

Postal Manual Volume V

2. Railway Mail Service (RMS): -

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

5-A. V-SAT Stations: -

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

5-B. Extended Satellite Money Order (ESMO): -

- These stations are working as extension counters for booking and transmission of money orders through V-SAT stations.

5-C. Hybrid Mail Service: -

- This involves electronic transmission of written material from one place to another using computer terminals connected through VSAT which can be delivered to one or more than one addressee at the receiving station.

9-A. Transit Office: -

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

9-B. Transit Mail Office: -

- A branch of RMS where closed bags are received and dispatched, sorting of letters is not done in this unit.
- Mail Agent or Mail Guard is in-charge of this unit.
- This can function in number of sets depending upon requirements.
 - E.g. Delhi TMO Set No. 1 – 06.00 to 14.00
 - Delhi TMO Set II – 14.00 to 21.40



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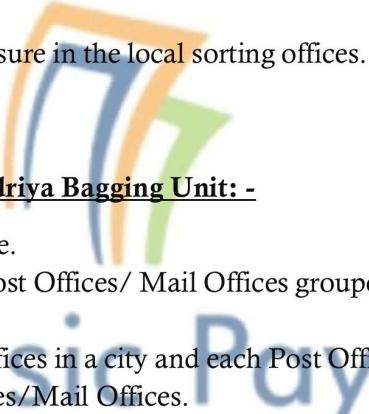
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- If TMO is functioning in the night set, the set works throughout the night. One batch of officials who are working on a particular night will not work in the following night.
- Another batch of Officials will work in the following night. Both these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

Set	Batch
Set-1 06:00 Hrs to 14:00 Hrs	Batch-A (19:30 Hrs to 08:30 Hrs) Mon, Wed, Fri, Sun
Set-2 13:30 Hrs to 21:15 Hrs	Batch-B (19:30 Hrs to 08:30 Hrs) Tue, Thu, Sat

11-A. Nodal Post Office: -

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



11-B. Central Bagging Unit/ Kendriya Bagging Unit: -

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

12. Returned Letter Office (RLO): -

- A Returned Letter Office is established at the Headquarters of a Postal Circle and deals with unclaimed and refused articles and articles without addresses or with undecipherable or incomplete addresses.
- But the concept of RLO at Circle HQ has been changed and now there are only four Zonal RLO which covered all India.



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Zonal Returned Letter Office (RLO)

- Eastern – Kolkata
- Western – Mumbai
- Northern – Lucknow
- Southern – Chennai

13. Office of Exchange, Offices of exchange of transit bags, Foreign Post Offices and Sub-Foreign Post Offices: - (Amended 04.04.2022)

Office of Exchange: -

- Makes up and exchange international mails with Offices of Exchange of foreign countries after customs clearance
- An OE can be only an outward OE, only an inward OE or both.
- Maintains accounts relating to international mail exchange with foreign countries.
- Handles inquiries and indemnity cases

Office of Exchange of transit: -

- Receives and dispatches only closed mail bags addressed to or received from OEs in India and OEs in foreign countries.
- Also handle foreign origin bags received in Closed Transit and forward the same to destination countries.
- Exchanges mail bags with carriers or officials of foreign administration.

Foreign Post Office: -

- An OE where Customs examination, assessment and clearance of imported goods or export goods is carried out.
- The assessment of Customs Duty is carried out only for the articles to be delivered in the jurisdiction of that FPO.
- Articles to be delivered under the jurisdiction of another FPOs are diverted to them for examination of duty.
- Maintains accounts related to customs duty

Sub-Foreign Post Office: -

- Receives and dispatches international mail to and from mapped offices within the country (inbound or out bound or both).
- No exchange of mail with other countries.
- Customs examination of inbound/outbound international mail as assigned to the office.
- Assessment and accounting of customs duty



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List of Transit OEs

S.No.	Circle	Transit OEs
1.	Bihar	Raxaul SO (Nepal)
2.	Delhi	IGI TMO
3.	Karnataka	APTMO, Bengaluru
4.	Kerala	APTMO, Kochi
5.	Maharashtra	APTMO, Mumbai
6.	Punjab	Amritsar RMS (Pakistan)
7.	Chennai	APTMO, Chennai
8.	Telangana	APTMO, Hyderabad
9.	West Bengal	APTMO Kolkata
10.	West Bengal	Bongaon PO (Bangladesh)
11.	West Bengal	Jalgaon PO (Bhutan)

Annexure -2

List of Offices of Exchange/ Foreign Post offices

Sr. No.	Name of Office as per notification of Customs	Circle	Category	Type of Mail Handled
1.	Foreign Post Office, New Delhi	Delhi	Office of Exchange / Foreign Post Office	All*
2.	Foreign Post Office, Mumbai	Maharashtra	Office of Exchange/ Foreign Post Office	Parcel
3.	Air Port Sorting Office, Mumbai	Maharashtra	Office of Exchange/ Foreign Post Office	Letter Mail (LCAO), EMS, ITPS
4.	Foreign Post Office (Air), Chennai	Tamil Nadu	Office of Exchange/ Foreign Post Office	All (Air route)
5.	Foreign Post Office (Sea), Chennai	Tamil Nadu	Office of Exchange/ Foreign Post Office	All surface route articles
6.	Foreign Post office, Kolkata	West Bengal	Office of Exchange/ Foreign Post Office Kolkata	All
7.	Foreign Post Office, Ahmedabad	Gujarat	Office of Exchange/ Foreign Post Office	All
8.	Foreign Post Office, Bengaluru	Karnataka	Office of Exchange/ Foreign Post Office	All
9.	Foreign Post Office, Hyderabad	Telangana	Office of Exchange/ Foreign Post Office	All
10	Foreign Post Office, Kochi	Kerala	Office of Exchange/ Foreign Post Office	All

* All - Letter Mail (LCAO), International Tracked Packet Service (ITPS), EMS, Parcel and paper Money Orders exchanged through Air, Surface and SAL as prescribed.

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List of Sub- Foreign Post offices

(As notified by Central Board of Indirect Taxes and Customs vide notification No. 31/2017
Customs (N.T) dated 31/03/2017 and No. 103/2018-Customs (N.T.) dated 31/12/2018)

Sr. No.	Name of Office as per notification of Customs	Category	Circle	Remarks
1.	Foreign Post Office, Vijayawada	SFPO	Andhra Pradesh	Functional
2.	Foreign Post Office, Guwahati	SFPO	Assam	Functional
3.	Foreign Post Office, Srinagar	SFPO	Jammu & Kashmir	Functional
4.	Foreign Post Office, Leh	SFPO	Jammu & Kashmir	In process
5.	Foreign Post Office, Ludhiana	SFPO	Punjab	In process
6.	Foreign Post Office, Jaipur	SFPO	Rajasthan	Functional
7.	Foreign Post Office, Chandigarh	SFPO	Punjab	In process
8.	Foreign Post Office, Kanpur	SFPO	Uttar Pradesh	Functional
9.	Foreign Post Office, Agra	SFPO	Uttar Pradesh	Functional
10.	Foreign Post Office, Varanasi	SFPO	Uttar Pradesh	Functional
11.	Foreign Post Office, Patna	SFPO	Bihar	In process
12.	Foreign Post Office, Raipur	SFPO	Chhattisgarh	In process
13.	Foreign Post Office, Panaji	SFPO	Maharashtra (Goa)	Functional
14.	Foreign Post Office, Ranchi	SFPO	Jharkhand	In process
15.	Foreign Post Office, Bhopal	SFPO	Madhya Pradesh	In process
16.	Foreign Post Office, Shillong	SFPO	North East (Meghalaya)	In process
17.	Foreign Post Office, Bhubaneshwar	SFPO	Odisha	Functional
18	Foreign Post Office, Puducherry	SFPO	Tamil Nadu (Puducherry)	In process

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14. Transit Sections: -

- Transit Sections are traveling offices of the Railway Mail Service working on Railway or river steamer lines.
- The officer-in-charge of a set of a transit section is called a Mail Guard or Mail Agent (SA).
- NOTE - Sections are numbered serially and designated by the name of the RMS Division followed by the Serial No. ex- DN-1.

15. Mail Office: -

Sorting Mail Office	Mail Office	Transit Mail Office
Deal contents of Ordinary L Bags	Deals contents of RL/SP/PL	Deals only closed bag
Incharge is Head Sorting Assistant	Incharge is Head Sorting Assistant	Incharge is Mail Agent (SA)
It denotes L1U or L2U	NSH/ICH/NPH/PH	It denotes MA

15.C Press Sorting Office (PSO): -

- This sorting office is situated on the premises of the Newspaper
- The entire expenditure towards wages for the establishment is borne by the Newspaper publisher apart from providing required stationery for working the sorting office.
- This office works to suit the dispatch timing of the newspaper and closes direct letter bags to the Post Offices/sorting offices concerned which are dispatched through local regular sorting offices.
- Mail offices located at Railway Stations are designated by the names of the stations followed by the letters RMS while those not so located are designated sorting offices, e.g., Delhi RMS, Hindustan Times Press Sorting Offices

Paper Sorting Office (PSO):

- It deals only second-class articles like Newspapers, magazine, packets etc.
- It denotes L2S
- Ex: - PSO Gandhinagar

15. & 18. Head Record Office (HRO), Sub-Record Office(SRO) & Record Office(RO): -

HRO	SRO	RO
Situated at Headquarter	Situated in same RMS division other than headquarter	Situated in same RMS division other than headquarter
Incharge – Head Record Officer (HSG-I)	Incharge – Sub Record Officer (LSG)	Incharge – Record Officer (SA)

Keeps work papers of all offices situated headquarter	Keeps work papers of all offices under his jurisdiction	Keeps work papers of section attached under its.
Preparation Salary and Contingent bills for entire division	No Such Work	No Such Work

18.A Bag Office: -

Unit Bag Office (UBO)	District Bag Office (DBO)	Circle Bag Office(CBO)
Every Post Office other than Branch office is UBO	HRO/SRO is DBO. In exception case HO can also work DBO	Postal Stores Depot
It maintains Day Bag Book and submit a daily bag balance to its DBO	It maintains bag account for all types of Bag category wise for Sorting office and TMO as well as UBO.	Responsible to inspection DBO and UBO and verification of Balance of bag.
No such work	No Such work	Procurement, repair and auction of Bags

Central Bag Office
“D” Section of Postal Directorate is Central Bag Office
It deals only correspondence relating to procurement and distribution of bags

20. Subsidiary Sorting Assistant: -

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

21 (A) Set of Section and 21 (B) Set of Mail Office: -

- Sets are numbered serially and are designated by their serial numbers preceded by the name of the section.
- Thus A-26/Set No. 4 denotes the fourth set of A-26 Section. Each set of the same section has the same working hours, same number of officials and the same mail exchange arrangement.
- The number of sets of a section are determined on the basis of weekly working hours.



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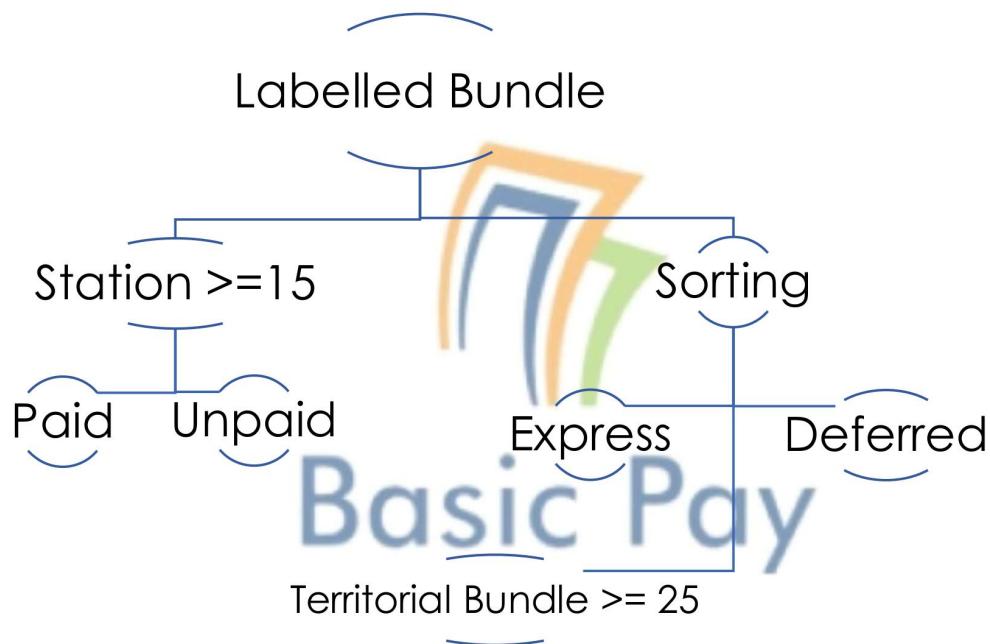


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Set of Mail Office	Batch of Mail Office
Set-1 06:00 Hrs to 14:00 Hrs	Batch-A (16:40 Hrs to 05:30 Hrs) Mon, Wed, Fri, Sun
Set-2 15:40 Hrs to 23:00 Hrs	Batch-B (16:40 Hrs to 05:30 Hrs) Tue, Thu, Sat
Sec-t 23:00 Hrs to 05:30 Hrs	

24. Labelled bundles: -

- Labelled bundles are not due



- **Station Bundle :** - The bundle contains Unregistered Articles of particular station.
- **Sorting Bundle :-** The bundle contains Unregistered Articles of many stations.
- **Express bundle:-** An express bundle contains articles which require to be sorted immediately on receipt by the section
- **Deferred Bundle:** - a deferred bundle contains articles which can be disposed of later.
- **Territorial Bundle:** - When a sorting bundle is prepared for a state, a clearly defined tract of country, or a foreign country, it is termed a territorial bundle. Territorial bundles are prepared when the number of articles is 25 and more.



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25. Check Slip: -

- A check slip is a label tied to the top of each labelled bundle
- **Pink** – Ordinary Station Paid and Unpaid Bundle
- **White** – Ordinary Sorting Bundle
- **Blue** – With word Air Mail for foreign air mail bundles
- Strips on Check Slip: -
 - The white check-slip is used for both express and deferred bundles, the slip being marked on the face with 2 diagonal lines in blue pencil when it is used for an express bundle.
 - Green strips – for local articles
 - Yellow strips – for Rajdhani Bundle
 - Blue Strips – for Metro bundle

25-A. Money Order Check-slip: -

- A check-slip (M.O. 70) printed in red ink on white or Badami paper is prescribed for use in preparing money orders bundles for dispatch to destination.

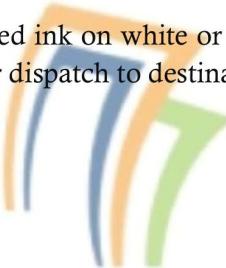
26. Mail Bags: -

- 1) Station Mail Bags
- 2) Sorting Mail Bags
- 3) Combined Mail Bags

- When cash bag and Register bag included in Mail bag, The symbol “F” is marked on label.

26-A. Airmail bag: -

- A mail bag containing unregistered and registered articles to be carried by any air service under the All Up Scheme is called an airmail bag.
- The bag should not contain articles not intended to be carried by air.
- A blue dosuti bag should ordinarily be used for closing an airmail bag.
- If on any occasion there is no article for dispatch in a particular air mail bag, a bag with ‘nil’ contents need not be closed, but a suitable entry should be made in the delivery bill that no bag has been closed as there was no content.
- If the number of articles to be dispatched is less than fifty and there is also no insured article or air parcel for dispatch in an airmail bag, an airmail cover of suitable size should be used instead of a bag.
- When an air parcel is sent inside an airmail bag, the label of the bag should bear the superscription “C.A.P” to indicate that it contains air parcel.
- Registered articles should not be enclosed in a bag unless their number exceeds 25 or they are bulky or there are insured articles for dispatch. But they should



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be bundled and tied up crosswise along with the registered list, with a suitable check-slip prominently marked 'REGISTERED'.

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

27. Registered Bundle: -

- Articles > 2
- For Minimum 3 articles

28. Registered Bag: -

- A registered bag contains cash bag, ordinary and V.P. registered letters and packets, insured envelopes, registered bundles, insured bundles, ordinary and V.P. money order bundles tied with a check-slip, and a registered list.
- It is a due bag.
- The registered bag inside a mail bag indicated by symbol 'F' in the D.M. list will also contain a cash bag.
- If registered bag contains Cash bag: -
 - The following stamps impression will be on registered list
 - Registration Date Stamp
 - Treasury Date Stamp/ Round MO Stamp



29. Insured Bundle: -

- Articles > 1
- Minimum 2 articles
- When the number of insured letters and I.Bs to be disposed of through a Mail Office is usually more than 10 (ten), a separate insured letter bag addressed to that mail office may be prescribed to be closed as a separate due bag.
- The insured letter bag should be dispatched inside the registered bag with suitable remarks in the registered list.

30. to 37-A: -

Due Bag	Unusual Bag
Transit Bag	Parcel
Account Bag	Packet
Branch Office Bag	Cash Bag
Registered Bag	Special Bag
	Camp Bag



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40. Changing Station & 41. Connecting Section: -

Changing Station	Connecting Section
Beats of Two Transit Sections Joins	An RMS section working in a train in immediate connection with another train in which another RMS section works.
For Example, in Yoga Express (Haridwar to Ahmedabad) DN-1-Out section over at Delhi Railway station and J-3-IN section start from Delhi to Ajmer and J-4-Out start from Ajmer to Ahmedabad	For Example – A-43 IN and J-3 out

46. A Orders: -

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

47. B Orders: -

- B orders are orders issued by a Superintendent, RMS for the guidance of the subordinates in the performance of their duties in Mail Offices on all subjects except alternations in sorting lists.
- NOTE – The letter ‘T’ will be prefixed to the letter ‘B’ in the case of ‘B’ orders issued in connection with the disposal of camp articles and camp bags for high officials on tour.

52.A Due Mails and Sorting List: -

Due Mail	Sorting List
Due Mail → Details of Bags The due mail list shows the details of bags to be received and dispatched by a Mail Office/ Transit Section	Sorting List → Details of Offices The sorting list will show (a) for what offices, mail bags and registered bags are to be made up (b) to what offices parcel mail articles may be sent direct and the manner in which they must be dispatched.

56.A Late letters and too late letters: -

Late Letters	Too Late Letters
Posting in the Post Office, Mail Office or in the letter box of Mail Office after hour of closing with prescribed late fee.	Posting in the Post Office, Mail Office or in the letter box of Mail Office after hour of closing without prescribed late fee.
(Late fee has been abolished vide GSR-912(E) dated 29.12.2022)	



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57-A. Trial cards: -

- Trial cards are service Post Cards [M 26 (a)] which are employed for the purpose of determining the relative advantage of alternative mail routes or the cause of detention to articles.
- A trial card contains on the back the following printed columns, viz.,
 - (1) Source of receipt
 - (2) Remarks, misconnection, etc.,
 - (3) Manner of disposal,
 - (4) Date stamp of the Office or Section,
 - (5) Signature of Head Sorting Assistant/Postmaster/Supervisor.
- Trial Card is returned in a service cover to the officer by whom it was issued and should not be included in any station bundle.

58. Latest hours fixed for posting the mails. –

- In the case of night mails, the latest hours of posting will ordinarily be 6 p.m. and in the case of day mails, thirty minutes before the hour fixed for the closing of the mail at the Post Office.
- Mails which are to be forwarded by Railway should ordinarily reach the Railway station ten minutes before the arrival of the train by which they are to be sent.

59. Clearance of letterboxes: -

- The letterbox of a Post Office or Mail Office should be opened and cleared by the postal or Sorting Assistant, as the case may be, at convenient intervals during the day, so as to expedite the preparation of the mail for dispatch.

74. Plural Mail Bags & 75. Extra Mail Bags: -

Plural Mail Bag	Extra Mail Bags
Due Bag	Unusual Bag
It is used as Registered bag	It is used as unregistered bag

76/2. Inland mail delivery bag: -

- Six copies of the inland air mail delivery bills M-57, M-57 (a), M-57 (b)] in respect of dispatch of air mail bags for each port of call of the air service should be prepared and signed by the Despatching Officer.
- The first copy of the delivery bill should be sent to the Air Mail Accounts Section of the Postal Directorate.
- Four copies of the delivery bill should be handed over to the Agent or representative of the air carriers along with the mails and his receipt should be taken on the office copy of the delivery bill which should be filed with the work-papers



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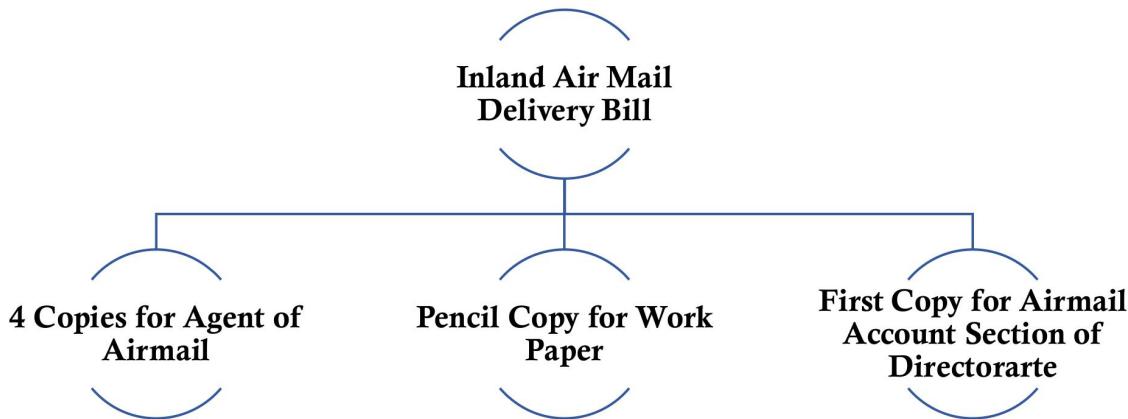
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85. Distinguishing letters placed before numbers: -

- Insured articles – by “Ins”, V.P. articles – by “V.P.”
- In the case of registered or insured bundles, the distinguishing letters “R.B.” or “I.B.” are used as part of the number.
- Postal service registered articles – by cipher “O”,

103. Book of postmarks: -

- The impressions of the round and oblong money order stamps and the unpaid stamp should, however, be taken in a separate book of postmarks, which should be kept in the personal custody of the Postmaster.

103-A. Cleaning of Seals and Stamps: -

- The fact of cleansing the seals and stamps should every time be recorded in the Postmaster’s order book in Head Offices, in the Error Book in sub-offices, in the rough notebook of the Head Sorting Assistant, the Mail Agent or the Record Assistant which will be examined by the Inspecting Officers at the time of inspection.

107. Stamping: -

- When two postage stamps appear together, they should be defaced by single impression so placed that the date stamp covers both the postage stamps, the greater portion of the stamp falling on the cover instead of on the postage stamps.
- Similarly, if the stamps are affixed together, the number of defacing impressions should not be more than 2 and in the case of block of four postage stamps, in shape of a square, only one neat stamp impression placed at the centre of the block should suffice.

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

111-A. Calculation of Deficiency of postage of foreign articles. –

- The offices of exchange when required to forward unpaid or insufficiently paid articles either by air or by surface routes, should impress on each such article **with “T” stamp** in the middle of the upper part of front side and mention an amount equal to twice the amount of deficient postage in paise, should be written in a clearly legible manner.

135. Limit of weight of mails: -

- Weight to be carried by each letter mail runner on a main line should not ordinarily exceed 14Kg.
- A lower limit may be fixed by the Head of Circle in hilly and difficult nature.
- The maximum weight for a Parcel Bag conveyed by RMS is 37Kg, when it is carried by trolley.
- The weight of Postal articles including Parcel and cash to be carried by a Postman or a village postman/ABPM should not exceed 10Kg.
- **Special Parcel Runner:** -
 - Weight of each parcel should not exceed 14Kg and weight to be carried by each man should not exceed 28Kg.

136. Supply of Due Mail and Sorting List (M-9)

- For Post Offices and Mail offices in communication with offices in more than one RMS Division – By Head of Circle
- For First class of Head Office not in direct communication with the RMS, - Head of Circle
- For Post Offices in Direct communication with a mail office in One RMS Division only – By The Supdt. Of RMS Div.
- All SOs and BOs are either transit offices except those in direct communication with RMS and for transit sections under the control of the Supdt. Of Post Offices – By the Supdt of Post Offices Div.
- Village Sorting Lists (M-52) are prepared and supplied to HO, SO or BO by Sub Division Head.

145. Record of irregularities: -

- Each Post Office and, in the large Post Offices, each department of the office should keep an Error Book in the prescribed form, while each Sorting Assistant in the RMS should keep a similar book called the rough notebook



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147. Applications for interception of letters: -

- Interception of articles can not be proceeded without the orders of the Member (O)/Head of the Circle/Regional Head/Regional Director. In emergency case interception can be done as per order of Divisional Head but He will inform the competent authority within 3 days about this action and Confirmation of Competent authority should be get within 7 days otherwise action will be ceased.

148. Redelivery to the sender or alteration/correction of address of postal articles in the course of transmission by post: -

- The sender of an item may avail the following facility in respect of the accountable domestic item and international inward item, by paying a postal fee Rs.6/-, without reference to the consent of the addressee, namely :-
 - recall of the item from the post;
 - Provided that the item may be cancelled before it has been dispatched from the office of booking for any reason as may be specified by administrative instructions from time to time; or
 - alteration in address or name of the addressee.
 - The addressee of an item may avail the facility of alteration in address, free of charge in case where the original address and the substitute address are within the delivery area of the same post office; or otherwise by paying a postal fee, as mentioned in sub-regulation (1).
 - The Post Office shall give a receipt of the applicable fees.

155. Half yearly enumeration returns: -

- During the second week of the months of Feb and Aug of each year i.e., from 8th to 21st, both days inclusive.
- Articles included in these returns
 - Ordinary unregistered articles of letter mail
 - Unregistered Parcels given out for delivery to the postmen and village postman and window.
 - Service articles should be included under the paid head.
 - In Post Office, a copy of the return should be forwarded by mail of 15th Day to
 - Head of Circle by each Head Office
 - Its Head office by each Sub Office.



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Instructions : This Proforma must be prepared by Division/ Controlling Office after collecting data from Post Offices under their Control and submitted to Circle.																
NAME OF DIVISION _____ PROFORMA : RURAL																
HALF YEARLY ENUMERATION OF UNREGISTERED POSTAL ARTICLES																
Period from 8-2-2022 to 21-2-2022																
OTHER THAN POSTAL SERVICE																
SL. NO.	ARTICLES	8 th Feb - 2022	9 th Feb - 2022	10 th Feb - 2022	11 th Feb - 2022	12 th Feb - 2022	13 th Feb - 2022	14 th Feb - 2022	15 th Feb - 2022	16 th Feb - 2022	17 th Feb - 2022	18 th Feb - 2022	19 th Feb - 2022	20 th Feb - 2022	21 th Feb - 2022	TOTAL
1 (A)	Envelopes posted under Bill Mail Service (BMS)															
1 (B)	Envelopes posted under National Bill Mail Service (NBMS)															
1 (C)	Envelope / Letters (Unpaid/ Insufficiently Paid)															
1 (D)	ALL OTHER ENVELOPS except those in 1(A) to 1(C)															
2	Post Card															
3	Printed Post Card															
4	Competition Postcard															
5	Maghdoos Postcards															
6	Letter Card (Inland)															
7	Registered News Papers :-															
A	(Single copy)															
B	(Bundle)															
C	Packets															
A	Packets containing Books & Sample Packet															
B	Packets containing Printed Books															
C	Packets containing Periodicals															
S	Parcels															
10	Acknowledgements (all items)															
TOTAL:																
POSTAL SERVICES																
SL. NO.	ARTICLES	8 th Feb - 2022	9 th Feb - 2022	10 th Feb - 2022	11 th Feb - 2022	12 th Feb - 2022	13 th Feb - 2022	14 th Feb - 2022	15 th Feb - 2022	16 th Feb - 2022	17 th Feb - 2022	18 th Feb - 2022	19 th Feb - 2022	20 th Feb - 2022	21 th Feb - 2022	TOTAL
1	Letters															
2	Post Cards															
3	Parcels															
TOTAL																
* Providing Reasons for variation is MANDATORY																

172.A I

- All cases of highway robbery, theft, criminal breach of trust, cheating by personation offences are cognizable by the Police.
- Cheating (otherwise than by personation), forgery and all other offences (except such as are punishable with imprisonment for three years or more) are non-cognizable.

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172.A II -

- In cognizable cases, it should be remembered that, when information has once been given to the Police under Section 154 of the Criminal Procedure Code (**Now section 173 of the BNSS**), the action to be taken in the matter will be controlled by the Police. The local officer of the Department should, however, keep in a close personal touch with the progress of the enquiry and should render the Police every possible assistance.

172-A. III-

- In non-cognizable cases, an officer deputed by the Head of the Circle, or the Superintendent of Post Offices or Railway Mail Service, as the case may be, must take up the investigation with the least possible delay.
- if it is necessary or advisable to obtain the aid of the Police, the facts should be placed in writing before the nearest Magistrate having jurisdiction, and he should be requested, under Section 155 of the Criminal Procedure Code (**Now section 174 of the BNSS**) to direct the Police also to hold an investigation.

175. The following are the monetary limits for handling of loss and fraud cases for conducting the investigations: -

S.No.	Level of Investigation Officer	Earlier Monetary Limit	Revised Monetary Limit (w.e.f. 23.09.21)
1	Inspector/ASPOs	Up to Rs.1 Lakh	Up to Rs.2 Lakh
2.	Divisional Head/ Chief Postmaster/ Senior Postmaster/ Deputy Director Mumbai and Kolkata GPO/AD and equivalent officer of HO/GPO in case non availability of Chief Postmaster	Above Rs.1 Lakh and up to Rs.2 Lakh	Above Rs.2 Lakh and up to Rs.5 Lakh
3.	AD/ APMG of Regional and Circle Office	Above Rs.2 Lakh and up to Rs. 5 Lakh	Above Rs.5 Lakh and up to Rs.10 Lakh
4.	Director Postal Services and above	Above Rs.5 Lakh	Above Rs.10 Lakh

214. Fraud facilitated by lax supervision: -

- When a system of fraud is carried on in a Post Office, it will generally be found that several members of the establishment have been acting in collusion, and that the Postmaster has been lax in his supervision.



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226. Definition of weighment System

- The weighment system is the system in force on Indian Railways, under which closed bags (mail, packet or transit) without limit of weight, are conveyed in luggage vans in the custody of Railway Guards. Mails so carried are charged for, according to weight, at the rate prescribed from time to time. Payment for a regular daily service is made half-yearly, payment for occasional dispatches is made quarterly on presentation of bills supported by vouchers.

227. Cases in which the weighment system may be adopted: -

- When it is known that the bags do not contain cash, postage stamp or postal orders, they may be sent under the weighment system enclosed in mail or transit bags.

234. Half yearly weighment of bags: -

- The mail handed over to the stationmaster on the 21st January, and the 21st July, of each year must be delivered by a responsible officer of the dispatching office after weighment in the presence of the stationmaster.
- The statement in Form No. M-105 should be prepared in quadruplicate by means of a carbon paper on the statement by the same process.
- If any part of the mail is to be sent by special messenger, it should also be weighed, and included in the total weight on which the half -yearly charge is calculated.
- After all the bags have been weighed, the officer deputed by the Post Office and the stationmaster should sign all the copies of the statement by the carbon process, in attestation of the entries.
- The original and duplicate copies of the statement should then be handed over to the stationmaster and the triplicate at once forwarded to the Superintendent, RMS, a copy of it being placed on record.
- The stationmaster will keep one of his copies as the Railway record, and send the other to the Railway Accounts Officer to be attached as a voucher to the bill submitted to the Head of the Circle concerned.
- If the vouchers are in order, the latter officer should accept the charges supported by them as final.
