

Book Of BO Rules

CONTENTS

1. Miscellaneous Rules
2. Mails
3. Sorting
4. Delivery
5. Registration and Parcel
6. Money Orders and Postal Orders
7. Accounts
8. Telegrams

Total Rules - 145

5. Notice of hours of business: -

- A notice of hours of business in form **M- 6(c)** will be supplied to each branch office by the S.D.I.
- The notice should be pasted on a notice board and hung up prominently in the office so as to be visible to the public.



7. Village sorting lists and route lists and beat maps: -

- The village sorting list (**M-52**) shows the names of the villages that are served by each ABPM and arranged in alphabetical order.
- The village sorting list also shows in what villages letter boxes are placed and which of these letter-boxes are provided with changeable plates.
- The route list (**M-53**) will be accompanied by a map of the beat and will also show the route to be followed by the ABPM the days fixed for his departure from, and return to the Post Office, the day on which each village should be visited by him and the villages in which he is allowed to halt.
- The village sorting list, as well as the copies of route lists and beat maps, should be hung up in the post office

8. Due mail and sorting lists. – A due mail and sorting list will be supplied

- (a) to every branch office in direct communication with the R.M.S. by the Superintendent R.M.S. concerned, and
- (b) to every other branch office which is a transit or sorting office, by the Superintendent.
- (c) The due Mail list will show the bag or bags to be received or despatched from or to each office or section with which mails are exchanged and in what cases the bags should be accompanied by mail lists. The sorting list will show the articles to be sent in each bag by the branch office.



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9. Supervision of delivery staff: -

- **Postman Book (MS-27) :**
- **Village Postman Register (MS-85)**
- **Village Postman Visit Book (MS-86)**

MS-27	MS-85	MS-86
The book of Postman in which he enters the articles details, memo received from BPM	The register of Postman in which he enters the articles details, memo received from BPM	<p>A visit book of a Village post man in which he enters the name of village to be visited or visited by him.</p> <p>Red ink used by BPM in MS-86 – The ABPM is not obliged to be visited on every trip but has to be visited the village marked in Red entries.</p> <p>Black ink used by BPM in MS-86 – The villages have to be visited regularly.</p>

The weight of postal articles (including parcels to be carried by a village postman or extra departmental delivery agent should not exceed 10 kg.

11.Custody of cash: – (1) It may not be necessary to supply a safe to every extra departmental branch office, but one may at the discretion of the Supdt. Post Offices be provided on the report of the S.D.I. supported by the recommendation of the S.D.I.

19. Stamps and Seals: - Every branch office is supplied with a seal and the following stamps :-

(a) A combined name and date stamp of rectangular shape.

(b) A postage-due stamp.

(c) A number slip name-stamp (except to a branch office not doing registration work independently of its account office).

- Branch offices which despatch mails in one direction more than once a day, will be supplied with date-stamps provided with hour type.
- The date stamp should be impressed on every communication addressed by the branch postmaster to the Superintendent or the S.D.I. in addition to any other stamps that may be required on the form used.



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20. Book of Postmarks. –

- A book in form MS-18 must be kept in every branch office, in which impressions of all the stamps holding date or other movable type, and of the seal (if it has movable type), should be taken daily before they are brought into use. The branch postmaster must be careful to see that the impressions are distinct and clear, and he should initial the book every day after all the impressions for the day have been taken.

21. Books and forms and their preservation: -

- The BO Account (PA-6) and the BO Journal (PA-5) should be preserved for 3 years after they are used up.
- The book of receipt (MS-87 (a)) and registered and parcel lists, mail lists of branch office should be preserved for 2 years
- Postman's book of receipt (MS-87), book of Postmarks (MS-18) and Registered Journal (RP.51) should be destroyed in the branch postmaster's presence, by shredding method, in such manner that they may not be used again.

22. Book of receipts [MS-87(a)]–

- the form of receipt to be given to the sender of an insured or V.P. article of the letter or parcel mail or to the remitter of a money order; premia paid by P.L.I. Policy holder; Telegraph charges realised in Cash.
- The counterfoil on which an office copy of the receipt is kept, Each part bears a printed serial No. which is the No. to be assigned by the Branch Office to the insured or V.P. article of the letter or parcel mail or money order for which the receipt is granted.

36. Error book (MS-2) –

- The error book (MS-2) is a record of all irregularities noticed and should be maintained in all branch offices. Every irregularity, serious or petty, committed by any member of the office establishment or noticed to have been committed by any other office or section, when mails are received or opened, should be entered in the error book, special care being taken to notice by this means cases of mis-sending and misdirection of articles

37-A. Suggestion/Complaint Book: –

- Complaint/Suggestion Book (MS-94) should be kept by all Branch Post Offices and a member of the Public can record in it any complaint or suggestion regarding any service matter in duplicate by carbonic process.
- This book should be kept at a conspicuous place easily accessible to the members of the public without their having to ask for it.



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40. Mobilisation notices and notices to reservists: –

- Mobilisation notices to the Indian soldiers on leave or furlough, and notices to reservists issued by Officers Commanding Indian regiments, will be presented at the post office enclosed in the special large light-yellow and orange covers, respectively conspicuously marked "MOBILISATION" or "RESERVISTS"

42. Post office order book: –

- Every branch office must keep an order book in form MS-8 in which inspecting officers will record their remarks and orders.
- The branch postmaster is personally responsible that any action required on the part of his office establishment by the remarks or orders of inspecting officers is promptly taken, and he should, without delay, take any action that may be required on his own part.
- Each order book has 200 serially numbered pages and the willful removal of a page will be regarded as a serious offence and render the offender liable to removal.
- The order book is a permanent record and may not be destroyed without the special permission of the Superintendent.

44. Branch office circulars: -

- Circulars issued by the Director General or the Head of the Circle need not be supplied to branch office but arrangements should be made for only such matters as concern branch offices to be incorporated in Branch Office Circulars in the Regional languages to be issued by Heads of Circles. These Circulars should be supplied to all branch offices.
- Branch Office Circulars issued by Heads of Circles will be destroyed after 3 years from the month of April following the close of the official year in which they were issued.

45. Half-yearly enumeration returns (MS-6): –

- The time fixed for making the half yearly enumeration is the second week of the months of February and August each year, i.e. from the 8th to the 21st, both days inclusive.
- A copy of the return should be forwarded by the mail of the 15th to the account office.
- the number of ordinary unregistered articles of the letter mail and of unregistered parcels given out for delivery to the postmen, village postmen and extra-departmental delivery agent and from the window. The different classes of service articles of the unregistered letter mail should also be counted separately and the total number of articles of each class should be shown in the enumeration return against the appropriate head.

46. Yearly village returns (MS-88): -

- During the first fourteen days of the month of March each year i.e., from the 1st to the 14th, both days inclusive, a return should be kept by the branch postmaster showing the number of articles of all description (including money orders) received daily for delivery in each village within the



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delivery jurisdiction of the office. On the 15th of the month for which the return is kept, it should be totalled and signed by the branch postmaster and forwarded to the ASPOs/SDI.

50. Leave applications from extra-departmental branch postmasters and delivery agents. –

- The applications for leave from an extra-departmental branch postmaster must be prepared in form App.- 45 in 4 copies and submitted to the ASPOs/SDI of Post Office concerned.
- It should be preserved for three years after the connection of the extra-departmental branch postmaster ceases with the Department.

53. Bags received with signs of tampering: -

- If any cash or article is found, missing, or if any article has been tampered with, a report should be made at once to the Superintendent and to the office or section by which the bag was enclosed, the bag and the label (without detaching it from the cord and seal) should be marked clearly with the initials and date stamped and carefully preserved by the branch postmaster.
- A record of the irregularity should be made in the error book.

59. Clearance of letter-boxes: -

- The branch postmaster should clear the office letter-box at the hours fixed by the ASPOs/SDI.
- If there are any paid articles intended for delivery from the branch office, they should be delivered to the addressees. All other articles should be sorted in accordance with the sorting list for the offices to which they are to be sent, or put aside for despatch to the account office.
- Unregistered articles received by a branch office in sorting should be sorted for despatch in accordance with the sorting list. Such articles should not be stamped by the branch office.
- Stamps which are not Indian postage stamps when affixed to postal articles, cannot be accepted in payment of postage and should not be defaced.

62. Unpaid, open and insecurely closed articles: –

- Any open or insecurely closed inland article which may be found in a letter-box or received in sorting should be securely closed and stamped with “Postage due” stamps if unpaid or insufficiently paid, the postage due being noted before forwarding the same.
- The amount of unpaid postage represented by such articles should not be credited in the branch office account, nor should their particulars be noted in the journal (Pa-5)

64. Check slip (MS-10): -

- 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



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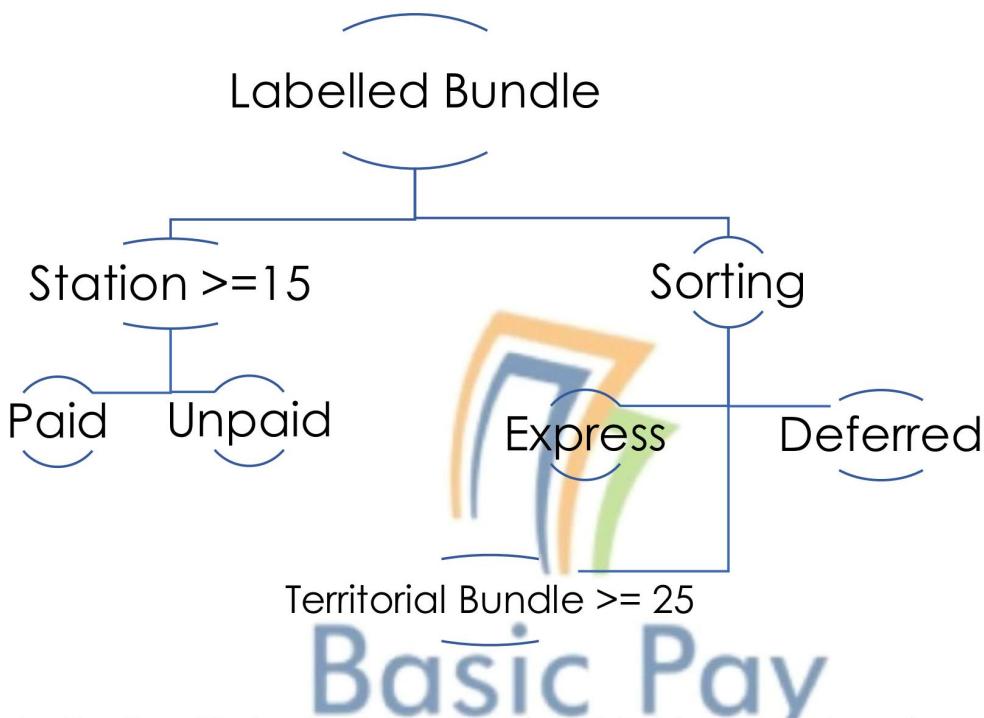


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- The white check-slip is used for both express and deferred bundles, the slip being marked on the face with 2 diagonal lines in blue pencil when it is used for an express bundle.

65. 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.

66. Delivery of unregistered articles of the letter mail: -

- The unregistered articles (paid and unpaid), received for delivery, should be stamped on the back with the date-stamp on the day or receipt, except postcards which should always be stamped on the address-side, and if they are subsequently given out for delivery by a village postman or postman or Gramin Dak whose beat extends beyond a single town or village, they should again be stamped.



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- The amount of postage due on articles that are unpaid, or insufficiently paid, should be entered in the B.O. Journal (Pa-5)
- An article received by the foreign post should not under any circumstances, be taxed with postage by the branch office.

67. Postage taxed and credited by the branch office: -

- BPM must also see that all unpaid and insufficiently paid unregistered articles posted in the branch office and intended for delivery from the office itself, are properly taxed by him with postage and impressed with the postage-due stamp.
- The office of posting is responsible for seeing that the correct postage is paid on a registered newspaper, and the postage paid on articles of this class should not, therefore, be challenged by the office of delivery. If, however, there should be reason to believe that any office of posting is not sufficiently careful in the discharge of this duty, an immediate report should be made by the office of delivery to the superintendent through the account office.

77. Registered journal and parcel journal: -

- The registered journal (R.P.- 51) comprises the form in duplicate of the receipt to be given to sender of an ordinary registered (excluding V.P. and insured) article of the letter or parcel mail.
- Each receipt in the journals bears a printed serial number which is the No. to be assigned by the branch office to be registered article of the letter or parcel mail for which the receipt is granted. The series of numbers runs from 1 to 200, and each book contain 200 receipts.

79. Registered and parcel list: -

- Registered List: - R.P. - 32
- Parcel List: - R.P. - 3
- If any correction is made in the entries of the numbers or of the office of posting in a registered or parcel list, it should be attested by the Branch Postmaster with his initials. No correction is however, to be made in the total of the entries in a list, on any account. If an incorrect total has been entered the list should be destroyed and fresh one prepared.



80. Acknowledgement. [R.P.- 54 or R.P.-54(a)]

- A registered article of the letter mail addressed to a foreign country for which an acknowledgement of receipt is required by the sender, should be marked very clearly with the word “*Avis de reception*”

81. Treatment of articles of the letter mail presented for registration: -

- In offices authorised to perform registration work independently
 - A receipt for sender RP-51 (Registered Journal) should be used.
 - If the registered article which has been delivered is presented with a revised address for registration at the office which delivered it, or at any other office within the local limits of the same post town,



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a fresh registration fee is payable but no additional postage should be charged on the article unless it has been opened.

➤ **In offices not authorised to perform registration work independently**

- The receipts received from account office for the registered articles when received must be pasted to the counterfoil of the corresponding receipts in the book of receipts [MS-87(a)]
- The article should be sent to the account office entered in the B.O. daily account.

83. Preparation of registered bundles for despatch by offices performing registration work independently: -

- Station bundle for uninsured Articles: - Articles > 2

84. Despatch of registered articles by offices performing registration work independently: -

- The registered (excluding V.P.) articles posted for despatch should be entered in the registered list (R.P.-32) for the office or section with the branch office is in communication and also for the account office if authorised to use registered list
- Value-payable registered articles must be despatched only through the account office entered on the reverse of the branch office daily account [A.C.G.-22(a)]

85. Articles of the letter mail marked “Registered” found in a letter box: -

- If an article of the inland letter mail marked “Registered” is found in a letter-box, it should be registered as soon as practicable after it is taken from the letter-box.
- If the article is not fully prepaid with the postage and registration fee, it should be charged with a fee equal to double the usual registration fee and the amount of postage due.

86. Receipt and delivery of ordinary registered articles of the letter mail: -

- Where an unclaimed or refused article is received by the branch office of posting for return to the sender, it should be issued for delivery in the usual course except that, if there is an acknowledgement attached, this need not be sent out with the article but may be destroyed.

91. Receipt and delivery of ordinary registered parcels: -

- Parcels weighing less than 5 Kgs, speed post parcels, and parcels weighing more than 5 Kgs. on which a surcharge of Rs. 5/- has been paid for home delivery, will be issued for delivery only once.
- Parcels weighing more than 5 Kgs will not be sent out for delivery through postman but will be kept in the custody of the Postmaster pending delivery. An intimation will be prepared in manuscript and issued for delivery to the addressee



93. Conditions of Insurance: –

- Registered letters and parcels (including v.p.) may be insured at a branch office up to the value of Rs. 600 for such post offices as are authorised to deliver insured articles; provided that is no case shall such value exceed the real value of the contents of the article insured.
- when an article is presented for insurance reference should be made to the List of Post Offices in the Post Office Guide Volume III to ascertain whether the office to which the article is addressed is one to which insured articles can be forwarded. If the symbol “B” or “L” is found opposite the name of the office of destination in the List of Post Offices the sender should be informed that the article cannot be insured.

94. Treatment of letters and parcels presented for insurance: -

- Acknowledgements for inland insured letters (R.P.-54) are given free of charge, but, in the case of foreign insured letters, a special fee, in addition to the postage and the fees for registration and insurance, must be paid if an acknowledgement is required by the sender

95. Preparation of insured letters and parcels for despatch by offices performing registration work independently: -

- A foreign insured article shall have in addition a red label pasted to it bearing the words “Valeur declaree.”



101. Unclaimed V.P. articles: –

- if 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 Rs. 3 for each day of such further period in the case of value payable parcels and Rs. 2 for each day of such further period in the case of other value payable letters, the article shall not be returned to the sender until he expiration of the further period covered by the application.
- The fees for detention of the value payable articles beyond the period of 7 days shall be recovered in advance and the amount is to be paid in postage stamps affixed to the application made for detention of the article.
- In every case in which a V.P. article cannot be delivered because of the death of the addressee, immediate intimation should be given to the sender by means of a postcard registered on service

124. Branch office account: –

- The branch office account (Pa-6) is record of the monetary transaction between the branch office and the account office.
- Cash realised by postage collections must never be included in the item “Cash collected” of the branch office account.
- the amount collected on account of V.P. articles delivered should be credited under the head Money orders issued”.



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- The value of postage stamps given in exchange for reply-coupons should be shown under the head “Unclassified payments”.

129. Contents of branch office bag for account office: -

- The B.O. bag closed on 1st of each month must contain abstract of the monetary transactions of the branch office for the preceding month in form PA-7

130. Remittances sent through the post.

- Cash bags are of two different kinds viz. leather cash bags and cloth bags.
- All offices which make remittances by post will be supplied with cloth cash bags, but offices which exchange remittances exceeding Rs. 500 on an average of at least 10 times a month will also be supplied with leather cash bag.
- When an office is supplied with cash bags of both kinds, the cloth bags should be used when the amount of remittance consists of currency notes only and does not exceed Rs. 500 and the leather bags will be used when the remittances include coins or exceeds Rs. 500.

134. Preparation of the B.O. daily account: -

- When the Branch Office account has been written, the entries should be copied into the B.O. daily account [ACG-22(a)]
- The B.O. daily account is a due document and the branch postmaster will be held responsible that it is correctly prepared and submitted every day to the account office. “On any day when there is no monetary transaction, the B.O. Daily Account should be submitted to the Account office in the form A.C.G.-22(c) instead of in the form A.C.G.-22(a)

BO Documents Prepared at Account Office: -

- BO Slip – PA-4
- BO Summary – ACG-3(a)
