka and Maldives</b>	<b>Pakistan, Bangladesh , Nepal and Bhutan</b>	<b>Asian Pacific Postal Union member countries except Pakistan, Bangladesh, Nepal and Bhutan</b>	<b>Universal Postal Union Member countries</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
Airmail Postcard	12.00	8.00	12.00	12.00
Aerogramme	15.00	15.00	15.00	15.00

#### **SCHEDULE-F**

If the postal articles mentioned at serial numbers 1, 2, 3 and 4 of the Table in Schedule-A are sent by Air mail, the following surcharge shall be charged, in addition to normal surface mail rates as specified in said Table.

<b>Tariff of Air Surcharge</b>		
<b>Sl. No.</b>	<b>SECTOR</b>	<b>Tariff for every 20 grams</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1	SAARC Countries	Rs. 2.00
2	Gulf Countries	Rs. 3.00
3	Other Countries in Asia (except SAARC and Gulf countries)	Rs. 4.00
4	Countries in Europe	Rs. 4.00
5	Countries in Africa	Rs. 5.00
6	Countries in North America and Australia	Rs. 7.00
7	Countries in South America	Rs. 9.00

<b>SCHEDULE-G</b>		
<b>Country/Continent/Sub-Continent</b>	<b>First 250 gms or part thereof (in Rupees)</b>	<b>For every additional 250 gms or part thereof (in Rupees)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
Afghanistan	970	100
Argentina	1000	160
Australia	860	110
Austria	1230	70
Bahrain	1240	50
Bangladesh	670	50
Barbados	1240	270
Belarus	1310	100
Belguim	1430	80
Bermuda	1050	80
Bhutan	910	50
Botswana	1310	130
Brunei Darussalum	750	120
Bulgaria (Rep)	860	70
Cambodia	680	60
Canada	1180	140
Cape Verde	1170	150
Cayman Islands	1360	220
China (People's Republic)	680	60
Cuba	1090	140
Cyprus	1190	110
Democratic Republic of Congo	1310	160
Denmark	1740	70
Egypt	1030	70
El Salvador	1220	140
Eritrea	1300	110
Estonia	1160	130
Ethiopia	1380	100
Fiji	980	240
Finland	1370	80
France -for French Antiles (Guadeloupe, Martinique), Reunion, Corsica, New Caledonia, Mayotte, French Polynesia, Saint Pierre et Miquelon	3660	340
France-Rest of France	1150	70
Georgia	1280	120

Germany	1300	80
Ghana	1140	130
Great Britain	1390	110
Greece	1260	80
Guyana	1200	280
Hong Kong	1180	60
Hungary	1260	80
Iceland	1690	120
Indonesia	790	90
Iran	1130	70
Iraq	830	80
Ireland	1380	80
Israel	1150	80
Italy	1320	70
Japan	910	60
Jordan	1250	60
Kenya	1280	90
Korea (Republic of)	820	50
Kuwait	910	50
Latvia	980	130
Luxembourg	1150	70
Macao (China)	1290	90
Malawi	960	110
Malaysia	1250	60
Maldives	680	50
Mauritius	1070	110
Mexico	1100	140
Mongolia	1060	110
Morocco	1410	130
Namibia	870	130
Nauru Islands	840	160
Nepal	670	40
Netherlands	1110	80
New Zealand	990	120
Niger	1080	130
Nigeria	1140	140
Norway	1910	90
Oman	1240	40
Pakistan	810	70
Panama Rep.	1330	140
Papua New Guinea	1440	200
Philippines	860	70
Poland	1030	80
Portugal	1060	90
Qatar	1180	50

Rwanda	950	100
Romania	1370	80
Russia	1310	110
Saudi Arabia	1020	60
Senegal	1100	130
Singapore	1080	60
South Africa	1120	110
Spain –Canary Island	1550	80
Spain –Rest of Spain	1050	80
Sri Lanka	790	50
Sudan	1280	120
Sweden	1710	80
Switzerland	1600	80
Taiwan	730	80
Tanzania	1060	100
Thailand	790	60
Tunisia	1180	120
Turkey	1030	80
Uganda	1280	90
Ukraine	1310	130
United Arab Emirates	1240	50
United States of America	850	150
Vietnam	690	70
Yemen	730	110

Note. –Any charge, surcharge, cess, tax, etc., notified by the Government of India, from time to time, shall apply.

<b>SCHEDULE -H</b>			
<b>SI. No.</b>	<b>Country/Territory</b>	<b>Tariff (in INR)</b>	
		<b>First 250 gms</b>	<b>Additional 250 gms or part</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
1.	Afghanistan	970	100
2.	Albania	890	130
3.	Algeria	760	110
4.	Angola	780	110
5.	Antigua and Barbuda	670	270
6.	Aruba	780	210
7.	Argentina	980	160
8.	Armenia	920	100
9.	Australia	810	110
10.	Austria	970	70

11.	Azerbaijan	840	110
12.	Bahamas	670	190
13.	Bahrain	690	50
14.	Bangladesh	530	50
15.	Barbados	790	270
16.	Belarus	860	100
17.	Belgium	1430	80
18.	Belize	910	160
19.	Benin	660	150
20.	Bhutan	680	50
21.	Bolivia	1110	320
22.	Bosnia and Herzegovina	800	130
23.	Botswana	900	130
24.	Brazil	940	160
25.	Brunei Darussalam	570	120
26.	Bulgaria (Rep.)	690	70
27.	Burkina Faso	840	150
28.	Burundi	840	140
29.	Cambodia	560	60
30.	Cameroon	750	160
31.	Canada	950	140
32.	Cape Verde	800	150
33.	Central African Rep.	840	140
34.	Chad	770	150
35.	Chile	970	190
36.	Chile Easter Island	900	420
37.	China	680	60
38.	Hong Kong -China	990	60
39.	Macao, China	910	90
40.	Colombia	930	190
41.	Comoros	550	130
42.	Congo (Rep.)	560	110
43.	Costa Rica	1220	330
44.	Cote d'ivoire Rep.	730	180
45.	Croatia	660	70
46.	Cuba	700	140
47.	Cyprus	820	110
48.	Czech Rep.	740	70
49.	Dem. People Rep of Korea (North)	810	60
50.	Dem. Rep. of the Congo	790	120
51.	Denmark	980	70
52.	Djibouti	670	100
53.	Dominica	700	180
54.	Dominican Rep.	720	270

55.	Ecuador	970	160
56.	Egypt	740	70
57.	El Salvador	630	140
58.	Equatorial Guinea	510	110
59.	Eritrea	920	110
60.	Estonia	940	130
61.	Ethiopia	490	100
62.	Fiji	780	240
63.	Finland	1250	80
64.	France	1040	70
65.	French Guiana	1210	200
66.	French Polynesia	1290	340
67.	Guadeloupe	1200	190
68.	Martinique	1230	260
69.	New Caledonia	1460	360
70.	Re-union	1240	230
71.	Saint Pierre and Miquelon	1160	150
72.	Wallis and Futuna	900	160
73.	Gabon	770	140
74.	Gambia	840	130
75.	Georgia	1120	120
76.	Germany	1300	80
77.	Ghana	1060	130
78.	Great Britain	1220	110
79.	Anguilla	670	260
80.	Ascension	620	160
81.	Bermuda	820	80
82.	Cayman Island	880	220
83.	Falkland Island (Malvinas)	880	270
84.	Gibraltar	630	110
85.	Montserrat	630	180
86.	Pitcairn Island	1270	390
87.	St. Helena	800	260
88.	Tristan da Cunha	690	240
89.	Turks and Caicos Island	640	190
90.	Virgin Island	690	260
91.	Greece	780	80
92.	Grenada	670	190
93.	Guatemala	590	150
94.	Guinea	770	140
95.	Guinea-Bissau	1060	130
96.	Guyana	880	280
97.	Haiti	670	190
98.	Honduras Rep	690	160
99.	Hungary (Rep)	1000	80

100.	Iceland	1370	120
101.	Indonesia	790	90
102.	Iran	1040	70
103.	Iraq	510	80
104.	Ireland	910	80
105.	Israel	870	80
106.	Italy	790	70
107.	Ivory Coast (Cote d'Ivoire) Rep	720	130
108.	Jamaica	920	280
109.	Japan	760	60
110.	Jordan	600	60
111.	Kazakhstan	860	100
112.	Kenya	750	90
113.	Kiribati	710	170
114.	Korea (Rep.) South	820	50
115.	Kuwait	610	50
116.	Kyrgyzstan	720	130
117.	Lao People's dem. Rep.	640	70
118.	Latvia	690	130
119.	Lebanon	700	60
120.	Lesotho	740	100
121.	Liberia	650	190
122.	Libyan Jamahiriya	800	150
123.	Lithuania	970	130
124.	Luxembourg	800	70
125.	Madagascar	910	140
126.	Malawi	790	110
127.	Malaysia	710	60
128.	Maldives	610	50
129.	Mali	780	160
130.	Malta	840	90
131.	Mauritania	910	150
132.	Mauritius	710	110
133.	Mexico	620	140
134.	Moldova	890	90
135.	Mongolia	900	110
136.	Montenegro	940	130
137.	Morocco	730	170
138.	Mozambique	990	170
139.	Myanmar	530	50
140.	Namibia	710	130
141.	Nauru	600	160
142.	Nepal	450	40
143.	Netherlands	940	80

144.	Netherlands Antilles	790	220
145.	New Zealand	990	120
146.	Nicaragua	670	170
147.	Niger	630	130
148.	Nigeria	1100	140
149.	Norway	1330	90
150.	Oman	600	40
151.	Pakistan	630	70
152.	Palestine	550	70
153.	Panama (Rep.)	570	140
154.	Papua New Guinea	1080	200
155.	Paraguay	700	180
156.	Peru	860	180
157.	Philippines	560	70
158.	Poland	860	80
159.	Portugal	1060	90
160.	Qatar	470	50
161.	Romania	1070	80
162.	Russian Fed.	1310	110
163.	Rwanda	690	100
164.	Snt. Christopher and Nevis	710	180
165.	Snt. Lucia	710	190
166.	Snt. Vincent and the Grenadines	720	210
167.	Samoa	770	270
168.	Sao Tome and Principe	700	130
169.	Saudi Arabia	550	60
170.	Senegal	690	130
171.	Serbia	1020	150
172.	Seychelles	610	110
173.	Sierre Leone	790	200
174.	Singapore	690	60
175.	Slovakia	670	70
176.	Slovenia	730	80
177.	Solomon Islands	630	140
178.	Somalia	510	110
179.	South Africa	930	110
180.	Spain	960	80
181.	Sri Lanka	560	50
182.	Sudan	720	90
183.	Suriname	580	130
184.	Swaziland	620	100
185.	Sweden	1170	80
186.	Switzerland	880	80
187.	Syrian Arab Rep.	690	110

188.	Tajikistan	680	120
189.	Tanzania (United Rep.)	670	100
190.	Taiwan	730	80
191.	Thailand	660	60
192.	The former Yugoslav Rep of Macedonia	760	130
193.	Timor Leste (Dem. Rep.)	540	90
194.	Togo	810	120
195.	Tonga (including Niuafu'ou)	790	250
196.	Trinidad and Tobago	740	280
197.	Tunisia	790	120
198.	Turkey	910	80
199.	Turkmenistan	640	110
200.	Tuvalu	600	160
201.	Uganda	670	90
202.	Ukraine	1190	130
203.	United Arab Emirates	570	50
204.	United States of America	790	150
205.	Uruguay	960	150
206.	Uzbekistan	1310	130
207.	Vanuatu	580	140
208.	Vatican	720	80
209.	Venezuela	680	140
210.	Viet Nam	590	70
211.	Yemen	580	110
212.	Zambia	710	160
213.	Zimbabwe	920	170

**SCHEDULE-I**

Country/Territory	Tariff (in INR)	
	First 100 gms	Additional 100 gms or part
(1)	(2)	(3)
Australia	330	45
Bhutan	310	25
Cambodia	310	30
Hong Kong	310	25
Indonesia	320	30
Japan	310	30
Lao	310	30
Malaysia	310	30
Maldives	310	25
Netherlands	320	35

New Zealand	330	45
Philippines	310	30
Singapore	310	30
South Korea	310	25
Sri Lanka	310	25
Thailand	310	25
Vietnam	310	30

Schedule J		
Rates/tariff of Philatelic items/products		

**Note:** In addition to the above rules, Post Offices also offer various services like Saving Bank, Postal Life Insurance and Payment Bank through IPPB(India Post Payment Bank).The rules under which these services are governed under:

Name of Service	Rules under which these services are governed
Savings Bank	Government Savings Promotion General Rules 2018 Revised National Small Savings Schemes Rules 2019
Life Insurance a. Postal Life Insurance b. Rural Postal Life Insurance	Post Office Life Insurance Rules 2011 Post Office Life Insurance Fund
IPPB(India Post Payment Bank)	Under the directives of the Cabinet & regulated by the Reserve Bank of India (RBI)

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Rates of postage chargeable on Airmail articles viz airmail postcard and aerogramme - Schedule E

Surcharge chargeable in addition to normal surface mail rates, if letters, small packets, printed papers and blind literature packets are sent by Air mail - Schedule F

Tariff of International Speed Post Services - Schedule G

Tariff of International Air Parcels - Schedule H

Tariff of International Tracked Packets - Schedule I

**RECORD OF AMENDMENT IN INDIAN POST OFFICE RULES 2020**

<b>Sl. No.</b>	<b>GSR No. &amp; Date</b>	<b>Chapter No.</b>	<b>Modification/Deletion/Insertion</b>	<b>Rule No Affected</b>	<b>Page No.</b>	<b>Initials of the Competent Authority</b>	<b>Remarks</b>

