POST OFFICE MANUAL

Volume VII

MAIL SORTING AND TRANSPORTATION

SECOND EDITION

Corrected upto 30th November, 2002

Issued under the authority of the Director General, Pakistan Post Office

2003

NOTICE

The principles underlying the arrangement of the rules in the different volumes of the *Post Office Manual* will be found in the Preface to the *Post Office Manual,* Volume II.

This the second Edition of the Post Office Manual Volume VII in an updated form. The first Edition was previously published by the Department as corrected upto the year 1967.

The rules contained in this volume of the *Post Office Manual* supersede all previous rules and circulars on the subjects herein treated of.

These rules must be carefully read by all officers of the Mail Sorting and Transportation, as no breach of the rules will be excused on the plea of ignorance.

Every effort has been made to bring the rules corrected upto date. Howeven pointing out of any omission or error would be be welcome and promptly attended to.

CONTENTS

CHAPTER	PAGES
1.—Miscellaneous Rules	1—21
2.—General Rules for Sections and Mail Offices	22—37
3.—Sorting Sections and Sorting Mail Offices	38—64
3-A.—Primiary and Secondary System of Sorting	65—81
4.—Transit Sections and Transit Mail Offices	82—84
5.—Record Offices	85—97
6.—Porters and Van Peons	98—99
7.—Inland Air Mail	100—106

APPENDICES

A.—Rules relating to Camp Articles	107—112
B.—Rules governing the relations between Railway Administrations and the Post Office in regard to train timings ..	113—117
C.—List of work-papers issued to sections and mail offices, showing the stamps to be impressed and the entries to be made during attendance hours and during working hours	118—127
INDEX	128—155
INDEX TO CORRECTIONS	156—162

Contents of Chapters

CHAPTER 1

MISCELLANEOUS RULES

RULES		PAGES
1.	Departments of a set of a mail sorting … … … … …	1
2.	Posting of prepaid unregistered articles in trains and steamers	1
3.	Mention of sections in official correspondence … … …	2
4.	Interception or redirection of articles … … … … …	3
5.	Information not to be made public … … … … …	3
6.	Date on stamps and seals … … … … … … … …	4
7.	Breaks and accidents … … … … … … … … …	4
8.	[*Deleted*] … … … … … … … … … … …	4
9.	Extra reserved accommodation in trains … … … …	4
10.	Misconnection of trains … … … … … … … …	5
10/1.	Detention of trains for postal purposes … … … …	6
11.	Weekly sorting orders … … … … … … … …	6
12.	Receipts to be taken in hand-to-hand exchanges … …	6
13.	Knowledge of sorting list and list of Pakistan post offices …	7
14.	Metal tokens … … … … … … … … … …	8
14/1.	Public business transacted in mail and record offices …	9
15.	Relaxation of work on Sundays and P.O. holidays … …	9
16.	Disposal of records … … … … … … … … …	10
17.	Postage stamps for sale … … … … … … …	13
18.	Custody of Government money … … … … … …	14
18/1.	Standard for the weekly working hours in the M.S.T. sorting sections … … … … … … … … …	14
18/2.	Counting the period of spare journey of an M.S.T. official in a mail van or as ordinary passenger … … … …	15
18/3.	Memorandum of distribution of work … … … … …	15
18/4.	Notice of hours of business … … … … … … …	16
18/5.	Maintenance and upkeep of account … … … … …	16
18/6.	Disbursement of pay and allowances … … … … …	16
18/7.	Extra duty and outstation allowances bills … … … …	17
18/8.	Submission of memorandum of disbursement of pay and allowances to head of the circle … … … … …	18
18/9.	Filing of acquittance rolls and other documents returned by head of the circle. … … … … … … …	19
18/10.	Cash book … … … … … … … … … … …	20
18/11	Cash abstract … … … … … … … … … …	20
18/12.	Permanent advances. … … … … … … … … …	20
18/13.	Statement submitted to the audit office and circle office …	21

RULES **PAGES**

18/14. Service books and service rools … … … … … … 21

CHAPTER 2

GENERAL RULES FOR SECTIONS AND MAIL OFFICES

19. Stamps and seals … … … … … … … … … … 22
20. Books … … … … … … … … … … … … 22
21. Portfolio and its contents … … … … … … … 23
22. Stationery … … … … … … … … … … … 24
23. Attache cases … … … … … … … … … … … 25
24. Lamps and lanterns … … … … … … … … 25
25. Relations of sorters with record clerk … … … … … 25
26. Attendance at record office … … … … … … … 26
27. Checking and submission of work-papers … … … … 26
28. Preparation of daily report … … … … … … … 26
29. Important irregularities, etc., to be mentioned in daily report … … … … … … … … … … 27
30. Delivery of empty bags to record office … … … … 29
31. Preparation of work-papers … … … … … … 29
32. Receipt of empty bags from record office … … … … 29
33. Attendance of sorters on railway platform … … … … 29
34. Waiting place for sorters on platform … … … … 29
35. Change of sets at changing station … … … … … 30
36. Sorters not to leave the van or mail office … … … … 30
37. Window of van to be closed when at platforms … … … 30
38. Prohibition against smoking, cooking and the use of naked lights in mail vans … … … … … … … … 30
39. Sudden or serious illness of sorter on duty … … … … 31
40. Mail abstract … … … … … … … … … … 31
41. Exchange of mails … … … … … … … … … 32
42. Closed well … … … … … … … … … … 34
43. Disposal of mails addressed to a section or mail office … 34
44. Prompt entry of unusual mails in mail lists … … … 35
45. Preparation of mail lists despatched and entries in mail abstract … … … … … … … … … … 35
46. Closing of transit bags … … … … … … … … 36
47. Completion of mail abstract … … … … … … … 37
48. Duties and responsibility of head sorter … … … … 38

CHAPTER 3

SORTING SECTION AND SORTING MAIL OFFICES

PART I.—MAIL DEPARTMENT

RULES		PAGES
49.	Supervision of set … … … … … … … …	39
50.	Sorting of unregistered letter mail articles … … … …	40
51.	Attendance of set … … … … … … … …	40
52.	Receipt of mails at changing station … … … …	40
53.	Examination of van … … … … … … … …	40
54.	Arrangement of articles, etc. … … … … … …	41
55.	Opening of mail bags … … … … … … … …	41
56.	Registered bags received … … … … … … …	41
56/1	Express Post bags received … … … … … … …	41
57.	Parcel mail articles received … … … … … …	42
58.	Unregistered articles received … … … … … …	42
58/1.	Certificates of posting … … … … … … …	42
59.	Return-train mail bags received … … … … … …	42
60.	Opening of other bags … … … … … … …	43
61.	Receipt of articles and bags for despatch … … … …	43
62.	Unregistered articles for despatch … … … … …	43
63.	Preparation of return-train mail bags for despatch … …	44
64.	Preparation of mail for despatch … … … … … …	45
65.	Parcel and packet bags for despatch … … … … …	45
65/1	Air Express bags for despatch … … … … … …	45
65/2	Urgent Mail Service bags for despatch … … … … …	45
65/3	International Speed Post / Express Mail Service bags for despatch … … … … … … … … … … … …	46
66.	Delivery of return-train mails … … … … … …	46
67.	Delivery of articles on the line or from mail offices … …	46
68.	Examination and arrangement of work-papers … … …	47
69.	Final duties before quitting the van … … … … …	48
70.	delivery of mails at terminal station … … … … …	48
71.	Custody of stamps, seals, keys, and blank forms … …	48
72.	Final duties before quitting office … … … … …	48

PART II.—SORTING DEPARTMENT

73.	Duties and responsibility of assistant sorter … … …	49
74.	Importance of correct sorting … … … … … …	49
75.	Preliminary duties … … … … … … … …	50
76.	Separation of articles posted … … … … … …	50

RULES		PAGES
77.	Stamping and removal to sorting case … … … …	51
77/1.	Urgent Mail Service articles … … … … … …	51
77/2.	Air Express articles … … … … … … … …	51
78.	Unregistered articles received from head office … … …	51
79.	Description of sorting case … … … … … … …	52
80.	Sorting of articles … … … … … … … …	52
81.	Clearance of compartments of sorting case … … …	53
82.	[*Deleted*] … … … … … … … … … …	53
83.	Examination and packing of sorted articles … … …	53
84.	Process of examination and packing … … … … …	54
85.	Sorters to help one another when necessary … … …	54
86.	Transfer of sorted articles to head sorter … … … …	54

PART III.—REGISTRATION DEPARTMENT

87.	Duties and responsibility of registration sorter … … …	54
88.	Registered abstract … … … … … … … …	55
89.	Preliminary work … … … … … … … …	55
90.	Treatment of articles presented for registration … … …	55
90/1.	Sorting of Air Express articles … … … … … …	56
90/2.	Booking of Urgent Mail Service articles … … … …	57
91.	Preparation of registered articles for despatch … … …	57
92.	Statistics of registered articles posted … … … … …	57
93.	Receipt of registered bags … … … … … … …	58
94.	Treatment of money orders … … … … … … …	58
95.	Sorting of registered articles … … … … … …	59
95/1.	Sorting of Air Express articles … … … … … …	59
95/2.	Sorting of Urgent Mail Service articles … … … … …	59
95/3.	Sorting of International Speed Post / Express Mail Service articles … … … … … … … … … …	59
96.	Missent and over-carried registered articles … … …	60
97.	Insured bundles … … … … … … … … …	60
98.	Transfer of registered bags to head sorter … … … …	60
99.	Completion of registered abstract … … … … …	61
100.	Delivery of work-papers, etc., to the head sorter … …	61

PART IV.—PARCEL DEPARTMENT

101.	Duties and responsibility of parcel sorter … … … …	61
102.	Documents accompanying parcel mail articles … … …	61
103.	Number slips affixed to parcel mail articles … … … …	62
104.	Parcel abstract … … … … … … … … …	62
105.	Preliminary works … … … … … … … … …	62

RULES		PAGES
106.	Receipt of parcel and insured bags and loose parcel mail articles … … … … … … … … … … …	62
107.	Missent and over-carried parcel mail articles… … … …	63
108.	Sorting of parcel mail articles… … … … … … … …	63
109.	Transfer of parcel bags and parcel mail articles to head sorter … … … … … … … … … … … …	63
110.	Completion of parcel abstract … … … … … …	64
111.	Delivery of work-papers, etc., to head sorter … … … …	64

CHAPTER 3-A

PRIMARY AND SECONDARY SORTING SYSTEM

Sorting and Circulation of Mail

111/1.	Introduction … … … … … … … … … … … …	65

SORTING

Outward Sorting

111/2.	Separation, facing and post-marking of articles … … …	65
111/3.	Primary sorting … … … … … … … … … …	66
111/4.	Preparation of labelled bundles … … … … … …	66
111/5.	Secondary sorting … … … … … … … … …	66
111/6.	Primary and secondary sorting plans … … … … …	67

CIRCULATION

111/7.	Preparation and consigning of labelled bundles … … …	67
111/8.	Circulation chart … … … … … … … … … …	68
111/9.	Due mail and sorting list … … … … … … …	68
111/10.	Supervision … … … … … … … … … … … …	69
111/11.	Inward sorting … … … … … …	69
111/12.	48-box sorting fitting … … … … … … … … …	69
111/12-A.	72-box sorting fitting … … … … … … … … …	70
111/13.	Position of the sorter … … … … … … … … …	70
111/14.	Drop-bag fitting … … … … … … … … … …	70
111/15.	Musts for sorting efficiency … … … … … … … …	70
	Sorting diagrams and sorting plans … … … … …	72-81

RULES PAGES

CHAPTER 4

TRANSIT SECTIONS AND TRANSIT MAIL OFFICES

112. Duties and responsibilities of the mail guard or mail agent … 82
112/1. Attendance of set … … … … … … … … … … 82
113. Preliminary work … … … … … … … … … … 82
114. Receipt and despatch of mails … … … … … … 82
115. Disposal of unregistered articles … … … … … … 83
116. Certificates of posting … … … … … … … … … 83
117. [*Deleted*] … … … … … … … … … … … 83
118. Registration of articles. … … … … … … … 83
119. Hours fixed for closing the mail … … … … … … 83
120. Preparation of mail for despatch … … … … … … 83
121. Final duties before quitting van or office … … … … 84

CHAPTER 5

RECORD OFFICES

GENERAL RULES

122. Authority of record clerk … … … … … … … … 85
123. Supervision of work … … … … … … … … … 85
124. Distribution of work … … … … … … … … … 85
125. Nominal roll of metal tokens to be kept at head record office … … … … … … … … … … … 86
126. Hours of attendance … … … … … … … … … 86
127. Attendance on railway platform … … … … … … 86
128. Travelling of record clerk … … … … … … … … 86

DUTIES DURING ATTENDANCE HOURS OF SETS

129. Work to be done during attendance hours … … … … 87
130. Importance of proper examination of work-papers … … 87
131. Points to be observed in examining work-papers … … 87
132. Examination of work-papers of sorting sections and mail offices … … … … … … … … … … … … 88
133. Examination of work-papers of transit sections … … … 91
134. Disposal of daily reports … … … … … … … … 91
135. Issue of forms to sets … … … … … … … … … 92

RULES		PAGES
136.	inspection of work-papers prepared … … … … …	92
137.	Check of bags remaining over from previous trips or working hours with mail abstract … … … … …	92
138.	Examination of sweepings … … … … … … …	92
139.	Issue of empty bags … … … … … … … …	93
140.	Duties of the bag clerk … … … … … … …	93
141.	Delivery book … … … … … … … … …	93
142.	B orders to be copied into guidance book … … … …	94

RECORDS, RETURNS AND CORRESPONDENCE

143.	Filing of work-papers … … … … … … … …	94
144.	Periodical returns to be submitted by record clerk … …	95
145.	Record clerk's daily report … … … … … … …	96
146.	Train misconnection report … … … … … … …	96
147.	Corrected copies of sorting lists … … … … … …	97
148.	Disposal of superintendent's communications … … …	97
149.	[*Deleted*] … … … … … … … … … … …	97
150.	[*Deleted*] … … … … … … … … … … …	97

CHAPTER 6
PORTERS AND VAN PEONS
PORTERS

151.	Duties of porters … … … … … … … … …	98
152.	Duties in the record office … … … … … … …	98
153.	Attention to hand-trucks … … … … … … … …	98
154.	Porters to be properly dressed … … … … … …	98

VAN PEONS

155.	Duties of van peons … … … … … … … …	98
156.	Duties in the record office … … … … … … …	99
157.	Duties in the mail van … … … … … … … …	99
158.	Van peons to be properly dressed … … … … …	99

CHAPTER 7
INLAND AIR MAIL

159.	Articles which can be sent by air mail … … … …	100
160.	Quickest means to be adopted … … … … … …	100
161.	Air mail bags … … … … … … … … … … …	100
161/1.	Express Post bags … … … … … … … … … …	100
162.	Cancellation of superscription "By Air Mail" … … …	101
163.	Treatment of air mail in case of an accident to an aeroplane ...	101
164.	Treatment of overcarried or detained mail … … … …	102

165. Class of air mail bags … … … … … … … … 102
166. Registered bag … … … … … … … … … 103
167. Parcel bag … … … … … … … … … 103
168. Insured parcel bag … … … … … … … … 103
169. Transit bag … … … … … … … … … … 103
170. Closing of bag … … … … … … … … … 104
171. Extra bags and plural mail bags … … … … … … 104
172. Preparation of air mail way bill … … … … … … 104
173. Immediate examination and verification of mails … … 105

APPENDICES

APPENDIX 'A'—*Rules relating to camp articles* … … … 107-112
APPENDIX 'B'—*Rules governing the relations between railway Administration and the Post Office in regard to train timings* 133-117
APPENDIX 'C'—*List of work-papers issued to section and mail offices, showing the stamps to be impressed and the entries to be made during attendance hours and during working hours.* … 118-127

Post Office Manual

Volume VII
MAIL SORTING AND TRANSPORTATION

CHAPTER 1

MISCELLANEOUS RULES

1. Departments of a set of a mail sorting and transportation.— (1) Each set of a Mail Sorting and Transportation (MST) is divided, for the purposes of distribution of work and responsibility, into the following departments:

Department		Designation of official in charge
(a) Mail department	...	Head sorter.
(b) Sorting department	...	Assistant sorter.
(c) Registration department	...	Registration sorter.
(d) Parcel department	...	Parcel sorter.

(2) In sets where the number of sorters employed is less than the number of departments, the work is distributed according to the establishment entertained, the duties appertaining to two or more departments being assigned to one sorter.

(3) Where a special parcel sorter is not employed, the duties of the parcel department are assigned to the registration sorter; and in sets consisting of only two sorters the head sorter performs, in addition to his own work, all the duties of the sorting department, and the assistant sorter the duties of the registration and parcel departments.

2. Posting of prepaid unregistered articles in trains and steamers.— (1) The posting of prepaid inland and foreign unregistered articles (i.e., letters postcards printed papers and small packets) in train and steamers' letter-boxes is subject to the payment of a late fee of 50 paisa for each article,

(2) The foregoing rule applies to posting by both the general public and passengers. It also applies generally to posting by Railway officials subject to the exception that such officials may forward prepaid unregistered articles without payment of late fee from any railway station, provided that the articles are tendered by the station master himself or by some Railway officials duly authorised by him.

Note.—The members of the Railway police are considered as Railway servants for the purpose of this rule.

(3) Articles posted in a train or steamer letter-box will be dealt with immediately after leaving the station or port. The stamps on them will be first obliterated. Articles on which late fee has not been paid will be impressed with "Late fee not paid" and "Postage Due" stamps. The amount due on each article will be indicated. Thereafter, all articles irrespective of whether the late fee has been paid or not, will be forwarded by the nearest route to destinations concerned.

(4) No articles except from the station master or Railway official designated by him should be received by hand and by M.S.T. section. In cases in which the mail vans and compartments used by the M.S.T. are not provided with letter boxes, this rule must be treated as in abeyance and articles may be received by hand.

(5) Each section is provided with a notice board (form M.-49) to be hung outside on the door of the van or compartment or as near as possible to the van letter-box (if any). The board will bear the following inscription:

"Letters, postcards, printed papers and small packets posted here must EACH bear, in addition to the ordinary postage, extra postage stamps of the value of 50 paisa."

NOTE :- This rule as well as all rules contained in this volume which pertain to a sorting section of the M.S.T. will be operative only on the revival of a sorting section.

(3) Mention of sections in official correspondence.— (1) In order to avoid confusion, whenever a section is mentioned in official correspondence, the beat of the section must always be added, within brackets, after the designation, thus—

K-1 (Karachi-Rohri)
R-4 (Rawalpindi-Peshawar)

L-1 (Lahore-Rawalpindi)
L-27 (Lahore-Multan)
K-35 (Karachi- Multan)
L-25 (Lahore - Rawalpindi)
R-25 (Rawalpindi - Peshawar)
Q-25 (Quetta - Zahidan)
Q-27 (Quetta - Rohri)

(2) In cases where the beat of two or more sections is the same, the Railway designation of the train by which the section mentioned works should further be added when the section is referred to for the first time:

L—1 (Lahore- Rawalpindi) - 1 Up
L—2 (Lahore-Rawalpindi) - 5 Up

Note 1.—This rule need not be observed in communications between officials of the same division so far as the sections and mail offices of the division are concerned.

Note 2.—Reports against a section should contain, in addition to the designation, the No. of the set concerned which may be ascertained from the name or date-stamp impressed on any document or label received from the set.

4. Interception or redirection of articles.—Except on the authority of the Director-General or the head of circle a set may not

(*a*) redirect any article; or

(*b*) intercept or deliver any article to the addressee.

5. Information not to be made public.—No person not belonging to the Department may be permitted to examine any article passing through the post, even though the article may have been posted by him; nor may information respecting such an article be given to any one not belonging to the Department. Work-papers may not be shown to any official unconnected with the Mail Sorting and Transportation. Officers of the Mail Sorting and Transportation render themselves liable to dismissal if they make public any information which they receive officially or in the discharge of their duties. When information from Mail Sorting and Transportation records is asked for by any Government officer, the matter should be referred to the head of the circle for orders. (*See* also rules 152, 152/1, 152/2 and 152/3 of the *Post Office*

Manual, Volume V, which contain detailed rules regarding production of records before Police and Courts.)

6. Date on stamps and seals.—The date shown by the date-stamps and seals of a set of a section of mail office should be that of the day on which the working hours of the set begin.

7. Breaks and accidents.—Interruptions of the mail service due to breaches on the railway, floods, accidents, or any other cause, should be reported by the head sorter of the set on duty to the Divisional Superintendent, the Assistant Superintendent and the record office to which the set is attached. If the detention to mails due to breaches or accidents is likely to exceed six hours, it should be reported at once by telegraph or fax or any other electronic means of communication to the superintendent and the record office. In cases of detentions of less than this period, a report by telegraph or fax should be sent only to the record office. Till definite instructions are received from the Superintendent, the Assistant Superintendent MST; or the (Sub Record Clerk), the head sorter should make the best arrangements possible under the circumstances to ensure the safety of mails and their speedy forwarding.

8. [*Deleted.* **]**

9. Extra reserved accommodation in trains.—(1) Whenever, from any cause, the regular accommodation provided in a train is inadequate for the carriage of all mails that have to be forwarded by it, the head sorter of a section may apply to the Railway authorities for such extra accommodation as may be necessary for the exclusive use of the post office. At stations where a record clerk or a mail agent is available, request for extra accommodation, after satisfying himself that such accommodation is actually necessary, should be made by him.

(2) When extra accommodation is required under this rule, a requisition in the prescribed form should be prepared in four parts by the record clerk or head sorter: the first part of the pencil copy should be handed to the station master of the station from which the extra accommodation is reserved; the second part should be delivered up at the station to which the extra accommodation is reserved, one part of the carbon copy should be sent to the superintendent, attached to the daily report and the remaining part should be retained by the record clerk or head sorter for record. In his daily report, the record clerk or head sorter must enter the number of bags of each class (viz., transit, mail, parcel or packet) and parcel boxes (if any) placed in the extra accommodation reserved, and explain the circumstances under which the extra

accommodation was required. From the carbon copy of the requisitions and from the daily reports received by him, the superintendent should, on the 10th of each month, compile and submit to the head of circle a return in the prescribed form showing particulars of the extra accommodation used on each Railway during the preceding month and the number of bags of each class and parcel boxes conveyed in the extra accommodation in each case, and explaining the necessity for the extra accommodation.

10. Misconnection of trains.—(1) The misconnection of certain trains at certain junction stations should invariably be reported by the record offices established at those stations by telegraph or fax or any other fastest means of communication. The stations, as well as the misconnections to be reported, and whether the reports are to be sent by post or telegraph, are specified in the *Code;* and the report provided for each case must be despatched by the record clerk as early as possible .to the officers concerned.

(2) Whenever trains carrying mails fail to connect at any junction station, all the sorting sections working from, and the sorting mail office working at, such station should place in each mail bag made up by them a notice of mis-connection in the prescribed form, with an entry in the margin of the mail list showing what trains have missed connection and what mails have not, in consequence, been received.

(3) The superintendent should furnish every section or sorting mail office by which notices may be issued with a sample form, duly filled in, in respect of each mis-connection to be notified by the section. In drawing up the forms, the train which is running late should be entered in the first blank, the name of the junction station in the second, and the connecting train in the third, both trains being mentioned by their Railway designations preceded by the abbreviated name of the Railway to which they belong, thus :- Pakistan Railway, *2 Down*.

(4) To economise time and save clerical labour in the van, the notices to be issued by the sections concerned should be prepared (from the samples furnished by the superintendent) by the sorters at the record office during attendance hours, only the spaces for signature and date-stamp being left to be filled in when the notices are to be issued.

(5) The sorting sections, mail or post offices which open and dispose of mis-connected mails should intimate the disposal of the mails immediately by issuing late arrival cards in form M-18 to the record offices of the sections or

mail offices and to the post office by which such mails are due to be received. Intimation of the disposal of such mails should also be sent to the record offices of the sections and mail offices and the post offices which closed the bags.

10/1. Detention of trains for postal purposes.— (1) In cases where a mail carrying train is required to be detained for postal purposes, the station master should be given by the head sorters, mail guard, sub-record clerk, or mail agent a written requisition which should be prepared in the form provided for the purpose called "Detention Memo." (M-20).

(2) The memorandum should be prepared in duplicate by means of carbon paper. After signing both copies of the memo. and impressing them with the date-stamp the head sorter, mail guard, sub-record clerk, or mail agent should detach the upper copy and make it over to the station master as authority for the detention.

(3) The book of detention memo. should be examined by inspecting officers at the time of inspecting sections, record and mail offices and they should satisfy themselves that there has been no unnecessary detention-of trains.

11. Weekly sorting orders.—(1) Weekly sorting orders bearing an annual consecutive series of numbers are issued every week by the heads of circles, prescribing changes in the mail arrangements in the circle. These orders are forwarded to all supervising officers and record offices and should be filed in guard books. It is the duty of the record clerk to see that the changes affecting the offices and sections attached to his record office are understood by the officials concerned and incorporated in their copies of the due mail and sorting lists.

(2) Weekly sorting orders should be destroyed after three years counting from the month of July following the close of the official year in which they were issued.

Note.—For monthly circulars of heads of circles, *see* rule 149/1 of the *Post Office Manual,* Volume V.

12. Receipts to be taken in hand-to-hand exchanges.—In addition to the rules laid down elsewhere prescribing the transfer of bags or articles from one section or mail office to another or from one set to another, it is here laid down as a general rule that, whenever registered and parcel articles have to be transferred loose, the procedure described below should be followed:

When the number of registered or parcel mail articles to be made over is large, they should be enclosed in a registered or parcel bag, for which receipt should be taken in the registered or parcel abstract of the relieved set. Where the number of such articles is small and the time at the disposal of the relieving set will admit of their being counted, they should be made over loose, but under receipt on the duplicate copy of the registered or parcel list.

13. Knowledge of sorting list and list of Pakistan post offices.— (1) It is essentially necessary that every sorter should commit the sorting list to memory, so as to be able to sort articles rapidly and correctly. He should be able to readily repeat or write down from memory the particulars of the due mails received and delivered at each receipt and despatch, and should know thoroughly the arrangement of the compartments of the sorting-case as shown in the diagram furnished by the superintendent. (*See* also Chapter 3-A on Primary and Secondary System of Sorting.)

(2) Every sorter should be conversant with the *List of Pakistan Post Offices* which contains a variety of information that will be useful in sorting. He must thoroughly know the *List* so far as the head and sub-offices for which mail bags are made up are concerned, and be able to readily repeat or write down from memory the names of the sub and branch offices in account with each such head office, and of the branch office in account with each such sub-office.

(3) Additions and alterations are periodically made in the *List of Pakistan Post Offices* and it is necessary, therefore, that sorters should make themselves acquainted with all changes that affect them on receipt of new editions of the *List*, so as to keep their knowledge up to date.

(4) No sorter can be efficient unless he knows the sorting list by heart, and has an intimate acquaintance with List of *Pakistan Post Offices.*

(5) A sorting-case, with cards on which the names of post-towns are printed or written, is available at every record office for the purpose of enabling sorters to practise sorting. As this sorting-case is similar in every respect to that used by a set while on duty, and is arranged in the same way, proficiency in sorting can be attained by any sorter by such practice. Sorting with these practice cards will be found, therefore, a useful and profitable occupation for sorters while off duty.

Note.—The superintendent, Asstt. Superintendent or record clerk may order a sorter to attend the record office for practice sorting during his rest time.

14. Metal tokens.—(1) A metal token of authorised type must be carried by all M.S.T. officials, other than supervising officers, who travel on duty in a vehicle or compartment reserved for the post office, in order to show their right to be present therein. As all record clerks, sorting supervisors, sorters, mail guards and van peons may, at any time, be required to travel in the mail van, or a reserved compartment they will each be supplied with a metal token which must be shown on demand to Railway guards and ticket examiners.

Note—. Metal tokens should also be supplied to those porters who travel in charge of mails in reserved compartments.

(2) The tokens are the property of Government and supplied from the stock depot to the head record office. The head record clerk issues tokens to the officials attached to his office and supplies them to record and sub-record clerk, for issue by them to the officials attached to their respective offices. They each bear the name of the division and a serial No. and are treated as part of the stock of the record offices. Every official to whom a token is issued is required to grant a receipt for it in the following form:

RECEIVED from the Head / Sub Record Clerk at .....

Under ..... *Division, metal token bearing No.* .....

Station ..... *Signature of official* .....

Date ..... *Designation* .....

The holder must always retain possession of his metal token and wear it when on duty, and he will be held personally responsible for its loss or misuse. He is also required to produce it for identification before his monthly salary can be disbursed to him.

Note.—If, when called upon to produce the token, the holder does not do so, he renders himself liable to the same penalty as if he had lost it.

(3) If the holder of a token goes on leave, or is transferred to the control of another record office or division or quits the service, whether by dismissal, retirement, etc., or ceases to belong to the class of officials to whom tokens are supplied, he should return the token to the record clerk in exchange for the receipt granted for it. It will be the duty of the record clerk to see that tokens are duly returned by officials who proceed on leave or are transferred or quit the service. In order that each token may, as far as possible, be retained in the possession of the original holder, the same token should, if not unpracticable, be always restored to the official who surrendered it when going on leave.

If the holder of a token is replaced by a successor, who does not hold a token, the former's token should be transferred to the latter who should be required to grant a receipt.

(4) If the holder loses his metal token, he must immediately report the fact to the record clerk who will issue a new token to him and submit a report to the superintendent. The holder will also have to make good the actual manufacturing cost, plus incidental charges (if any), viz., charges, for notifying the loss, etc., the usual formalities should be followed before effecting recovery of the amount.

Exception.— Mail peons attached to post offices are supplied with metal tokens of the authorised type when such officials travel on duty with mails in a vehicle or compartment reserved for the post office. The metal tokens should be of that of M.S.T. Division which covers the post office concerned. The postmaster of the post office to which the mail peon is attached will perform the functions of the local record clerk, and the superintendent of post offices will exercise the functions of the Superintendent, Mail Sorting and Transportation.

14/1. Public business transacted in mail and record offices.—The following business is transacted with the public in mail and record offices:

(i) Sale of stamp and stationery (by all offices during the entire working hours);

(ii) Grant of certificate of posting (by all offices during their working hours);

(iii) Registration of letters with and without late fee (by all offices during specified periods);

(iv) Registration of parcels (only by mail offices specially authorized by the head of the circle during specified hours); and

(v) Insurance of letters (in mail offices specially selected by the head of the circle during the specified hours).

15. Relaxation of work on Sundays and Post Office holidays.— (1) Offices of Superintendents, M.S.T. and record offices may be entirely closed provided that adequate arrangements are made for urgent work and that, in the case of record offices, the attendance of sorters under rule 26 can be duly arranged for either on the day preceding or on the day following a Post Office holiday.

(2) Mail Offices —

(*a*) Postage stamps and postal stationery should be sold during the working hours of the office.,

(*b*) The number of clearances of letter-boxes should be reduced, as far as possible, being as a general rule restricted to those for the principal despatches in each direction.,

(*c*) The number of despatches to the local post office should be reduced as far as possible.,

(*d*) Generally, attendance of the staff of mail offices on Post Office holidays should be reduced to the minimum compatible with the due discharge of the work, arrangements being made in large offices to relieve as many of the staff as possible entirely, in rotation, on such holidays.,

(e) Articles of the letter mail are registered and certificates of posting granted in mail offices, during specified hours, on payment of late fee.

16. Disposal of records.—(1) The following records should be torn up and sold as waste-paper on the expiration of the period of preservation noted against each:

Class of record	Period of preservation
1. Correspondence relating to robberies, thefts, frauds, tampering with, or loss of, registered and parcel mail articles, and prosecutions.	One year after the cases are closed.
2. Invoices of articles received from the stock depot.	Three years.
3. Carbonic copies of invoices of articles returned to the stock depot.	Three years.
4. Order book of a mail office and a section.	Three years.
5. Correspondence relating to personal files (appointment)(nominations, leave, punishments).	Three years after the month in which the official concerned cased to belong to the Department.
6. (a) Correspondence relating to cases in which invalid or extraordinary pension has been sanctioned.	25 years from the date the pension is sanctioned.
(b) Correspondence relating to the pension cases.	5 years from the date the pension is sanctioned.
7. Records relating to *foreign* air mail.	Eighteen months, In case of enquiry or dispute see rule 72 of the Foreign Post Manual, Volume I, and rule 21 of the Foreign Post Manual, Volume II.
8. Records of Registration and Parcel Departments	Two years

Class of record	Period of preservation
9. Other records of a record or sub record office with the exception of those mentioned in the following paragraph, and account records detailed in the Posts and Telegraphs Initial Account Code, Volume I.	Eighteen months.

(2) The following records may not be destroyed without the special permission of the head of the circle:

Order book of a record office;
Nominal roll of token-holders;
Work-papers, correspondence, or documents regarding which enquiry is in progress or connected with cases which have not been fully decided or closed.

(3) When the records mentioned above are to be destroyed, the destruction should be effected in the record clerk's presence by tearing them into pieces in such a manner that they cannot be used again. They should then be sold as wastepaper.

Note 1.—Gradation lists should be destroyed three years after new ones have been issued and registers of sanctioned establishment should be destroyed at the end of one year after new ones have been supplied or prepared.

Note 2.—The Director-General's circulars and general orders and the Postmaster-General's circulars should be destroyed after the lapse of three years counting from the month of July following the close of the official year in which they were issued.

Note 3.—In addition to the correspondence referred to in paragraph (1), the Postmaster-General may order the preservation of any other classes of

correspondence for a period longer than that prescribed above.

Note 4.—Order books of mail or record offices or sections which have been abolished should also be preserved for three years.

Note 5.—Copies of postal and other publications supplied for use in mail and record offices should be torn up and sold as waste-paper when new editions are supplied.

Invoices of publications and books of blank forms will be destroyed by the inspecting officer when he inspects the office for the first time after the receipt of the invoices for the year.

17. Postage stamps for sale.—(1) Every mail office is provided with stock of postage stamps (including embossed envelopes and postcards) for sale to the public; and the head sorter or, in the case of a transit mail office, the mail agent is responsible that a sufficient stock of postage stamps of all kinds in demand is maintained in the office. Any stamps or embossed envelopes for which there is ordinarily no demand must be obtained, at once, if asked for by any one out of the money realized from the sale of stamps advanced by the post office.

(2) The amount to be held in postage stamps by each mail office is fixed by the superintendent, and stamps to that amount will, in the first instance, be supplied to the office on application by the nearest head post office. When the first supply of stamps is received from the head office, the head sorter or mail agent, as the case may be, should grant a receipt for the value of the stamps; this receipt should be forwarded to the superintendent for countersignature and transmission to the head office. When further supplies of stamps are required they may be obtained by purchase from any post office. When cash is sent for the purchase of stamps, the head sorter must see that the money is entrusted to some trustworthy official who has given security; the official entrusted with the cash should give a receipt for it, which should be destroyed in his presence by the head sorter or the mail agent when he returns with the stamps.

(3) Postage and other (non-postal) stamps are to be kept in the office safe, but in order to save them from damage, they should be put first in boxes of wood or tin with compartments for each kind of stamp, and the boxes should be kept inside the safe. In offices where it has not been found convenient or desirable to supply boxes, the stamps should be put in card- board cases, blank books or guard books interlined with sheets of blotting paper. Even during the day time the greater portion of the stock of stamps should be kept in these boxes, books or cases which should always remain inside the safe, and only the

stamps required for a day's sales or half a day's sales should be taken out at a time. In order also to prevent stamps from getting spoilt by being kept too long in the office, the supply of each denomination of stamps must be expended before the sale of a fresh supply of the denomination begins, and for this purpose each supply purchased should be kept distinct from previous or subsequent purchases. If any stamp cannot be disposed of within a reasonable time and there is danger of their becoming damaged they should be exchanged at the post office.

Note.—No official who is employed to deface postage stamps should be allowed to sell them to the public.

18. Custody of Government money.—(1) An iron safe will be supplied to the head record office and also to record offices and sub-record offices (except sub-record offices in charge of mail agents) at the discretion of the head of circle, for the custody of Government money and all other articles and documents which are required by the rules to be kept in the office safe, and the key of the safe must always be kept by the bead record clerk, record clerk or sub-record clerk on his person.

(2) The best possible arrangements must be made to secure the safety of the office safe: the head record clerk and each record clerk and sub-record clerk should report to the superintendent the room or place and manner in which it can best be secured; and the superintendent will then issue orders on these points which must be strictly carried out.

(3) The safe supplied to the head record office will have double locks; the key of one lock will be kept by the head record clerk the key of the other by the accountant. No private money or property belonging to any person may be kept in the office safe.

18/1. Standard for the weekly working hours in the M.S.T. sorting sections.—To regulate the number of sets in the Mail Sorting and Transportation sections the basic standard of weekly working hours is maximum 36 hours and minimum 30 hours, as laid down for day sections and that in the cases of night working sections or of sections working partly by day and partly by night, the night hours should be converted into day hours according to the principle indicated in Appendix-C-2 of the Report on the Revision of Time Tests in the Post Office, 1930 read with Revised Time Tests, 2000, the co-efficient for conversion of night hours into day hours being 36/30 or 6/5 hours, i.e., duty for one hour by night to be counted as equal to duty for 1

hour and 12 minutes by day. In applying the principle of conversion "night should be reckoned as commencing at 20 hours and "day" at 6 hours.

18/2. Counting the period of spare journey of an M.S.T. official in a mail van or as ordinary passenger.— Entire period of a journey of an M.S.T. official travelling spare either in a mail van or as an ordinary passenger should be allowed to count towards duty for the purpose of out-station allowance and that one-fourth of the period of journey of an M.S.T. official travelling spare either in a mail van or as an ordinary passenger should be allowed to count towards the weekly working hours, and also towards fixing the number of sets in M.S.T. Section.

18/3. Memorandum of distribution of work.— (1) The record clerk should submit for the approval of the superintendent separate memoranda in form Ms. 11 showing the designation of the officials employed in the different branches of his record office and each mail office and section attached to it. The superintendent will sign the memoranda with such modifications as he may consider necessary and return them to the record office. A copy of the memorandum relating to each set will be supplied to the head sorter concerned by the record clerk. The distribution of work shown in the memorandum should be strictly observed. No change can be made in it without the approval of the superintendent, but in cases of sudden illness of a sorter or, in the absence of a sorter or clerk on casual leave, temporary arrangement may be made by the record clerk or the head sorter to carry on the absentee's work: the arrangement being noted in the daily report of the S. R. C. or the head sorter, as the case may be. When a redistribution of the work in the office or section is necessary, a revised memo should be submitted for the superintendent's approval. The work will be distributed according to the establishment of the office; and two or more clerks/sorters may, therefore, be employed in the same department, or the duties of two or more departments may be assigned to the same clerk/sorter. The distribution of work may also be so arranged that a clerk/sorter will, in addition to the duties of the department or departments specially assigned to him, be required to perform, during certain hours of the day, the work connected with other departments. Also, whenever (as in the case of large offices) it will not be possible for the clerk/sorter in charge of a department to perform all the duties which the rules require the clerk/sorter of that department to perform, the memorandum of distribution of work will show which of these duties are to be performed by a clerk/sorter other than the clerk/sorter in charge and by which clerk/sorter they are to be performed.

(2) The duties and responsibilities of each clerk are defined in the

rules relating to the different classes of business. Where more than one clerk is employed in a department, the clerk to whom the charge of the department is assigned will be responsible for the correct preparation of the work-papers concerned and will close the books and accounts for the day. He will also be responsible for the performance of general duties and for the careful supervision of the work of the department.

18/4. Notice of hours of business.—(1) A postal notice in form (M-5) showing the hours fixed for the transaction of business with the public and the time of despatch of each mail with the latest hours of posting in connection therewith is supplied to each mail and record office by the superintendent and should be framed and hung up prominently at a suitable place in the verandah near the public counter, where it can be easily consulted by the members of public.

(2) If any alteration in the notice of hours of business is rendered desirable, owing to changes in the mail service or any similar cause, the record clerk should submit a report proposing the alteration to the superintendent who will either issue a revised notice if the changes to be made are of an extensive nature, or if the changes to be made are of a slight nature, authorise the head of the office to make necessary corrections in the notice, which should be done neatly. The record clerk/head sorter may, under no circumstances, alter the notice of hours of business.

(3) The office copies of the notices will be preserved in the office of the superintendent for $1\frac{1}{2}$ years from the date of issue of the fresh notice.

18/5. Maintenance and upkeep of account.—The head record office (H. R. O.) in addition to its function as record office also maintains the accounts of the division. A sorter designated as an accountant is sanctioned for each H.R.O. and although he performs and maintains the books of accounts the head record clerk is personally responsible for the upkeep of the accounts, maintenance of books and punctual submission of returns. It is his personal duty to ensure that acquittance rolls in respect of staff working in or attached to sub-record offices in the division are punctually despatched and the money is timely remitted (*see* the following rules and rule 149).

Detailed rules on the subject are available in the Posts and Telegraphs *Initial Account Code,* Volume 1.

18/6. Disbursement of pay and allowances.— (1) The head record

clerk should prepare the establishment bill of the sanctioned staff of the division, both permanent and temporary, sufficiently before the close of the month to which the bills relate. After the bills have been prepared, and duly checked they should be copied on the acquittance rolls in such a manner that staff working on the last day of the month in a certain mail office or other office or attached thereto are grouped together and that separate acquittance rolls are prepared for each sub-record office or other establishments. Separate acquittance rolls should also be prepared in respect of temporary and permanent staff. Acquittance rolls so prepared should then be forwarded by the quickest means to the record offices or the establishment concerned. Care should be taken to ensure that the acquittance rolls reach the offices positively on the last working day of the month or by the forenoon of the first day of following month at the latest. The amount required to be disbursed by sub-record clerk or record clerk of the establishment concerned, should also be remitted by means of a service money order so as to reach that office by the morning of the first day of the month following that to which the bill relates. A remark should invariably be passed on the top of money order prominently in red ink *"Not to be paid before first..... .(name of the month)"*. Such money orders are issued by the post office before the first but are debited to the accounts of the division concerned on the first when the establishment bills are encashed. Such money orders should, therefore, be presented to the head office which is authorised to pay permanent cash and stamp advance to the H.R.O., and a temporary receipt for the total amount of the money orders should be granted to the postmaster and taken back when the bills are cashed and the amount is adjusted.

(2) On the first of the month following the month to which the bill relates the sub-record offices should disburse pay according to the instructions contained in *the Initial Account Code,* Volume 1. Care should be taken to see that revenue stamps of the required value are affixed to the acquittance rolls except in case of payments from an office at a place where the Pakistan Stamp Act is not in force as prescribed by Article 14 of the *Initial Account Code,* Volume 1. Acquittance rolls should be kept in the personal custody of the sub-record clerk and payments made thereon from day to day.

18/7. Extra duty and outstation allowances bills.— (1) On the first of every month the sub-record clerk should send a statement of extra duty allowance and outstation allowance and submit the same to the H. R. O. Immediately after 10th, the H. R. O. will prepare extra duty allowance bills in form A.C.G.-37 and outstation allowance bills in form A.C.G.-38. The bills will be prepared in a consolidated form in triplicate and duplicate, respectively,

for the whole of the division and copied on acquittance rolls as prescribed in the preceding paragraph.

(2) Acquittance rolls relating to travelling allowance, extra duty allowance, and outstation duty, etc., will in the similar manner be received by the sub-record clerk, as soon as possible after the 10th and should be disbursed in the manner prescribed in rule 18/6.

(3) On 25th of the month all acquittance rolls on which payment has been made, as well as those remaining undisbursed, should be signed by the sub-record clerk and returned to the head record office along with a statement showing particulars of amounts remaining undisbursed by that date. If there is good reason to believe that some of the undisbursed amount will be paid between the date of submission of the statement and close of the calendar month, the amount expected to be so disbursed should be shown separately in the statement and the net balance of cash in hand struck. It should be remembered that the H. R. 0. while remitting the amount for payment in respect of the bills of the next month will deduct the amount shown in the statement from the net total of the bills.

Note 1.—The maximum limit of Rs. l0,000 for remittance through a single money order does not apply in case of money orders relating to pay and allowances of the establishment of the M.S.T

Note 2.—The revenue stamp affixed to the acquittance rolls should be defaced on the date of payment as required by rule 107/1 (q) of the *Post Office Manual,* Volume V.

18/8. Submission of memorandum of disbursement of pay and allowances to head of the circle.—(1) The memorandum of disbursement of pay and allowances (including traveling allowances) should be submitted, under a cover registered on service, to the head of the circle, on the first of the month following that to which it relates, accompanied by the vouchers appertaining to it, viz.

(*a*) Acquittance rolls for pay and travelling allowances disbursed;
(*b*) Extracts from punishment registers.

Exception.—The receipt for a sum exceeding Rs. 100 which has been paid to a person who is not a Postal official should not be submitted with the

memorandum of disbursement of pay to the head of the circle, but a remark should be made against the entry of the charge in the acquittance roll to the effect that the receipt has been sent to the Audit Office with the establishment bill.

(2) The head record dark must personally see that the documents to be submitted with the memorandum of disbursement of pay are complete, and will be responsible that no delay occurs in their despatch.

(3) The acquittance rolls and receipts for pay and allowances disbursed and the extracts from punishment registers will be returned by the head of the circle after check, together with the memorandum of disbursement of pay and allowances attested by him; and the head record clerk should see that the acquittance rolls and receipts returned are complete by comparing them with entries in the memorandum.

Note.—The Accounts Officer and, in his absence, the Senior Accountant in the circle office dealing with accounts work, may sign the memorandum of disbursement of salaries and travelling allowances (form A.C.G.-26) for Postmaster General.

18/9. Filing of acquittance rolls and other documents returned by head of the circle.—(1) On receipt of the documents from the head of the circle, the acquittance rolls and receipts for allowances should be filed separately in monthly bundles and a note to this effect should be recorded against the entries concerned in the memorandum of disbursement of pay and allowances. The remaining acquittance rolls, receipts and other documents should be kept loose and unfolded in cardboard covers until the end of the calendar year, when the acquittance rolls and receipts for pay disbursed, together with the memoranda of disbursement appertaining to them, should be bound into books.

(2) Estimates of the cost of binding should be submitted for approval to the head of the circle or the superintendent, as the case may require.

(3) The binding should in all cases be strong and the work should be done at the record office, the binder not being allowed to take the acquittance rolls away from the office premises. In binding together large and small forms, care should be taken, as far as possible, to place two small forms alongside each other in such .a way as to match the size of the large form. Care should also be taken to see that written matter on the acquittance rolls is not covered with binding paper. The head record clerk will be held personally responsible that

the work of binding is properly carried out, and within a reasonable time, and that no documents are lost.

Note.—Where a permanent document so warrants binding may be done before the end of the year.

18/10. Cash book.—Each H.R.O. will be required to maintain a cash book in form A.C.G.-35 as prescribed in Article 374 of the Initial Account Code, Volume 1.

18/11. Cash abstract.— (1) Each head record office as well as sub-record office should maintain cash abstract in form A.C.G.-33 as prescribed in Article 375 of the *Initial Account Code,* Volume I, wherein detailed instructions regarding its filling in are also given.

(2) The cash abstracts will be kept and maintained by the sub-record clerk, in S. R. O. and by the accountant in the head record office. It should be signed by the head or sub-record clerk at the close of the day after verifying each entry recorded therein. It is the duty of the inspecting officers to check the abstract and verify the cash in hand at a sub-record office at the time of their visits to such offices.

18/12. Permanent advances.— (1) Permanent advances are granted by the head of the circle to each head record clerk in accordance with Article 293 of the *Initial Account Code,* Volume I. The advance should be distributed among himself and the sub-record offices according to the requirement of each office. The total amount of advance should be drawn from the local head office after granting a formal receipt in form A.C.G.-17. An acknowledgment for the entire amount should be sent to the Audit Office. The amount of advance for each sub-record office should be remitted to him by means of service money orders and their acknowledgements for the amount obtained and kept in the head record office in the personal custody of the head record clerk. A memorandum showing amount of advance to H. R. O. as well as its sub-record offices should be prepared and kept on record in the H. R. O.

(2) Each head and sub-record office will maintain contingent register in respect of expenditure incurred by them in their office, in the forms prescribed in Article 294 (b) of the *Initial Account Code,* Volume 1. Contingent bills are normally encashed by the head record clerk and amount is remitted to the sub-record office concerned through service money order. The sub-record

office on receipt of the money order should show the amount so received in column 4 of the register and also show the particular of money orders in the last column for remarks.

18/13. Statement submitted to the Audit Office and Circle Office.—On the 10th and the last date of each calendar month establishment bills with memoranda of undisbursed amounts, copy of cash book, contingent bills and statement of miscellaneous credits is submitted by the H. R. O. to the Audit Office. With the returns of the 10th the H. R. O. should also submit a statement of advances recovered in the form of schedules of recovery of G. P. F. subscription, G. P. F. advances, house building advances, cycle advances, P. L. I. premium and rent statements. Non-payable contingent bills duly countersigned by the Divisional Superintendent will be submitted to the circle office on the first of the month following the month to which the expenditure relates.

18/14. Service books and service rolls.— (1) in Head Record Offices, the head record clerk is responsible for the safe custody of the service books and service rolls of all M.S.T. establishments (including the establishment of the Superintendent, M.S.T. within his jurisdiction, and for all the other duties in connection with these service books and service rolls assigned to him by the rules on the subject.

(2) The accountant of the office will be responsible for the correct writing up of the entries in the service rolls for the H.R.C.'s verification, but he may, if necessary, obtain the assistance of one of his clerks for the purpose.

CHAPTER 2

GENERAL RULES FOR SECTION AND MAIL OFFICE

N.B.—The rules in this chapter, except where they are obviously inapplicable, or where there is something repugnant in the subject or context, apply alike to sections and mail offices (sorting and transit); and wherever the head sorter is mentioned, the official in charge of a set is meant, whether a head sorter, mail agent or mail guard.

19. Stamps and seals.—(1) Every set is supplied with the following stamps and seals:

(*a*) a date-stamp;
(*b*) a name-stamp;
(*c*) a postage-due stamp;
(*d*) a date-seal;
(*c*) late-fee-not-paid stamp;
(*f*) postage doubtful stamp.

(2) Each set of a sorting mail office or sorting section is further supplied with an insurance seal, enclosed in a box provided with a lock and key. The insurance seal must always remain in the possession of the head sorter, who will be held responsible for its safe custody.

(3) With each date-stamp and seal is supplied a type-box, on the lid of which is painted the designation of section or office and the number of the set to which the box belongs. Type-boxes, containing the type not in use, and the name-stamps are kept in the record office.

NOTE.—In addition, special date-seals are supplied to the registration and parcel departments, when there are separate registration and parcel sorters and to the mail department of a sorting mail office, where the duties connected with the exchange of mails are performed, by an official other than the head sorter.

20. Books.—(1) The following books are supplied to each set:

(*a*) sorting list;
(*b*) guidance book (not supplied to transit mail offices);
(*c*) *Deleted;*
(*d*) order book— but see note 2 to rule 157, Post Office Manual, Volume V;
(e) *Deleted;*

(2) Each order book has 200, and each guidance book has 100 serially numbered pages; and the wilful removal of a page will be regarded as a serious offence and render the offender liable to dismissal.

NOTE 1—.In addition. Volumes II, IV, V and VII of the Post Office Manual are supplied to record offices and sub-record offices and may be referred to by the sorters of the mail office and of the sections (if any) attached to the sub-record office. Branch office rules and *Post and Telegraph Initial Account Codes, Volume I (General Account Code),* are supplied to a head record office.

21. Portfolio and its contents.—(1) Each set of a section is supplied with a portfolio, provided with a lock and key, and bearing the designation of the section and the number of the set to which it belongs printed on it.

(2) In the protfolio should be carried

Acme covers; Bundles of work-papers; Stamps and seals; Writing materials; Box of "safety" matches; Duster; Ink-pad with tin case; Parrot-billed scissors; Pen knife; Poker; Special mail list forms; Sorting lists;	Dark bag list; Guidance books; Order book; Type tweezer; Copy of the *List of Pakistan Post Offices.,* Brass files for papers; Needles; Rubber stamping pad; Letter scale (goldsmith's) and weights; Diagram for a sorting case and sorting case labels (not supplied to transit section).

Explanation.—By "safety" matches in this rule are meant matches which will ignite by friction only on the box containing them.

NOTE 1—.Requisition forms for extra train accommodation are also carried by sections.

NOTE 2.—A list showing the content of each portfolio is issued over the signature of the superintendent and should always be carried in the portfolio to enable supervising officers to check the contents.

(3) The portfolio will always remain in the personal custody of the head sorter who will be responsible for its safety, and to enable him to carry out this rule, means for locking up or securing portfolios will be provided both at headquarters and outstation.

(4) In a sealed bag should be carried—

Sweeping brush;	Tin seal holders and wood blocks;
Late fee notice board;	Covers, etc;
Ball twine;	Detention memo.;
Sealing wax;	Express letter forms;
Stamp brush:	Misconnection cards (from M-17);
Town Delivery (T.D.) sorting list (if any):	Late arrival card (form M-18); and
Labels for bags;	Unusual bag invoice book.
Jute twine;	

Pot containing paste and sealing lantern should be carried outside.

(5) Both at headquarters and outstations, the portfolio, the sack bag containing empty bags (for the use of the section with mails or those to be returned to record office) and the sealed bag referred to in para. (4) above should be despatched to and received from the mail, record or post office by the set of the section concerned with a remark on the mail list. These entries should not, however, be included in the total struck at the foot of the mail list.

22. Stationery.—(1) The stationery rate list issued by the superintendent shows the quantity or number of the articles of stationery to be supplied to each set of every section and mail office in the division.

(2) The head sorter of a mail office should, at the commencement of each day's work, give out a stock sufficient only for the day's requirements, and the remainder of the articles should be kept under lock and key.

(3) The head sorter of each set of the various sections attached to a record office will be supplied by the record clerk, on the first of every month with a month's supply of stationery, for which he will give a receipt in the stationery register. He should keep this stock in a spare bag which, after he has given out the articles required for the set for one trip, should be closed and sealed with the date-seal of the set and deposited (for custody, under lock and key, by the record clerk) in the box provided for it at the record office. At the end of the month the

unconsumed articles (if any) should be detailed in the daily report of the set and returned to the record clerk.

23. Attache Cases.— An attache case is supplied to each sorter of a section, each mail guard and each van peon in which to keep his personal luggage. This attache case, and a roll of bedding not exceeding 3 feet in length by 4 feet in girth are the only articles of personal property that may be taken into the mail van. Any inspecting officer has authority to require a sorter, mail guard or van peon to open his attache case or bedding to see whether it contains any dutibale article (e.g. optium) or any article the transmission of which by post is prohibited.

NOTE.—*See* also rule on the subject in the *Post Office Manual*, Volume II.

24. Lamps and lanterns.—(1) Lanterns are supplied to all mail offices and sets of sections for sealing purposes. They are of two types. Those supplied to sections burn candles and are also intended for use for lighting purposes whenever the lighting of the van is defective. Those supplied to mail office burn oil.

NOTE 1.—In large sorting mail offices a stove or an electric burner for melting sealing wax and keeping it in liquid state ready for use may be supplied in place of a sealing lantern.

NOTE 2.—Sections working in vans which are provided with electric burners or stove are also supplied with sealings lanterns as a precautionary measure.

(2) Hanging lamps may be supplied to a sorting or transit mail office when work is done at night.

25. Relations of sorters with record clerk.—(1) Sorters are directly subordinate to the record clerk, and must unhesitatingly carry out the latter's orders in all official matters.

(2) The head sorter will ordinarily receive through the record clerk all instructions effecting changes in the sorting list or in departmental procedure, as well as instructions issued by the superintendent on other matters.

(3) It is the duty of head sorter to personally make over to, and receive from, the record clerk the work-papers of the set, and this duty must on no account be delegated to any other sorter.

NOTE.—The head sorter of a mail office, in some cases is also the sub-record

clerk. In such cases the instructions alluded to in paragraph (2) will be received by him direct from the superintendent.

26. Attendance at record office.—(1) All sorters must attend punctually at the record or sub-record office to which they are attached during attendance hours, and sign the attendance book. Any sorter failing to attend will be treated as absent without leave unless he produces a medical certificate or obtains leave due beforehand.

(2) Sorters should bring with them their metal tokens, sorting lists, rough note-books, and those attached to sections should also bring the portfolio of the set. None of the sorters should leave the record office until they have replied to any correspondence requiring disposal, have had the sorting list of the set corrected in accordance with A orders or weekly sorting orders and have corrected their own sorting list accordingly, have copied B orders into the guidance book, and had the guidance book initialed by all the sorters of the set and have completed the performance of the duties described in the following rules in connection both with their previous and their next working hours, or trips, as the case may be.

27. Checking and submission of work-papers.—(1) The head sorter should, with the assistance of the other sorters, check the work-papers for the previous trips in the same manner as the record clerk and write up, from his own and the other sorters' rough note-books, the daily report and extract reports relating to the trips. The work-papers should then be arranged, bundled and made over, with the daily report, to the record clerk by the head sorter personally.

(2) Each sorter should have the work-papers, for which he is responsible or which relate to him, examined in his presence by the record clerk, and should assist the latter in the work of examination.

NOTE.—The checking of the work-papers and the preparation of the daily reports and extract reports may be performed by the head sorter either during rest time before attending the record office or at the record office.

28. Preparation of daily report.—(1) The head sorter is required to submit to the superintendent; through the record clerk, a daily report in which the irregularities observed by himself, or reported to him by the other sorters of the set, must be brought to notice. The daily report should be written by the head sorter from his own and the other sorters' rough note-books. A list of the important irregularities, etc., is given in the next rule. In making each entry, the head sorter should write, in the appropriate column, first the name of the office,

section or official in fault or otherwise concerned, and following this a brief statement of the occurrence, worded as concisely as possible, but furnishing all necessary particulars. In every case in which a telegram or fax is despatched by the set, the message should be copied into the daily report, where the time of despatch, class and name of the station from which it was sent, should also be mentioned. These particulars should be taken from the copy of the message left in the book of service messages. Telegrams received by the set should be attached in original to the daily report, the action (if any) taken on them being stated in the report. The head sorter should also forward with his daily report one part of the carbon copy of the requisitions, if any made by him for extra train accommodation. The daily report should give the names of all the officials actually working in the set.

(2) The entries in the daily report should be numbered in one consecutive series for each report, and each entry neatly and legibly copied in a form of extract report, which should bear the same number as the entry to which it relates.

NOTE.—In the case of sections, the irregularities, etc., relating to the out-trip should be entered first under a manuscript heading "Out-trip", after which those relating to the in-trip should be entered under a heading "In-trip". The number of the mail van should be indicated in the report.

29. Important irregularities, etc., to be mentioned in daily report.—

(1) The following are the more important irregularities and occurrences which must be mentioned in the daily report:

(*a*) all irregularities reported by telegraph or fax or any other electronic means of communication;
(*b*) absence of a carrier appointed to receive or deliver mails, the mails detained in consequence being mentioned;
(*c*) receipt or despatch of special bags;
(*d*) Non-receipt of a due mail bag or bags "Except where the short despatch has been duly explained by the despatching office or section in the relevant mail list. (Refer exception below item (a) of rule 144, *Post Office Manual*, Volume V).
(*e*) opening of a bag not intended for the section or office by mistake, or owing to its being mislabelled or damaged, or having a suspicious appearance;
(*f*) receipt of a bag in damaged condition, or insecurely fastened, or with the fastening or seal defective, or showing signs of tampering;
(*g*) loss, over-carriage, mis-sending or mis-delivery of a bag., registered

bundle, press-packet, registered article, or parcel mail article;

(*h*) misconnection of trains, the mails delayed or not received in consequence being mentioned;

(*i*) receipt or despatch of a due bag (including surplus due bags) not of the prescribed description;

(*j*) insubordination or neglect of rules on the part of sorters and van peon;

(*k*) occasions on which duties other than those laid down in the memorandum of distribution of work are assigned to the sorters;

(*l*) illness of a sorter while on duty necessitating his leaving off work or quitting the van, or failure of a sorter to proceed on duty;

(*m*) misuse of bags, the misused bags being sent with the report;

(*n*) disposal of a damaged article or of an article containing anything injurious or offensive;

(*o*) receipt of (*i*) an unregistered article containing anything rendering registration compulsory, or (*ii*) a parcel mail article in damaged condition, or showing signs of tampering, or among articles of the letter mail posted in a letter-box or received in sorting;

(*p*) receipt of a parcel mail article without a No. slip, or not bearing the impression of the date-stamp of the office of posting;

(*q*) non-preparation of a station or registered bundle by a post office, mail office, or section or of an insured bundle by a post office, when the number of articles for a post office exceeds the prescribed minimum;

(*r*) all irregularities in respect of registered articles, insured parcles or insured bags;

(*s*) receipt of an unregistered parcel not bearing the words "Un-registered parcel" written on it in blue pencil;

(*t*) late receipt or despatch of mails from or to the local post office, the cause being stated (applies only to mail offices);

(*u*) insufficient light in the van, the cause being stated (applies only to sections); and

(*v*) non-supply of a mail van, or its removal during a trip by the Railway authorities; or an accident occurring to the train and resulting in the detention of the mails, particulars of the mails delayed being given (applies only to sections).

(2) In every case where a bag or article is received with signs of damage or tampering, or where any bag article, or due document is missing, the head sorter should be guided generally by the instructions contained in the Chapter on Investigations in the *Post Office Manual,* Volume V, and he should, where prescribed, attach the seal, twine, bag or list (as the case may be) to his daily report.

30. Delivery of empty bags to record office.—The empty bags remaining over from the previous trips contained in the bag provided for the purpose, should be counted over by the head sorter to the record clerk, who will initial the entry in the mail abstract of the number of bags returned to the record office, in proof of having received them.

31. Preparation of work-papers.—(1) The work-papers for the next trip or working hours of the set will be supplied by the record clerk to the head sorter, who should make the prescribed entries in them with the assistance of the other sorters of the set. A list of the work-papers to be used by a set during a trip, is given at the end of this volume.

(2) When the work-papers have been filled up and stamped in accordance with the instructions given in the list they should be submitted, for examination, to the record clerk, who will stamp the daily report of the set, in token of having satisfied himself of their correctness.

32. Receipt of empty bags from record office.— The head sorter will receive from the record clerk the empty bags and labels required for the use of the set during its next trip or working hours. He should examine and turn the bags inside out, and then enter them on the receipt side of the mail abstract against the head "Received from record office". He should see that suitable lengths of string are attached to the labels, and that care is taken to avoid waste in cutting up the string intended to fasten the bags. The bags should be folded and placed, with the labels, in the old bag provided for the purpose which, in the case of section, should then be sealed and labelled.

33. Attendance of sorters on railway platform.— At all changing stations, the relieving set should be present on the platform at least a quarter of an hour before the arrival of the train by which it has to proceed. At all other stations where trains are made up, e.g., Karachi, Lahore, etc., the set about to proceed on a trip should be present at the hour fixed by the superintendent, which will be at least half an hour before the departure of the train.

34. Waiting place for sorters on platform.—(1) While waiting for the train at the railway station, sorters should remain near the mail office, if there is one, on the platform; or, if there is not one, the superintendent will fix the spot where the sorters are to stay until the arrival of the train.

(2) The articles belonging to the set, viz., the portfolio and the attache cases, should be kept in the place at which the sorters are to wait. On arrival of the train these articles should be placed in a hand-truck (if one is provided) and

conveyed to the van.

35. Change of sets at changing stations.— When the mails to be delivered at the changing station by the relieved set have been handed out, the head sorter of the relieving set should enter the van and take over the mails to be transferred to his charge by the relieved set. After this is done, and the sorters of the relieved set have quitted the van, the other sorters of the relieving set should enter.

36. Sorters not to leave the van or mail office.—Except under special circumstances and with the permission of the head sorter or the superintendent, assistant superintendent, no sorter or van peon may leave the mail van at any intermediate station during the trip; nor may any sorter or porter of a mail office leave the office at any period during the working hours except the head sorter. Assistant sorter is allowed to leave the office only for the purpose of exchanging mails.

37. Window of van to be closed when at platforms.—When the train is drawn up at a railway station platform, the window of the van on the side of the platform should be closed after the mails have been exchanged and kept closed till the train starts. Sorters on duty are prohibited from talking to travellers or acquaintances at railway stations.

38. Prohibition against smoking, cooking and the use of naked lights in mail vans.—(1) Smoking, cooking and the use of naked lights in mail vans is strictly prohibited and renders the offender liable to dismissal.

(2) No stove or private lamp should be carried in a mail van except with the specific written authority of the Divisional Superintendent. In such cases, the stove or the lamp must on no account contain any combustible substance or be unpacked. The head sorter will be responsible that the order is strictly observed.

(3) Supervising officers, and headquarters assistant superintendent, when on tour, should make a point of observing carefully whether smoking, cooking or the use of naked lights in mail vans is indulged in by any of the staff; and whether any cooking apparatus is being carried unpacked. They should, as far as possible, pay surprise visits to mail vans for the purpose. A note should be made in the diary in every case in which such a check is carried out. Prompt action must always be taken against any official who has been found to infringe any of the prohibitions in question; and in these cases the head sorter should also be dealt with for allowing such irregularities to occur.

39. Sudden or serious illness of sorter on duty.—(1) When a sorter on duty in a mail van is attacked with cholera or other serious illness, the head sorter should communicate the fact, with as little delay as possible, to the guard of the train, and also report it to the superintendent. The Railway staff are provided with full and explicit instructions for their conduct in such cases, and will in addition to providing such medical assistance and care as the sufferer is in need of, take such measures as they may deem necessary for the disinfection of the van and its contents. Should the illness be cholera or other infectious disease, it is imperative to remove the sufferer from the van and to fumigate the mails; it may even be necessary to vacate the van and to occupy such other accommodation as the Railway authorities may provide. If the head sorter is himself taken ill, the senior sorter should assume charge of the set and act as directed above.

(2) When a sorter on duty in a mail office is attacked with cholera or other serious illness, the head sorter should communicate the fact to the superintendent. If the head sorter is himself taken ill, the senior sorter should assume charge of the set and act as directed above.

(3) In the case of single-handed offices or sections the information about the illness should invariably be given to the superintendent by telegraph or fax. In other cases the head sorter or the senior sorter in charge, as the case may be, should use his discretion and report the incident either by letter or by wire/fax according to the circumstances of each case.

(4) In all cases where an official is taken ill while on duty, necessary arrangements should be made by the head sorter or other staff to send him to the nearest hospital for immediate medical aid, if necessary.

40. Mail abstract.—(1) The mail abstract is divided into two parts, viz., "Mails" and "Bags".

(2) The former (or part headed "Mails") shows on the left-hand side under the head "Receipts", the number of due mails due to be received and the number actually received, and the number of unusual mails received, the bags opened by the section or office and forward bags being shown separately; and on the right-hand side under the head "Despatches", the number of due mails due to be despatched and number actually despatched, and the number of unusual mails despatched the bags closed by the section or office and forward bags being shown separately: the totals of forward bags on both sides should agree.

(3) The latter (or part headed "Bags") shows, on the left-hand side under

the bead "Receipts", the number of empty bags of each description due to be received from the record or sub-record office and with due mails opened by the section or office and the number actually received, and the number received with unusual mails; and on the right-hand side under the head "Despatches", the number of bags of each description due to be despatched with due mails closed by the section or office and the number actually despatched, the number despatched with unusual mails, and the number returned to the record or sub-record office: the totals on both sides should agree. Particulars of the bags received and despatched with unusual mails (including insured bags and bags used as coverings for paid station and registered bundles) are given on the reverse of the form.

(4) The mail abstract also shows in what cases due mails, whether they be bags opened or closed by the section or office, or forward bags which are not accompanied by mail lists, are received or despatched short or in excess of the number due, with an explanation in each case of the cause of the difference, and in what cases the description of bag received or despatched with due mails opened or closed by the section or office, or as surplus due bags, differs from the description due.

Note 1.—The bags used for extra mail and transit bags, paid station bundles and registered bundles, if any, addressed to or made up by a sorting section or sorting mail office, should be accounted for in the mail abstract in the same way as bags received and despatched with unusual mails, except that a reference sign (e.g., *,†, ‡, etc.) should be placed against the entry of the number in the body of the abstract under the head "Detail of unusual bags" and the remark "Including (*number*) extra bags", preceded by a similar sign, should be written in the blank space at the foot of the form. The bags used for extra transit bags addressed to or made up by a transit section or mail office should be accounted for in the mail abstract in the same way, except that the word "extra" should be substituted for the word “unusual” in the printed entry on the face of the form and in the heading on the reverse.

Note 2.—In the case of sections, the entries for the out - and in-trips are shown separately in the mail abstract.

41. Exchange of mails.—(1) The sorting list of a section shows the stations and that of a mail office the hours at which mails are received and despatched, and also the details of the mails and in what cases they will be enclosed in transit bags.

(2) The head sorter of a section should, on the arrival of the train at a station where mails are to be exchanged, take delivery of the mails for the set

before giving out those for despatch, and the head sorter of a mail office should first make over the bags for despatch and then take delivery of those for the office.

Exception.—At important stations where a large number of bags is exchanged, the head of a circle may authorise the head sorter of a section to deliver his mails before receiving those for onward transmission, in order to make room in the mail van.

(3) The carrier (head sorter, mail agent, mail peon, or other official appointed for the purpose) who exchanges mails with a section is not permitted to enter the van, and whenever possible, the bags should be passed through the window of the van. Mails exchanged between a mail office and the local post office should be received and delivered at the door of the mail office, the carrier not being permitted to enter.

(4) Except in the case of special bags, extra despatches of mails, received from post offices, mails exchanged with a mail contractor or his agent and in the unusual case provided for in the next paragraph, no receipts are exchanged for mails received or delivered.

(5) Return-train mails should be detailed by the despatching section in a separate mail list (in triplicate) addressed to the section to which the mails are addressed. The duplicate and triplicate copies of this mail list with the bags entered in it should be made over at the station where they are to be delivered to the carrier (who may be a M.S.T. or a Post Office official) appointed to exchange mails at the station, and his receipt for the bags should be obtained on the original list. On arrival of the train to which the mails are to be delivered, the carrier will hand them over, with the duplicate and triplicate mail list, to the head sorter of the receiving section and the latter should count and examine the bags, retain the duplicate mail list and return the triplicate duly receipted to the carrier.

Note 1.—Every section must carry spare loose forms of mail list to prepare the triplicate copy of mail list, prescribed in this rule, when necessary.

Note 2.—In exchanges with sorting sections, if the mails are received from, or taken delivery of, by any sorter other than the head sorter of the section, the irregularity should be brought to notice in the daily report of the head sorter of the mail office.

Note 3.—In large mail offices, and sections where it would be impracticable for the head sorter to personally attend to the duties connected with the exchange of mails, part of the work may, under the orders of the head of a circle, be performed by an official specially appointed for the purpose or the second sorter, as the case may be, the duties

so distributed being shown in the memo. of distribution of work issued by the superintendent. In such offices and sections, the official concerned and the head sorter must enter in the mail lists exchanged from time to time every bag or article transferred from one official to another, the signature of the receiving officer being taken in the mail list concerned.

42. Closed well.—If the closed well of a mail van is addressed to the mail office, the head sorter should enter the van and, after examining the seal and fastening, to ascertain whether they have been tampered with or not, should open the well and examine the bags and check them with the mail list contained in it. The bags should then be sorted: those to be taken delivery of should be removed from the van and those to be reforwarded in the well should be left within it. The bags (if any) to be enclosed by the head sorter in the well should be placed within it. All the bags forwarded in the closed well should be entered in a mail list, which the head sorter should sign and personally place in the well. The well should then be closed, labelled and sealed and the closed well itself entered as a transit bag in the mail list addressed to the section by the head sorter, the remark *"One closed well"* being noted on the mail list.

NOTE.—This rule applies only to mail offices.

43. Disposal of mails addressed to a section or mail office.—(1) The transit bags (if any) addressed to a section or mail office should be opened by the head sorter himself, and the bags enclosed in them should be carefully examined and compared with the entries in the mail lists, which will be found inside the transit bags. In the case of a sorting section or sorting mail office, the bags addressed to the section or office, whether taken out of transit bags or received loose, should be dealt with first and disposed of in the following manner:

(*a*) parcel bags should be entered in the mail abstract and then transferred, under receipt (to be taken in the parcel abstract) to the parcel sorter; and
(*b*) mail bags, branch office bags and packet bags should be dealt with in the manner prescribed by the rules in the next chapter.

(2) The forward bags (including sacks containing surplus unusual bags) received by a sorting or transit section, whether taken out of transit bags or received loose, should be separated and disposed of in the following manner:

(*a*) those to be delivered at stations within the beat of the section should at once be placed in the transit bag in which they are to be forwarded; or, if no transit bag is prescribed, they should be hung on separate hooks in the order of the stations at which they are to be delivered;
(*b*) those to be delivered at the terminal station should be hung up together

on the hooks at one end of the van;

(*c*) sacks addressed to the record office to which the section is attached should be placed in the bag provided for the purpose.

(3) The forward bags received by a sorting or transit mail office, whether taken out of transit bag or received loose, will remain in the custody of the head sorter until it is time to despatch them; and so long as the bags are not disposed of, they must be kept locked up in the mail box, the key of which must always be retained by the head sorter on his person.

44. Prompt entry of unusual mails in mail lists.—(1) As soon as the mail received have been disposed of, the forward unusual bags received should at once be entered in the mail lists with which they are to be despatched. This duty must invariably be performed before the arrival of the train at the next station in the case of a section, and before the bags are placed in the mail box in the case of a mail office: if this is done, it will be impossible for unusual mails to be left behind.

(2) If a special mail list is prescribed, one should be prepared.

Note.—Parcel mail articles which, from their size or shape cannot conveniently be placed in parcel bags, will be received loose, noted in the mail list: if they are to be dealt with by the section or office (i.e., if they are entered in a parcel list addressed to the section or office), they should be made over to the parcel sorter, under receipt to be taken on the mail list; otherwise they should be treated in the same way as forward parcel bags, a note being made on the mail list with which they are to be despatched.

45. Preparation of mail lists despatched and entries in mail abstract.—(1) When mail lists are to accompany mails, they should be prepared by the head sorter in duplicate by means of carbonic paper. The mail lists prepared will show the number of the due and unusual mails actually despatched; and whenever the number of due mail entered in a mail list differ from the number due to be despatched, an explanation of the cause of the difference should be written by the head sorter in the space provided for the purpose and initialed by him. The details of the unusual mails despatched with each mail list and the number of sacks containing surplus unusual bags should be entered on the list and a total of unusual mails made below the last entry. When the list is complete, both copies of it should be detached, the lower (or carbonic) copy being forwarded to the section or office to which it is addressed and the upper (or original) copy being kept on record by the section or mail office.

If more than one page of a mail list is used, each page should be numbered

and totals carried over from page to page with remarks "Carried over" or "Brought forward" as the case may be. Each page should be impressed with the date-stamp and the last page signed by the sorter concerned.

Note.—Protecting bags containing articles marked "By parcel post" should not be entered in any of the columns of the mail list under the head "Details of unusual mail". They should only be included in the total number of unusual mail entered at top of the list and a remark that this number "includes *(number)* protecting bags containing parcels" should be written at the foot of the list.

(2) When mails are forwarded by one section or office to another through one or more intervening sections or offices, the forward mail list should be entered in the mail list for the next intervening section or office under the head "Due Mail" in the column for "Transit bags" against entries of the names of the section or office of despatch and that of destination and followed by an entry of the total number of forward bags invoiced in the forward mail list thus

"L-3 Out (to) L-3 In I Mail list with 4 Bags".

These entries should be similarly repeated by all the intervening sections or offices. The forward mail list should in each case be included in the total of the due mails entered in the mail list for the intervening office or section.

(3) A mail list should also be prepared daily for the record office or sub-record office, as the case may be, in which the surplus unusual bags addressed to it received by the set, whether as loose packets or in sacks, should be detailed, the loose packets being entered thus—"(number) surplus unusual bags", and the sacks in the manner described above; the mail list being placed, with the surplus bags in the bag provided for the purpose.

NOTE.—If on any occasion bags are used by a sorting section or office as covering for paid station or registered bundles, the assistant sorter or registration sorter, as the case may be, will inform the head sorter, who should write the number of bags used, in words and figures, on the mail lists for the offices concerned.

46. Closing of transit bags.—(1) When a transit bag is to be made up, the bags, due and unusual, to be despatched in it should be checked with the entries in the mail list. Each bag, the cord with which it is tied and the seal, must be carefully examined by the head sorter, and the bags, with the mail list, placed by him in the transit bag, which should then be labelled and closed and sealed in the manner prescribed.

(2) Transit bags must always be closed and sealed in the presence, and

under the direct supervision, of the head sorter.

47. Completion of mail abstract.—(1) Before arriving at the terminal station, in the case of a section, and before closing work for the day in a mail office, the head sorter should write up and complete the mail abstract.

(2) The figures entered in the mail abstract at the record office in the columns showing the number of mails and bags due to be received and despatched should be reproduced in the columns headed "Actually received" and "Actually despatched", after making the necessary additions and deductions (if any) owing to excess or short receipts or despatches as explained in the mail .lists received, the duplicates of those despatched, and the entries made during the trip at foot of the mail abstract.

(3) The number of unusual mails and bags received and despatched should next be entered-the mails, from the mail lists received and duplicates of those despatched, and the bags from the details on the reverse of the abstract.

(4) Both parts of the abstract should then be totalled and balanced; under the head "Mails", the total number of forward mails received and despatched on each trip should agree; and under the head "Bags", the total number of bags received and despatched to and from all sources should agree after adding to the despatches the bags in hand, which should be entered opposite the head "returned to record office" but in the case of sections care should be taken to verify the balance of bags in hand at the end of the out-trip by deducting from the receipts (including the supply received from the record office) the number of bags despatched during the trip.

(5) Finally, the mail lists should be stitched together in the order in which they were received or despatched, and attached to the mail abstract.

CHAPTER 3

SORTING SECTIONS AND SORTING MAIL OFFICES

N.B.—(1) The rules in this chapter, except when otherwise specified, apply alike to sorting sections and sorting mail offices.

(2) For the special rules relating to offices where the primary and secondary sorting system is in operation, please refer to Chapter 3-A.

PART 1.—MAIL DEPARTMENT

48. Duties and responsibility of head sorter.—(1) The duties of the head sorter comprise primarily the work connected with the receipt, custody and despatch of mails, the opening of bags (other than registered and parcel bags) addressed to the section or office, and the closing of bags (other than registered and parcel bags) made up by the set. His responsibility begins with the receipt of mails made over to him by a section or carrier or made up by the set and continues until they are transferred to some other department of the set or despatched to destination.

The head of a circle may relax the provisions of this rule so far as opening and closing of bags (other than registered and parcel bags) is concerned in the case of any section or sorting office in which he considers such relaxation to be necessary.

(2) The head sorter is responsible that the bags received are carefully examined, that the registered packet bundles are opened by him and their contents checked before the other contents of the packet bags are dealt with, that the registered bags or registered packet bundles and parcel mail articles (including insured bags) are promptly transferred to the departments concerned, that the unregistered articles dealt with by him are properly treated and correctly sorted, that registered bags or registered packet bundles and parcel mail articles (including insured bags) received by him from the departments concerned are placed in the proper bags, that the mail is properly packed; that the contents of transit bags made up are correct; that all bags closed by the set are securely fastened and properly labelled and torn or otherwise unserviceable bags are not used, that all irregularities and unusual occurrences connected with the mail department are promptly detected and brought to notice, and that his work-papers are complete and correctly prepared.

(3) The head sorter is further responsible that every insured bag received is

opened in his presence, that the number of insured parcels taken out is correct, and that they are at once examined by the parcel sorter; that every insured bag for despatch is closed and sealed in his presence; that each bag contains the correct number of insured parcels; and that the parcels have not been tampered with before despatch. The head sorter of a sorting mail office is further responsible that every insured bag received and despatched, as well as each parcel taken out of an insured bag, is accurately weighed in his presence by the parcel sorter.

(4) The head sorter is responsible that—

(*a*) every registered bag containing insured articles received is opened in his presence;

(aa) every Air Express (Airex), Urgent Mail Service (U.M.S.) and International Speed Post (I.S.P.)/Express Mail Service (E.M.S.) bag received is opened in his presence;

(*b*) the number of insured articles taken out is correct;

(*c*) they are at once examined by the registration sorter;

(*d*) every registered bag for despatch containing insured articles is closed and sealed in his presence ;

(*e*) each bag contains the correct number of insured articles; and

(*f*) these articles have not been tampered with before despatch.

The head sorter of a sorting mail office is further responsible that every insured article received is weighed in his presence by the registration sorter.

49. Supervision of set.—(1) The duties assigned to the sorter in charge of each department of a set are described in the rules relating thereto, but although each sorter is answerable for the correct performance of the details of the work entrusted to him, the head sorter, as head of the set, is responsible for the general supervision of all the departments and for the performance of the work in strict accordance with the rules. Special duties are assigned to him, some of which he is required to discharge personally while, in the case of others he is responsible that they are correctly performed by the respective sorters.

(2) The head sorter should from time to time examine the sorters of his set to see that they have a perfect knowledge of the sorting list and other information necessary for correct sorting. When a sorter is appointed for the first time, either temporarily or permanently, the head sorter should explain to him his duties before he commences work in a mail office or proceeds on his

first trip in a section, and should satisfy himself that the B orders copied in the guidance book are understood by the sorter.

50. Sorting of unregistered letter mail articles.—(1) The head sorter is immediately and specially answerable for the correct performance of the work done in the sorting department. He is required not only to supervise it carefully and diligently but also to assist, when not otherwise engaged, in the sorting of unregistered articles.

(2) In the memorandum of distribution of work, the preparation of certain mail bags is assigned to the head sorter, and he is personally responsible for the correct performance of all the duties connected therewith. Accordingly, although no direct mention is made of those duties in this Part, it must be understood that the rules for the assistant sorter given in the next Part apply equally to the head sorter except where they are obviously inapplicable or where there is something repugnant in the subject or context.

51. Attendance of set.—(1) At the appointed time, the head sorter of a section should be present at the railway station and should see that all the sorters are present in due time and that the work-papers and all other articles to be taken for use during the trip have been brought. He should see that the sorters are neatly and cleanly dressed, that they bring no personal luggage with them except their attache cases and bedding, and that they do not stroll about the platform, but stay at the waiting place appointed by the superintendent.

(2) The head sorter of a mail office should be in office at the appointed time and should see that all the sorters are present in due time and that they .are neatly and cleanly dressed.

(3) An attendance register will be kept in the mail office in which every sorter (including the head sorter) attached to the office must sign his name and enter the time of his attendance in the presence of the head sorter.

52. Receipt of mail at changing station.— If the section commences its trip at a changing station, the head sorter should, on entering the van, take delivery of the mails (including the closed well, if any) from the official in charge of the relieved set. He should examine the bags in the presence of this official, and then sign the sectional mail list and (if there be one) the special mail list, in token of having received the mails correctly.

53. Examination of van.—The head sorter should examine the interior of the van and the fittings, glass-windows and lamps to see that nothing is damaged. He may be required to pay the cost of any damage to the internal fittings of the van caused by him, or not detected and brought to notice by him,

on examination either at the commencement of the trip or as soon as possible after its occurrence, and before leaving the van at the termination of the trip.

54. Arrangement of articles, etc.—The head sorter of a section should see that the sorters, and van peons' attache cases and rolls of bedding are placed in the wire netting or below the sorting table in the van and that the portfolio is opened and the articles taken out and arranged, the head sorter of a section or mail office should next see that the articles, including work-papers, required for use are distributed to the different sorters and arranged in their places in the manner prescribed in the memorandum of distribution of work. He should then arrange the empty bags required for use. If any surplus unusual bags were received from the record office or sub-record office either as loose packets or in sacks, the packets should be at once placed in the bags (mail or packet) in which they are to be despatched and the sacks should be entered in the mail lists with which they are to be forwarded.

55. Opening of mail bags.—The mail bags addressed to the section or office should be opened by the head sorter himself, the express mail bags being opened first and the contents taken out and disposed of in the manner described in the three succeeding rules. The head sorter is responsible that every mail bag, after being emptied of its contents, is turned inside out and carefully examined to see that none of the contents remain in it.

Exception.—The head of a postal circle may relax the provisions of this rule in the case of any running section or sorting office in which he considers such relaxation to be necessary.

56. Registered bags received.—The registered bag, taken from each mail bag, should be examined to see that it is in good condition, and that the cord and seal are intact and it should then be transferred, under receipt (to be taken in the registered abstract), to the registration sorter. In the case of an unsealed empty registered bag accompanied by a blank registered list, the list should be examined to see that it bears the word *"Nil"* in the place for the total and that it has been duly signed.

Note.—If the registered bag is sealed with an insurance seal, it must be opened and its contents examined in the presence of the head sorter. In sorting mail offices, the insured articles taken out will also be weighed in the presence of the head sorter.

56/1 Express Post bags received. — The Air Express Urgent Mail Service and International Speed Post/EMS bag received should be examined to see that they are in good condition, and that the cord and seal or lead seal are intact, and they should then be transferred, under receipt (to be taken in the registered abstract) to the sorter concerned.

In case of an unsealed empty UMS, Airex and ISP/EMS bas accompanied by a blank UMS-2, AX-2, or RP-32, the list should be examined to see that it bears the world "Nil" in the place for the total and that it has been duly signed.

57. Parcel mail articles received.—(1) The parcel mail articles (if any) taken from each mail bag should be checked with the totals entered in the parcel list, and the articles should then be transferred with the parcel list, under receipt (to be taken in the parcel abstract), to the parcel sorter. If an insured bag is received in a mail bag, the head sorter, before transferring it to the parcel sorter, should examine it to see that it is in good condition, and that the cord and both seals are intact.

(2) The head sorter must see that each insured bag received is opened and, in sorting offices, also weighed by the parcel sorter in his presence, that the number of insured parcels taken out is correct and that they are at once examined and, in a sorting office, weighed by the parcel sorter. If this rule is strictly followed, it will generally be possible to fix responsibility for the misappropriation of an insured parcel or any of the contents of an insured bag, as between the offices of despatch and receipt.

58. Unregistered articles received.—The unregistered contents of each mail bag received should be separated and disposed of in the following manner:

(*a*) the unregistered articles, including station bundles, should be replaced in the bag and handed to the assistant sorter;
(*b*) the surplus due bags should be unfastened and placed with other bags to be used in despatching mails;
(*c*) the surplus unusual bags received as loose packets addressed to the sub-record or record office to which the section .is attached should be placed in the spare bag provided for the purpose, and the others in the mail or packet bags in which they are-to be forwarded: the head sorter must satisfy himself by reference to the registration sorter, that all the surplus unusual bags advised in the registered lists have come to hand and then initial the lists in proof of having received them.

58/1. Certificates of posting.—In mail offices certificates of posting should be granted to the public in accordance with the rules on the subject in the *Post Office Guide.*

59. Return-train mail bags received.—(1) Return-train mail bags received by a section should be dealt with in the same way as other mail bags except that the head sorter should in addition carefully check and compare the

unregistered articles received with the entries on the return-train labels, recording on each label, in the space provided for the purpose, the number of articles actually received, and whether this number agrees with the number stated to be despatched or not. If any discrepancy is observed, a note should be made, under the head sorter's signature, on the reverse of the appropriate label. The labels should then be signed, stamped and filed with the daily report of the set.

(2) All the return-train articles, whether of the letter or parcel mail, should, before they are transferred to the sorters concerned, be stamped, and the head sorter is responsible for seeing that this is invariably done.

(3) When return-train articles are prescribed to be disposed of by a section in the mail bag for a sorting mail office in its beat, the head sorter of that office will deal with the return-train articles received in the manner laid down in the preceding paragraphs.

60. Opening of other bags.—(1) The branch office bags addressed to the section or office should be opened by the head sorter himself, and the bags, with the unregistered articles enclosed in them, then handed to the assistant sorter.

(2) Packet bags (if any) addressed to the section should be similarly dealt with, except that the registered packet bundles enclosed in them should, after examination, be transferred to the registration sorter; and if any surplus unusual bags are received as loose packets in the packet bag, they should be dealt with like those received in mail bags.

61. Receipt of articles and bags for despatch.—All articles and bags to be despatched will be brought by the sorters in charge of the other departments to the head sorter, who is responsible that they are received in sufficient time before the arrival of the train at the station where they are to be given out in the case of a section, and before the hour at which they are to be despatched, in the case of a mail office.

62. Unregistered articles for despatch.—(1) The process of consigning labelled bundles into the bags is called routing or circulation of mails, and is quite distinct from sorting proper. This work requires the most meticulous knowledge about the various despatches because there is always the fear that a labelled bundle containing correctly sorted items may be missent by being consigned to a wrong bag. In sorting sections and smaller mail offices this work is entrusted to the head sorter himself. In bigger sorting mail offices it may be entrusted to some other senior and experienced sorter or sorters who know which bundle has to go in which bag and whether any particular bundle has to

be given air transmission for the purpose of effecting early delivery or otherwise. The head sorter must see that the routing of mails is segregated from the work of sorting proper and is carefully and correctly done.

(2) Unregistered articles for despatch will be received from the assistant sorter and the head sorter or the sorter responsible for routing of mails will before placing them in the bag in which they are to be forwarded examine some of the articles with a view to the correction of errors in sorting. He should pay special attention to the making up of station bundles and, in checking the contents of mail bags other than direct bags for a post office, should see that paid and unpaid station bundles are made up whenever justified and express and deferred bundles are made up when prescribed. He should see that the bundles are securely tied and that a check slip properly filled in is placed on the top of each bundle.

(3) Station bundles whether received in sorting or made up by the set and all labelled bundles made up by the set should be placed personally by the sorter responsible for routing of mails in the proper bags.

(4) Surlpus bags (due and unusual), if any, should be placed by the head sorter himself in the proper bag. If there are any unusual surplus bags for despatch as loose packets he should communicate to the registration sorter the total number of such bags to be sent in each mail or packet bag, in order that the despatches may be advised on the registered list for the office or section concerned: the head sorter must satisfy himself that such entries are duly made on the registered lists and then initial the lists.

63. Preparation of return-train mail bags for despatch.—(1) Return-train mail bags should be prepared for despatch in the same way as other mail bags, except that the unregistered letter mail articles should be put up in three bundles, one containing missent articles, another over-carried articles, and the third wrongly-posted articles, a return-train label should be placed on the top of each bundle, and the head sorter should record on each label, in the space provided for the purpose, the number of articles contained in the bundle, and sign and stamp the labels. These labels are due documents and must be placed in every return-train mail bag. If there are no articles for despatch in a bundle, the proper label, duly signed and stamped and bearing the word *"Nil"*, should be forwarded.

(2) The head sorter should also carefully examine all the return-train articles to be despatched in the bag to see that they have been properly dealt with, and should observe particularly whether they have all been stamped.

(3) When return-train articles are prescribed to be sent by a section in the mail bag for a sorting mail office in its beat, the articles should be dealt with in the manner laid down in the preceding paragraphs before being placed in the mail bag for the sorting mail office.

64. Preparation of mail for despatch.—A sufficient time before the arrival of the train at a station where mails are to be given out, in the case of a section, or the hour fixed for the despatch of a mail, in the case of a mail office, the bags for despatch should be sorted. The mail bags, branch office bags and packet bags made up by the set should be sorted with the forward bags, the bags which are not to be forwarded loose being sorted according to the transit bags in which they are to be despatched; and the head sorter must satisfy himself that the number of bags for despatch is correct. The sorting list will guide the head sorter in performing this work.

Note.—Care should be taken that only bags which are in every respect sound and strong are used.

65. Parcel and packet bags for despatch.—Parcel bags made up by the set will be received from the parcel sorter, and the head sorter should, after carefully examining each bag, its cord and seal, grant a receipt for it in the parcel abstract, and enter the bag in the mail abstract. Parcel and packet bags that are not to be sent loose may be put inside the same transit bags as the mail bags, if they are to be despatched with the letter mail. The sorting list will show when parcel and packet bags are to be sent loose and when they are not be enclosed in transit bags.

65/1. Air Express bags for despatch — The designated District Mail Office (Express) or D.M.O, as the case may be, will prepare Air Express(Airex) bags for each Express Post delivery office by using express post bags and entering the Air Express articles in the Airex Despatch List (AX-2). In case of Airex bags meant for air transmission, the same will be entered on Express Post Air Way Bill (EP–2). The Head Sorter in the Mail Department will be personally responsible to see that all Airex bags originating from D.M.O itself, received from local GPO or from other offices are transmitted to the airport, railway station well in time for the designated flight or train besides handing over Airex State Mail Express (S.M.Es.) or Mail Motor Contract or/travelling mail peons (T.M.Ps) as per fixed schedules.

65/2. Urgent Mail Service bags for despatch — The designated D.M.O. (Express) or D.M.O, as the case may be, will prepare Urgent Mail Service

(UMS) bags for the concerned D.M.Os or U.M.S. delivery offices as prescribed by the Postmaster General concerned by using Express Post bags and entering on UMS-2 (UMS Despatch List). In respect of 58 destinations covered by direct UMS Bags Scheme, D.M.O. will prepare direct bags for U.M.S. delivery offices by using polythene bags without consigning the contents to the D.M.Os of destinations. Under this arrangement, Despatch No. will be allocated to each U.M.S. delivery office which will run in consecutive series for one calendar year. U.M.S. bags meant for air transmission, the same will be entered on Express Post Air Way Will (EP-2). The Head Sorter in the Mail Department will be personally responsible to see that all U.M.S. bags originating from D.M.O itself, received from local GPO or from other offices are transmitted to the airport, railway station well in time for the designated flight/train besides handing over U.M.S. bags to S.M.Es or Mail Motor Contractors or Travelling Mail Peons as per fixed schedules.

65/3 International Speed Post/Express Mail Service bags for despatch— The designated D.M.O. (Express) or D.M.O. as the case may be, will prepare International Speed Post (I.S.P.) bag for E.M.S. office of exchange, Karachi by entering I.S.P. articles on RP-32 and using Express Post bag. In case the bags are meant for air transmission, the same will be entered on Express Post Air Way Bill (EP-2). The Head Sorter in the Mail Department will be personally responsible to see that all I.S.P. bags originating from D.M.O. itself, received from local GPO or from other offices are transmitted to the airport, railway station well in time for the designated flight/train besides handing over I.S.P. bags to S.M.Es or Mail Motor Contractors T.M.Ps as per fixed schedules.

66. Delivery of return-train mails.—The head sorter of a sorting section must exercise the fullest care to ensure delivery of the return-train mails; and to this end, he should take the precaution of consulting the clock at the third or fourth station from the return-train station, to see whether the train is running punctually, so as to be warned in time whether the mails are to be given out at a previous station or not. If he finds, or on enquiry is informed by the guard, station master or other trustworthy Railway official, that the train will not reach the return-train station until after, or simultaneously with, the arrival at the station of the train coming from the opposite direction (i.e., the "return-train"), he should have the mails ready for delivery at a previous station should this be necessary to ensure their receipt by the return-train section.

67. Delivery of articles on the line or from mail offices.—(1) The following articles— and these only— specially marked for loose delivery from the van should be carefully put aside in a convenient place and, on arrival of the train at the station concerned, be handed by the head sorter of a sorting section

personally from the window to the addressee or his messenger if he attends to receive them; otherwise they should be made over to the carrier who takes charge of the mails and for carrying them to the post office at the place:

(*a*) press-packets addressed to Railway book-stalls or recognised news-agents on the line;
(*b*) the bags received from a foreign country under the bulk-posting system;
(*c*) packets of messages posted with the superscription in red ink "Telegrams for despatch to be delivered from the mail van" and marked "Urgent" by any Government Telegraph office;
(*d*) official articles addressed to officers of the department.

(2) All the above articles should be stamped before delivery.

(3) The head of circles may also authorise direct delivery of such articles from selected mail offices. In case of non-delivery, they should be sent to the nearest post office for disposal.

Note.—At Railway stations where there is no post office, articles intended for Railway officials only may, under special orders of the head of the circle, be delivered loose to the station master for distribution. *Only fully prepaid unregistered articles* bearing the words "Railway Station", or the name of the Railway, in addition to the name of the station, should be delivered under this rule. When there is any doubt as to an article being fully prepaid in such cases, it should be sent to the post office through which the place is served.

68. Examination and arrangement of work-papers.—(1) Before arriving at the terminal station, in the case of a section, or before closing work for the day in the case of a mail office, the head sorter should obtain from the registration and parcel sorters, if any, the work-papers relating to their departments. He should examine these to see that they are complete, that the total on the receipt side of each abstract agrees with the total on the issue side, verify the entry of the insured articles in the abstract with reference to the registered parcel lists received and dispatched, sign the abstract in token of having carried out the examination, and then arrange them, with his own work-papers, in a bundle.

(2) The examination of the work-papers is an important duty, and must be performed by the head sorter personally before the sorters leave the Railway station or office.

69. Final duties before quitting the van.—(1) The head sorter of a section should carefully examine each sorting compartment and letter-box to see that no articles are left in it unsorted, and should draw up the window slides and look into the grooves to ascertain that no articles have fallen into them. He should examine the fittings, lamps, etc., of the van to see that nothing has been damaged or lost.

(2) He should examine and check the articles detailed in the stationery list, and should replace the articles of stationery, sorting case labels, books and stamps and seals in the portfolio, and the empty and surplus unusual bags for return to the record office in the bag provided for the purpose, which should then be labelled and sealed. He should also have the floor of the van swept and personally examine the sweepings, used labels, broken seals, waste-paper, etc., before they are enclosed in the bag used for the purpose.

70. Delivery of mails at terminal station.—(1) On arrival of the train at the terminal station, the head sorter of a section should first give out the mails to be delivered. If the closed well is to be opened at the terminal station, he should be present until the official to whom the well is addressed has satisfied himself that the seal and fastenings are in good condition.

(2) If the section ends its trip at a changing station, the mails for the relieving set should next be made over to the official in charge of this set, accompanied by the sectional mail list.

(3) The relieved set may then leave the van.

71. Custody of stamps, seals, keys, and blank forms.—(1) The stamps and seals used in the several departments of a mail office must always be locked up when not in use. Before the close of the office, the head sorter must collect all the stamps and seals and lock them up. The insurance seal must always remain in the possession of the head sorter, who is responsible for its safe custody, and will be held answerable if any improper use is made of it.

(2) All the keys of the office must be kept by the head sorter on his person but, during working hours, the keys of the different sorting cases should be entrusted to the sorters concerned. The head sorter is responsible for the custody of the books of the registered journal in use and in stock; and must see that the receipts in each book are complete and properly numbered and bound by the press, and that books are issued only as required.

72. Final duties before quitting office.—The head sorter should care-

fully examine each sorting compartment to see that no articles are left in it unsorted. He should examine and check the articles detailed in the stationery list, and should see that the articles of stationery, stamps, seals, books, etc., are carefully put away; that the bag containing empty bags and surplus unusual bags (packet and sacks) for return to the sub-record office is sealed and labelled ; that the mail box and sorting cases are properly secured ; that the office room is swept and everything arranged in a tidy and orderly manner. He should also personally examine the sweepings, used labels, broken seals, etc., before these are placed in the basket kept for the purpose. The office room should then be locked and the key retained in the head sorter's personal custody.

PART II.—SORTING DEPARTMENT

73. Duties and responsibility of assistant sorter.—(1) The duties of the assistant sorter comprise the work connected with the sorting of unregistered articles posted in the van, or handed to him by the head sorter, or received in bags addressed to the section, and the preparation for despatch of the mail bags and packet bags assigned to him. His responsibility begins with the receipt of unregistered articles and continues until they are handed over to the head sorter for despatch.

(2) The assistant sorter is responsible that the unregistered articles dealt with by him are properly treated and correctly sorted and that they are made over in due time to the head sorter for despatch. He is also responsible for the preparation of station bundles in the manner prescribed for all post offices for which there are more than seven paid or unpaid and insufficiently paid station articles of the unregistered letter mail. He should also prepare express bundles and deferred bundles when such bundles are prescribed to be made up and should bear this in mind when checking the contents of sorting mail bags prepared by the set.

NOTE.—In sets where two or more assistant sorters are employed, the senior sorter will be responsible for the performance of the general duties referred to in this rule.

74. Importance of correct sorting.—(1) The most important work of the Mail Sorting and Transportation is the sorting of unregistered articles. The assistant sorter is required to perform his duties with the greatest care, and to be specially careful not to mis-send articles. No excuse will be accepted for mis-sending articles on which the post-towns of destination are printed or distinctly written.

(2) A sorter who habitually mis-sends articles, specially those that are

clearly and legibly addressed, will be considered unfit for his post and will be liable to dismissal or reduction to a lower grade.

75. Preliminary duties.—The assistant sorter should, before the work of sorting is commenced, attend to the following duties :

(*a*) the sorting list and the *List of Pakistan Post Offices* should be placed on the ledge of the sorting case for ready reference ;

(*b*) the sorting case labels should be fixed in the sockets of the sorting case: there must, as far as possible, be a label for each office or section for which mail bags and branch office bags are made up and also for offices for which station bundles are generally made up;

(*c*) a ball of twine should be placed, ready for use, in an empty sorting hole, and the scissors on the ledge of the sorting case ; a sufficient number of check-slips should be kept ready for use ;

(*d*) the bags to be used in despatching mails (each bag having the proper label loosely attached to the ring) should be hung on the hooks below the ledge of the sorting case, so that the contents of the several compartments may be readily transferred to them.

76. Separation of articles posted.—(1) The articles posted in van or office should be examined, faced and separated into—

(*a*) fully prepaid articles (including postcards and articles to which free transmission is given) ; but in order to facilitate the process of stamping letters and postcards should (if not received in separate bundles) be made into separate heaps and the separate collections of letters and postcards should not be again mixed together until they have been stamped ;

(*b*) articles which appear to be insufficiently paid, unpaid articles, and those on which postage is chargeable owing to infringement of conditions;

(*c*) articles which have to be given air transmission should be separated from those which are to be forwarded by the surface route.

(2) The unpaid articles and those that appear to be insufficiently paid should in mail offices be immediately weighed for the purpose of ascertaining

the postage due ; in sections such articles should be impressed with the stamp "postage doubtful " and forward to the destination.

77. Stamping and removal to sorting case.—The articles should be stamped and removed at once to the ledge of the sorting case. On no account should they be allowed to remain on the stamping table after they have been stamped.

77/1. Urgent Mail Service articles.— In case the District Mail Office is authorised to book Urgent Mail Service (U.M.S.) articles in accordance with Clause 67 of the Post Office Guide, those articles will be transferred from the booking counter to the sorting set under receipt entered in U.M.S-2 in duplicate, duly signed by the booking official. On receipt in the sorting set, the articles will be checked with reference to entries appeared in the accompanied U.M.S.-2. In case more than one bag has been used for one station despatch, U.M.S. Despatch List (U.M.S-2) will be put in the final bag the label of which shall bear a bold letter "F" and shall contain an indication of the number of bags comprised that despatch. The label of each station bag will bear printed UMS label and the Despatch No. which shall run in consecutive series for each calendar year. Each station bag will then immediately be transferred to the Mail Agent in the usual manner.

77/2 Air Express articles.—In case the District Mail Office is authorised to book Air Express Service (Airex) articles in accordance with Clause 68 of the Post Office Guide, those articles will be transferred from booking counter to the sorting set under receipt entered in AX-2 in duplicate, duly signed by the booking official. On receipt in the sorting set, the articles will be checked with reference to the entries appeared in the accompanied AX-2. In case of more than one bag has been used for one station despatch, Airex Despatch List (AX-2) will be put in the final bag the label of which shall bear a bold letter "F" and also shall contain an indication of the number of bags comprised that despatch. The label of each station bag will also bear printed Airex label and despatch No. which will run serially for each calendar year. Each Airex Station Bag will than immediately be transferred to the Mail Agent in the usual manner.

78. Unregistered articles received from head sorters.—(1) The mail bags and packet bags addressed to the section or office will be opened by the head sorter and handed, with the unregistered articles received in them, to the assistant sorter.

(2) The unregistered articles contained in the mail bags will be found put up in *station* and *sorting bundles.* The *station* and *territorial bundles* (if any)

for onward transmission should be placed unopened in the bags in which they are to be forwarded, and then the sorting bundles should be opened and their contents dealt with, the express bundles being disposed of immediately and the deferred bundles later on. At the time of untying the *sorting bundles,* care should be taken not to disturb the facing of the articles.

(3) If station bundles are not prepared for any office for which they should have been made up under the rules, or if express bundles and deferred bundles, although prescribed, have not been prepared for the section, a report should be made against the office or section responsible for the irregularity.

79. Description of sorting case.—(1) The diagram prepared by the superintendent, a copy of which is supplied to the sorting section or record or mail office concerned, will show the order in which the compartments of the sorting case are to be arranged, and they should be labelled, in strict accordance with the diagram, with printed label showing the names of the offices and sections for which mail bags, or branch office bags, and of post offices for which station bundles are invariably made up.

(2) The sorting case of a mail office must always be kept locked when the work of sorting is not going on, and the key of it must remain, during working hours, in the custody of the assistant sorter.

80. Sorting of articles.—(1) The unregistered articles received should be sorted into the several compartments of the sorting case in accordance with the sorting list, the destination of each article being carefully read before it is sorted. Acknowledgment should be sorted according to the name- stamp of the .office of origin impressed on the documents. In sorting camp articles, the assistant sorter should be guided by the instructions issued by the superintendent and copied into the guidance book.

(2) The articles posted in the van or office should be first dealt with, and afterwards those contained in the mail bags, branch office bags and packet bags. It is a strict rule in dealing with a batch of mail bags that the bags should be opened one at a time but as it is necessary, in order to prevent over carriage, that *station bundles* should be dealt with before *sorting* ones, the former taken from each mail bag should be disposed of first (i. e., placed in the bags in which they are to be forwarded, or in the compartments of the sorting case), and then the sorting bundles should be-opened one at a time, the express bundles being disposed of immediately and the deferred bundles later on.

Note.—*See* rule 55.

(3) As each sorting bundle is opened, the check-slip on it should be transferred to the bottom of the bundle and any missent articles found should similarly be transferred to the bottom of the bundle below the check-slip, so that when the latter again comes uppermost, only the articles that have been wrongly included in the bundle will remain. These missent articles should. then be impressed with the date-stamp of the set and sorted according to the addresses borne by them, the check-slip being disposed of in the usual way.

(4) In all cases where there is any doubt or difficulty in ascertaining destination of an article, reference should be made to the head sorter or to the *List of Pakistan Post Offices,* which contains special instructions for sorting in cases of doubtful addresses.

Note 1.—Heavy packets, i.e., packets weighing more than 250 grammes, and any other articles of an inconvenient size, irrespective of their weight, should be sorted into the bags in which they are to be forwarded.

Note 2.—When a regiment, corps or detachment of troops is proceeding on relief or is transferred from one station to another, the unregistered correspondence for the party will be received from the re-directing post office enclosed in paper packet bearing labels superscribed with the name of the regiment or corps and the post town of destination. Such closed packets should not be opened, but should be disposed of in the usual course as single article.

Note 3.—R.L.O. station closed bundles addressed to a sub-office should be sorted for direct despatch to the sub-office, whether the bundles contain unpaid articles or not.

81. Clearance of compartments of sorting case.—As the sorting proceeds and the several compartments of the sorting case become inconveniently full, their contents should be removed at intervals and transferred to the bags in which the articles are to be forwarded. The clearance of the compartments at intervals will enable sorting being performed with greater rapidity.

82.* {*Deleted.*}

83. Examination and packing of sorted articles.—(1) When the sorting is completed, the sorted articles for despatch should be examined and packed, i.e., faced and bundled.

(2) The assistant sorter is responsible for the examination of articles to be placed in the mail bags, branch office bags and packet bags assigned to him in the memorandum of distribution of work, and that they are properly packed.

---

* *See rule 76.*

The examination of sorted articles is an important duty which must never be neglected, and should always be performed with the greatest care. Should it be necessary to use a drill bag as a covering for a station bundle, the assistant sorter should inform the head sorter so that a note may be made in the mail list.

Note.—When two or more sorters are employed in the sorting department each will be responsible for the examination and packing of the contents of the bags and bundles assigned to him in the memorandum of distribution of work.

84. Process of examination and packing.—(1) In preparing unregistered articles for despatch, they must be carefully examined with a view to the correction of errors in sorting, and also in order to see whether there has been any omission to tax insufficiently paid articles with postage.

(2) As the examination proceeds, the articles should be separated according to the class of bag under preparation ; and in the case of articles addressed in vernacular, the assistant sorter should, if there is time to do so, see that the post-towns of destination, as written by the senders and underlined by the offices of posting, have been correctly transcribed in Urdu or English by the latter.

(3) After the articles have been examined and separated, they should be put up in labelled bundles of suitable sizes and tied tightly with thin twine.

85. Sorters to help one another when necessary.—In the exceptional event of there not being time for the assistant sorter to perform the examination and packing of the articles to be placed in the bags assigned to him, he should ask the head sorter to give him the assistance of another sorter, who will be responsible, in respect of the articles dealt with by him, for the due performance of the duties described in the two preceding rules.

86. Transfer of sorted articles to head sorter.—A sufficient time before the arrival of the train at a station where mails are to be given out in the case of section, and before the hour fixed for the despatch of a mail in a mail office, the unregistered articles for despatch in the mail bags, office branch bags, and packet bags, to be delivered at the station, or to be forwarded by the mail should be placed within them and the bags handed by the assistant sorter to the head sorter.

PART III.—REGISTRATION DEPARTMENT

87. Duties and responsibility of registration sorter.—(1) The duties of the registration sorter comprise the work connected with the receipt custody

sorting and despatch of registered articles. His responsibility begins on receipt of registered bags and registered packet bundles from the head sorter and continues till the registered bags and registered packet bundles made up by him are transferred to the head sorter.

(2) The registration sorter is responsible that the registered bags and registered articles made over to him are carefully examined; that the registered articles dealt with by him are properly treated and correctly disposed of; that the content of registered bags and registered packet bundles made up are correct; that registered bundles and registered bags closed are securely fastened and properly sealed; that the registered bags and registered packet bundles are made over in due time to the head sorter for despatch; that torn or otherwise unserviceable bags are not used; that all irregularities or unusual occurrences connected with the registration department are promptly detected and brought to notice; and that his work-papers are complete and correctly prepared.

Note.—In sets where two or more registration sorters are employed, the head of the circle may, in cases where considered absolutely necessary, authorise the performance of the general duties referred to in this rule by the senior sorter and by his assistants. The particulars of bags to be opened and closed by each of them should be prescribed in the memo. of distribution of work and separate registered abstracts for each should also be maintained.

88. Registered abstract.—(1) The registered abstract is divided into two parts, viz. "Receipts" and ' Issues". The former shows the total number of registered articles received with each registered list (including), in a mail office, the total number of articles registered in the office) and the total number of registered bundles (if any) made up by the set: the latter shows the total number of registered articles despatched with each registered list, and the total number of *registered bundles* opened by the set. Every due registered bag and every registered packet bundle received or despatched, and every *registered bundle* opened or made up by the set must be entered in the abstract.

(2) The totals of both sides of the abstract should agree and it should be signed by the registration sorter.

89. Preliminary work.—The registration sorter should, preparatory to commencing work, take over from the head sorter the empty registered bags, articles of stationery, registered lists, envelopes for registered bundles, and registered abstract to be used during the trip or working hours.

90. Treatment of articles presented for registration.—(1) An article presented for registration at a mail office should be examined to see that it is in

good condition and that the postage and registration fee and, in the case of air mail articles, the air fee prescribed for the air route to be followed are fully paid, the articles, being weighed for this purpose, if necessary. If the name and address of the sender do not appear on the cover, the registration sorter should explain to the person tendering the article the advantage of adding these particulars in the proper place. A receipt for the sender should then be prepared on one of the forms in the registered journal, in which the name of the addressee, the post office of destination, and, if the article is a packet, the value of postage stamps affixed to it, should be recorded and in the case of air mail articles a remark "By air mail" should be made at the top of the form. The serial No. printed on the receipt and the date of posting should be clearly written at once on the face of the article, in large bold figures in ink.

(2) Each set of forms in the registered journal comprises *(a)* the receipt for the sender, and *(b)* the office record or registered journal proper, and the entries made in the upper form are copied on the lower by means of carbonic paper so that both documents are prepared and initialed at one process. *Double-sided* carbonic paper must always be used for this purposes.

(3) The receipt for the sender should be detached from the journal, stamped with the date-stamp, and handed to the person who presented the article for registration, except in the case of an article registered by the head sorter on service, in which case the receipt should be stamped and left on record in the journal. All the articles registered each day should be entered on the receipt side of the registered abstract.

(4) If an article presented for registration is believed to contain anything, the insurance of which is compulsory, it should be refused registration.

(5) If a registered article which has been delivered by a post office in the same town is presented with a revised address for registration, a fresh registration fee is payable, but no additional postage should be charged on the article unless it has been opened.

(6) If an inland registered article having been accepted for despatch is found in the office of posting to contain anything the transmission of which by the inland post is prohibited, it should be dealt with in accordance with the instructions contained in rule 122 of the *Post Office Manual,* Volume V.

90/1. Booking of Airex Express articles.— If the District Mail Office is authorised to book Air Express Service (Airex) articles under the condition laid down in Clause 68 of the Post Office Guide, it will be the duty of the Head

Sorter to see that the official at booking counter is fully aware of the provisions of that Clause of Post Office Guide and sufficient quantity of prescribed forms are available at the counter. He will aso be personally responsible for the prompt and correct transfer of Airex articles to the sorting set, entered in the prescribed list in accordance with Rule 77/2.

90/2 Booking of Urgent Mail Service articles.— If the District Mail Office is authorised to book Urgent Mail Service (U.M.S.) articles under the condition laid down in Clause 67 of the Post Office Guide, it will be the duty of the Head Sorter to see that the official at booking coutner is fully aware of the provisions of that Clause of Post Office Guide and sufficient quantity of prescribed forms are available at the counter. He will also be personally responsible for the prompt and correct transfer of U.M.S. articles to the sorting set, entered in the prescribed list in accordance with Rule 77/1.

91. Preparation of registered articles for despatch.—(1) A registration No. slip, bearing a No. corresponding to that assigned to the article in the registered journal and an impression of the No. slip name-stamp, should be *securely* pasted to the upper left-hand corner of the address side of the articles.

Note.—.In case of articles closed with "Economy labels" the number slips should be affixed on the labels and not on the cover.

(2) Each postage stamp affixed to the article should be defaced by the registration sorter himself by a separate impression of the date-stamp.

(3) The acknowledgment (if any) to accompany a registered article, should be fastened with the side containing the sender's name and address to the back of the article by means of thread or fine twine which should be threaded through the centre of the acknowledgment and then tied crossways round both the article and the acknowledgment in such a way as to ensure that they will not get separated in transit. The thread must not be passed through the registered article. The article should then be locked up until the time for preparing the mails for despatch.

(4) Each complete set of No. slips should be carefully and legibly impressed with the No. slip name-stamp *before the No. slips are brought into use* and the head sorter should insist on this rule being strictly complied with except where the name of the office is printed on the No. slips supplied to it.

92. Statistics of registered articles posted.—District Mail Offices authorised to accept articles of the letter mail for registration should ascertain from the registered journal the number of ordinary registered articles of the

letter mail *(a)* on Postal Service, and *(b)* other than on Postal Service, posted for despatch in a month and report these numbers to the head of circle as soon as possible after the close of the month.

93. Receipt of registered bags.—(1) As the mail bags and packet bags addressed to the section or mail office are opened, the registration sorter will receive from the head sorter the registered bag taken out of each mail bag, and the registered packet bundle taken out of each packet bag. All registered bags containing insured articles will be opened in the presence of the head-sorter and the insured articles taken out of these bags should be examined by the registration sorter under his supervision.

(2) Each registered bag and registered packet bundle will be made over to the registration sorter (under receipt to be granted in the registered abstract) and he must, before granting receipts, carefully examine each of the bags and see that all the due bags are correctly received.

94. Treatment of money order.— (1) All money order, irrespective of their value, shall be despatched under registered cover on postal service addressed to the Postmaster of the office of payment.

(2) The money order number shall be treated as registered number of the cover containing money order form. No separate booking of money order as registered article shall be made.

(3) Money order meant for one and the same office of payment shall be sent in Money Order Registered Bundle (R.B).

(4) The separate registered list containing money order number will be received from important post office in a separate registered bag addressed to the District Mail Office/M.S.T. Section Post Office. The number of money orders received with each registered list should be checked and compared with the entries in the list and verified with the number noted on the registered list.

(5) The money order should then be sorted out according to the sorting plan and despatched to the District Mail Office/MST Section / Post office concerned enclosed in the due registered bag.

Note.— Outward foreign sterling or US Dollars and rupee money orders will be dealt with in the same way as inland money orders except that the money order Registered Bundle containing list of money orders enclosed will be addressed to the office of exchange.

95. Sorting of registered articles.—(1) The registered articles received, including those posted in a mail office, should be sorted into the several compartments of the registration sorting case in accordance with the sorting list, the destination of each article being carefully read before it is sorted. Forwarded *registered bundles* should each be treated as a single registered article.

(2) An insured *inward foreign* article addressed or redirected to a no-insurance office should be forwarded to it, the fact that the office of destination is a no-insurance office being ignored.

Note.—In sorting mail offices, the registration sorting-case must always be kept locked when the work of sorting is not going on, and the key must remain, during working hours, in the custody of the registration sorter.

95/1 Sorting of Air Express articles.— The Air Express Service (Airex) articles received including those posted in a District Mail Office, should be sorted into the several compartments of the Airex sorting case in accordance with the sorting list, the destination of each article should carefully be read before it is sorted.

Note.— In sorting mail offices, the Airex sorting case must always be kept locked when the work of sorting is not going on, and the key must remain, during working hours in the custody of Airex sorter.

95/2 Sorting of Urgent Mail Service articles.— The Urgent Mail Service (U.M.S.) articles received including those posted in a District Mail Office, should be sorted into the several compartment of the U.M.S. sorting case in accordance with the sorting list, the destination of each article shoud carefully be read before it is sorted.

Note.— In sorting mail offices, the U.M.S. sorting case must always be kept locked when the work of sorting is not going on, and the key must remain, during working hours in the custody of U.M.S. sorting.

95/3 Sorting of International Speed Post/Express Mail Service articles.— The International Speed Post/Express Mail Service (IS.P./E.M.S.) articles received in the District Mail Office should be sorted into the several compartments of the I.S.P/E.M.S sorting case in accordance with the sorting list, the destination of each article should carefully be read before it is sorted.

Note.— In sorting mail offices, the I.S.P/E.M.S sorting case must always

be kept locked when the work of sorting is not going on, and the key must remain, during working hours in the custody of I.S.P/E.M.S sorter.

96. Missent and over-carried registered articles.—If a registered article is received missent, or is over-carried by a section or needlessly delayed by a mail office, a note of the irregularity should be made on the registered list with which it was received. The article should be stamped, shown to the head sorter, and forwarded to the correct destination in the usual course.

97. Insured bundles.—Whenever there are two or more insured letters for despatch from one post office to another, the office of despatch will enclose them in an insured bundle addressed to the latter, except that in the case of insured letters for places for which town delivery sorting is done by the M.S.T., no insured bundles will be prepared unless there are two or more insured letters, for one and the same town post office for delivery. The insured letters for inclusion in the bundle will be placed in an insured envelope, or, if necessary, in a *drill bag,* clearly addressed to the post office of destination. A No. will be given to the insured bundle corresponding to the number of letters it contains, preceded by the distinguishing letters "I. B.", with the name of the office of destination below it, thus—

I.B.-5	,	I.B.6	, etc.
Karachi		Lahore	

These entries should be similarly repeated by all intervening sections or offices. If two insured bundles bearing the same distinguishing mark pass through the same office or section at the same time, the names of offices or sections closing the insured bundles should be added within brackets thus

I.B.-5	(of Sialkot)	I.B.5	(of Peshawar), etc.
Lahore		Lahore	

The insured bundle will be properly closed and sealed. If a bag is used, it will be labelled with a *plain manilla* tab label. The weight (in *grammes*) will be entered in *words* on the insured envelope or the insured label, as the case may be.

98. Transfer of registered bags to head sorter.—A sufficient time before the arrival of the train at a station where mails are to be given out in the case of a section and before the hour fixed for the despatch of a mail in the case of an office, the registered bag or registered packet bundle for despatch in each mail bag or packet bag to be delivered at the station, should be handed by the registration sorter to the head sorter, under receipt to be taken in the registered

abstract.

99. Completion of registered abstract.—(1) Before the train arrives at the terminal station in the case of a section and before closing work for the day in a mail office, the registration sorter should check the registered lists received and despatched and compare the entries contained therein with those in the registered abstract and check it to see that the totals on both sides agree.

(2) He should see that the registered lists received are complete, and then stamp them. Finally, the registered lists should be stitched together in the order in which they are entered on the receipt side of the registered abstract, and be attached to the abstract.

100. Delivery of work-papers, etc., to head sorter.—The registration sorter should make over his work-papers, as well as any spare empty registered bags remaining in his possession, to the head sorter, to whom should also be given the articles of stationery, etc., which are to be replaced in the portfolio and, in the case of a mail office, the key of the registration sorting case.

PART IV.—PARCEL DEPARTMENT

101. Dirties and responsibility of parcel sorter.—(1) The duties of the parcel sorter comprise the work connected with the receipt, custody, sorting and despatch of parcel mail articles. His responsibility begins when parcel mail articles are received by him in parcel bags or loose from the head sorter, and continues until the articles are made over by him enclosed in parcel bags or loose to the head sorter.

(2) The parcel sorter is responsible that the bags and articles made over to him are carefully examined; that the articles dealt with by him are properly treated and correctly disposed of; that the contents of parcel bags made up are correct; that parcel bags closed are securely fastened and properly sealed, and that the bags or loose articles are made over in due time to the head sorter for despatch; that torn or otherwise unserviceable bags are not used; that all irregularities or unusual occurrences connected with the parcel department are promptly detected and brought to notice; and that his work- papers are complete and correctly prepared.

NOTE.—In sets where two or more parcel sorters are employed, the senior sorter will be responsible for the performance of the general duties referred to in this rule.

102. Documents accompanying parcel mail articles.—(1) Every insured parcel mail article is accompanied by an acknowledgment to be signed

by the addressee. An uninsured registered parcel for which an acknowledgment is due has the letters "A. D." marked on the face and is also accompanied by an acknowledgment . No other articles of the parcel mail are accompanied by any documents. Unregistered parcels are distinguished by the words "Unregistered parcel", written on each article by the office of posting in blue pencil in large bold characters.

(2) If a parcel is received without the acknowledgment that should accompany it, the article should be shown at once to the head sorter and a note of the irregularity should be recorded on the parcel lists with which it was received and is despatched.

103. No. slips affixed to parcel mail articles.—(1) A slip bearing a printed No. and impressed with the No. slip name-stamp of the office of posting is pasted to every parcel mail article except unregistered parcels, which are not numbered. These slips are known collectively as No. slips: the slip affixed to a parcel (other than a value-payable article) is termed a *parcel No. slip,* and that affixed to a value-payable article, a *V.-P.* No, *slip*.

(2) The weight (in grammes) of an insured parcel is recorded on the insured parcel No. slip. When a value-payable parcel is insured, only a V.-P. No. slip and the usual insured label are pasted to it, and the parcel is treated as an insured parcel.

104. Parcel abstract.—(1) The parcel abstract is divided into two parts, viz., "Receipts" and "Issues". The former shows the number of parcel mail articles received with each parcel list; and the latter the total number of parcel mail articles despatched with each parcel list.

(2) The totals of both sides of the abstract should agree, and the abstract should be signed by the parcel sorter.

I05. Preliminary works.—The parcel sorter should, preparatory to commencing work, take over from the head sorter the empty bags, articles of stationery, parcel lists and parcel abstract to be used during the trip or working hours.

106. Receipt of parcel and insured bags and loose parcel mail articles.— The parcel bags addressed to the section or office, and the parcel mail articles (including insured bags) together with the parcel lists in which the articles are invoiced or the blank parcel lists taken from mail bags will be made over by the head sorter to the parcel sorter, under receipt to be granted in the parcel abstract; and the latter must see that a parcel bag or a parcel list with

parcel mail articles taken from the mail bag; or a blank parcel list, is received by him from every post office, section and mail office, authorised to forward parcel mail articles to the section or office.

NOTE.—In the case of parcel mail articles received "out-side" noted in the mail list, the parcel sorter must initial the mail list in proof of having received the articles. If a blank parcel list is received in a cover entered in the mail list (or registered list from offices closing a registered bag only) it should be made over to the parcel sorter who should initial the mail list in token of having received the cover containing the blank parcel list.

107. Missent and over carried parcel mail articles.—If a parcel mail article is received missent or is over carried by the set, a note of the irregularity should be made on the parcel list with which it was received. In every case, the article should be stamped, shown to the head sorter, and forwarded to the correct destination in the usual course.

108. Sorting of parcel mail articles.—(1) The parcel mail articles received, with the acknowledgments, if any appertaining to them, should be sorted into the several compartments of the parcel sorting-case in accordance with the sorting list.

(2) In sorting mail offices, the parcel sorting-case must always be kept locked when the work of sorting is not going on, and the key of it must remain during working hours in the custody of parcel sorter.

(3) An insured inward *foreign* parcel addressed or redirected to a no-insurance office should be forwarded to it, the fact that the office of destination is a no-insurance office being ignored.

109. Transfer of parcel bags and parcel mail articles to head sorter.—A sufficient time before the arrival of the train at a station where mails are to be given out in the case of a section, and before the hour fixed for the despatch of a mail in the case of a sorting office, the parcel bags, or the parcel mail articles (with the parcel list), or the blank parcel list, for despatch in each mail bag, to be delivered at the station or forwarded by the mail, should be handed by the parcel sorter to the head sorter, under receipt to be taken in the parcel abstract.

Note.—When no mail bag (or registered bag, in the case of offices closing registered bags only) is closed for the office or section for which a parcel list is to be issued, the blank parcel list should be despatched in a cover duly entered in the mail list of a section or office through which mails for the office or section for which a blank parcel list is intended are ordinarily despatched.

110. Completion of parcel abstract.—(1) Before the train arrives at the terminal station in the case of a section , and before the. close of the day's work in the case of a sorting mail office, the parcel sorter should complete the parcel abstract and check it to see that the totals on both sides agree.

(2) He should see that the parcel lists received during the trip or working hours are complete, and stamp them. Finally, the parcel lists should be stitched together in the order in which they are entered on the receipt side of the parcel abstract, and attached to the abstract.

111. Delivery of work-papers, etc., to head sorter.—The parcel sorter should make over his work-papers, as well as any spare empty bags remaining in his possession, to the head sorter to whom should also be given the articles of stationery, etc., which are to be replaced in the portfolio and, in the case of a sorting mail office, the key of the parcel sorting case.

CHAPTER 3-A

PRIMARY AND SECONDARY SYSTEM OF SORTING

SORTING AND CIRCULATION OF MAIL

N. B.—*The rules in this chapter apply only to those mail and sorting offices where the primary and secondary system of sorting is in operation.*

111/1. Introduction:—In all mail and sorting offices where the volume of outgoing mails is considerable, primary and secondary system of sorting should be enforced. This system envisages a three-stage process of (1) breaking up the mail at the 72 box primary sorting fitting into district-wise sorting for all District Mail Offices and direct selections for bigger towns and into secondary sorting lots for smaller places, (2) secondary sorting on 72 box secondary sorting fittings which enables labelled bundles to be prepared for all places for which direct selections are not provided on the primary fittings, and (3) circulation, i.e., bagging and routing of the mail by air or surface, as the case may be; in other words, the consigning of the sorted mails to relevant despatches.

SORTING

OUTWARD SORTING

111/2. Separation, facing and post-marking of articles.—All letters, postcards, printed papers and small packets, etc. collected from the letter-boxes as well as those received from other offices and sections for onward transmission should be taken to the table which is known as the "Facing Table" (see diagram at page 76). They should be separated into six classes: (1) standard size letters, (2) postcards, (3) aerogrammes, (4) non-standard letters (items other than (1),(2) and (3)), (5) newspapers, magazines, journals and printed papers, and (6) packets and unregistered parcels. The articles should then be arranged with addresses facing the same way and with the postage stamps in the same relative position to facilitate post-marking. After this, all the articles should be post-marked either with the help of stamp-cancelling machines or through the manual process. After the post-marking is complete, mail should be sorted into primary sorting fittings. The articles falling in the category of item (4) should be transferred to paper sorting fitting for disposal according to the sorting plan, whereas other articles should be transferred to the circulation sorter for sorting into drop bag fitting.

111/3. Primary sorting.—The process of primary sorting consists of breaking up the mail into labelled bundles for District Mail Offices head and sub-offices figuring on the 72 box primary sorting fitting. Direct selections are also provided for General Post Offices keeping into view the heavy volume of mail for branch offices served through these head and sub-offices (but not those receiving mails direct from the M.S.T. offices) should also be sorted into the boxes for the relevant head and sub-offices. The residue of mail should be sorted into secondary sorting boxes provided on each primary fitting in accordance with the "Sorting Plan" fitted at the top of the fitting in a glazed frame. Wherever feasible sorting of postcards and small packets should be done on separate fittings, sorting of long letters and packets and newspapers will always be done separately. Care should be taken to ensure that postcards and packets are not bundled together with letters.

NOTE.—The diagram of the 72-box primary sorting fitting of Rawalpindi District Mail Office/OUT is produced on page-72 and sorting plan on page 73 by way of illustration. Likewise the diagram of 72 box secondary sorting fitting of Rawalpindi Region, AJK and Northern Area Region and Murree – Gujar Khan Region is produced at pages 74, 75 and 76 respectively. Their sorting plan is given at page 77. It will be seen that the boxes numbering 1, 51 and 59 on the diagram of Rawalpindi DMO/Out Primary are Secondary boxes the contents of which require sorting a second time.

111/4. Preparation of labelled bundles.—After the primary sorting is complete, the contents of the boxes other than the secondary boxes should be made into labelled bundles and transferred to circulation sorter for final disposal. The contents of the secondary boxes should be taken to the relevant secondary sorting fittings, there being generally 72 box secondary sorting fitting for every secondary box on the primary sorting fittings. Wherever the number of labelled bundles is not large, more than one secondary box may be sorted out on one secondary sorting fitting.

111/5. Secondary sorting.— Secondary sorting follows the same principle as primary. Unimportant or distant head offices with small volume of articles therefor, sub-offices and important branch offices figure on each 48-box secondary sorting fitting. No town should appear on both the primary as well as secondary fitting. Articles for other branch offices served through head and sub-offices shown on the sorting fitting should also be sorted into the boxes for those sub or head offices. The residue of mail should be consigned in the shape of sorting labelled bundles to M.S.T. sections or offices as shown in the sorting plan fixed at the top of the fitting.

NOTE.— Sorting diagrams together with their relevant sorting plans in respect of the three secondary boxes of the Rawalpindi District Mail Office/Out is reproduced at

pages 72 to 75 by way of illustration. The nomenclature used for each secondary box is based on the geographical position of the particular region for which that secondary box is meant.

111/6. Primary and secondary sorting plans.—The primary and secondary sorting plans once framed for a mail office and approved by the Postmaster-General are not amenable to any major change. If a new post office is opened in a particular region or if an existing office is closed down or if the beat or name of an M.S.T. section is altered, the required change will figure in the relevant secondary sorting plan where the preparation of sorting labelled bundles has been prescribed but no change will be made in the secondary diagram. The position of towns, big and small, on the primary and secondary diagrams is fixed according to the volume of traffic emanating from each mail office and no change in the position of a town either from primary to secondary or vice versa can be made without the authority of the Postmaster-General. The unit officers should, however, keep a close watch to see that all the boxes on the primary fitting are fully utilised. If there is very little mail for any of them and their justification has ceased the case for their replacement should be taken up. Similarly, if there is adequate mail for an office, not on the primary, the case for its provision there should be considered.

NOTE.—The process of sorting ends with the preparation of labelled bundles, station, territorial or sorting. It should be carefully noted that this process is quite distinct from and independent of the despatches going out of the particular mail office. The consigning of the labelled bundles to the despatches is termed "Circulation" and is a process quite distinct from sorting.

CIRCULATION

111/7. Preparation and consigning of labelled bundles.—While the primary and secondary sorting are in progress each sorter should go on preparing labelled bundles, station, territorial or sorting, as the case may be. Those labelled bundles should be deposited by him in the trolley-tray (see diagram at page 78) by his side from where the circulation sorter should pick them up for consignment to the bags hung up on the drop-bag fittings (See diagram at page 81). In bigger sorting offices this work should be entrusted to senior and experienced sorters who know which bundle has to be given air transmission for ensuring expeditious delivery of mail. This work requires the utmost care and the most meticulous knowledge about the various despatches and their contents so that a labelled bundle containing accurately sorted items may not be missent by being consigned to a wrong bag. Officers in charge of mail and sorting offices should take care that this work is duly segregated from sorting proper and is entrusted to suitable officials.

111/8. Circulation chart.—For his guidance and ready reference, the circulation sorter should be provided with a "circulation chart" indicating the bag to which each particular labelled bundle has to be consigned by him. The chart which should be affixed on a piece of strong cardboard, should clearly indicate the disposal of labelled bundles for a particular station, sorting office or a section during the course of the day according to the time and mode of despatch. It will be the personal responsibility of the circulation sorter to keep the chart corrected up to date. The head sorter/supervisor/Assistant Superintendent should frequently examine the chart to see that it is properly maintained. In large mail and sorting offices *circulation calendars* should also be prepared and hung in the sorting room for reference. The calendar will show circulation chart for each day of the week separately for main towns served direct by the air mails.

NOTE.—Disposal of labelled bundles for a particular station, sorting office or a section may change during the course of the day according to the time or mode of despatch. For example, the circulation sorter of Rawalpindi DMO/Out may have to consign station bundles of letters for Multan District Mail Office/IN (to be consigned through surface route) up to a particular time. After the departure of M.S.T. Section (Rawalpindi Lahore IN) LRT/IN, label bundles for Multan may have to be consigned in the bag to be despatched through L-25/IN. The "Circulation Chart" will indicate the disposal of this labelled bundle as below:

Labelled bundle		*Disposal*
Multan D.M.O/IN	. .	LRT/IN-LM/OUT

111/9. Due mail and sorting list.—The procedure described above, by introducing a clear-cut demarcation of functions between sorting and circulation does away with the necessity of the *Due Sorting List* (as part of the Due Mail and Sorting List) in the shape in which it is normally supplied to mail and sorting offices. The Due Mail and Sorting List for use in mail and sorting offices which have switched over to the primary and secondary system of sorting will be modified in the following manner:

(1) The "Despatch" column of the "Due Mail" portion of the List, supplemented by the circulation chart, will be for the use of the circulation sorter.

(2) The "Receipt" column will be for the guidance of the head sorter who receives mail from other offices and sections.

(3) The primary and secondary plans will constitute the "sorting" portion of the List and will be meant for the exclusive use of the letter mail sorters.

NOTE.—The portion relating to the sorting of registered letters, parcels and money orders will remain as it is.

111/10. Supervision.— Simultaneously with the preparation of the labelled bundles by the sorters, and supervisory staff, viz., the head sorters, the Asstt. Superintendents and the check supervisors should go on scrutinizing the contents of those bundles with a view to detecting missorts. This checking should be so arranged in every mail and sorting office that at least 75 per cent of the labelled bundles are subjected to scrutiny before they are taken over by the circulation sorter. The working of the circulation sorter should similarly be checked by the supervisory staff through an examination of the bags due to be despatched, with a view to preventing any labelled bundle from being missent.

INWARD SORTING

111/11. Inward sorting.—Inward mail should also be subjected to primary as well as secondary sorting. The primary sorting of inward mail consists of the sorting of that mail according to the delivery offices in a particular urban area. In smaller towns where the main post office is the only delivery office primary sorting should be eliminated. Secondary sorting of inward mail is the sorting of that mail according to the beats or walks of the postmen These two sorting processes should also be conducted with the help of the 72 box standard sorting fittings. Where the number of beats at a particular office is more than 72, beat sorting will be done in two stages-one stage being sorting for well-defined zones of the delivery area, there being one zone for about 10 beats and the other stage being sorting beat wise.

111/12. 48-Box sorting fitting.—In smaller offices, standardized 48 box sorting fitting (see diagram at page-79 should be used. Each sorting fitting consists of six horizontal rows of 12 boxes each, which are 5 inches wide, 5-3/4 inches high and 6 inches deep and can take approximately 70-80 letters. Boxes for long letters are slightly bigger and are 7 inches wide, 6 inches high and 10-3/4 inches deep. Overall height and width of the sorting fitting does not exceed 5 feet 4 inches and 3 feet 5 inches, respectively. Boxes are housed over a table, 2 feet 5 inches high, which has a ledge for placing letters, etc., 1 foot 3 ½ inches deep (excluding heading). A small thumb piece 3/4 inches thick and 1 inch wide is nailed in the middle of each box for facility of clearing. A waste-

paper basket, a peg for hanging the twine ball and a small revolving rest chair are fixed below the table and a cutting blade at shoulder level. The sorting plan is fixed in a glazed wooden frame at the top of the fitting.

111/12-A. "72.—Box Sorting Fitting.—In Mail and Sorting Offices where the number of bags and bundles to be prepared exceed the existing provision in the 48 Boxes in Sorting Fittings, 72 Box Sorting Fitting should be utilized for Primary and secondary sorting in place of 48 Box Sorting Fitting with a view to eliminating the incidence of ledge sorting and enabling the maximum number of mails to be included in direct selections. The 72 Box Sorting Fitting (See diagram at page 80) consists of six horizontal rows of six boxes (each five inches wide, six inches high and nine inches deep) in the middle with three horizontal rows of six boxes each on the right and left sides hinged on to the central portion. As the two side portions attached to the main portion by means of hinges, the fitting is capable of being kept under lock and key.

(2) The 72 Box Sorting Fitting is intended both for primary and secondary sorting in large Mail and Sorting Offices, this fitting can also be used in small Mail and Sorting Offices where the sorting is done in one single operation. It can also, with advantage, be utilized for beat-sorting in important delivery offices with a view to facilitating sorting of inward mails for important offices and commercial establishments receiving dak in bulk. This can also be pressed into service to supplement the regular equipment during peak pressure periods such as Eid and X-mas."

111/13. Position of the sorter.—The sorter should stand erect in the middle of the sorting fitting, that is, his right shoulder should be positioned against the partition between the 4th and 5th vertical row of boxes from the right edge. Standing in this position, his right-hand can conveniently reach each and every box on the right, left, above, or below the central box without changing his stance or unduly stretching his arm.

111/14. Drop-bag fitting.—The drop-bag fitting (*see* diagram at page 78) is made of steel railings and has provision for the suspension of all the bags meant for each despatch. The destination of each bag is printed on the fitting near the mouth of the bag.

111/15. Musts for sorting efficiency.—The following are some of the Musts which should be observed in the interest of sorting efficiency:

(*i*) A sorter should not be shifted from the primary to the secondary in a

haphazard manner. In order to enable the sorter to attain the requisite speed and precision in sorting, it is absolutely necessary that he should continue to work on the primary for at least one year before he is brought on to the secondary.

(*ii*) Sorters should not be frequently shifted from one secondary to another secondary fitting as such changes lead to sorting inefficiency. The position of every sorter on each secondary fitting should be fixed and there should be no change in that for at least one year.

(*iii*) Every sorter, whether on the primary or on the secondary, should be equipped with a "note-book" which should give him the names of the branch offices which he has to sort along with the names of their heads and sub-offices. Entries in these note-books should be arranged alphabetically, for facility of reference and kept corrected up to date. The names of new branch offices opened under the head and sub-offices concerned, as notified through the weekly sorting orders, should be promptly incorporated in the note-books. It will be the personal responsibility of the officer in charge of the sorting office to properly maintain all notebooks and to keep them corrected up to date. The sorter should memorise the names of the branch offices listed in his note book and the names of the head and sub-offices through which they are served.

(*iv*) The sorter should work with the utmost speed. The minimum sorting output should be 600 articles per hour.

(*v*) He should not allow any of the boxes of overflow and should prepare a labelled bundle as soon as the box is nearly full and consign that labelled bundle to the tray standing by his side.

(*vi*) He should not sort on the ledge of the fitting.

(*vii*) He should maintain a constant position *vis-a-vis* the sorting fitting and should not indulge in any extraordinary movement of the arm or any other odd mannerism while sorting.

(*viii*) More than one sorter should never work on one fitting.

N.B.—A duty chart showing the position of each sorter on the primary, secondary and circulation points must be prepared in each mail and sorting office employing more

SORTING DIAGRAM RAWALPINDI DMO/OUT

For indicating arrangement of selections on 72 box Primary sorting fitting (outward) sorting

72 BLIND Undeciph-erable	71 Kohat GPO	70 Jhelum GPO	47 Peshawar GPO	46 Qila Sheikhu-pura DMO	44 Jhang DMO	41 Lodhran DMO	42 Khanewal DMO	43 Okara DMO	45 Lahore DMO	48 Abbott-abad GPO	60 Attock GPO
69 Mianwali GPO	66 Gujrat GPO	62 Gilgit GPO	35 Sargodha DMO	33 Khushab DMO	27 Nawab-Shah DMO	25 D.I Khan DMO	26 Larkana DMO	31 Mianwali DMO	32 I.M.O Karachi	40 Bahaw-alpur DMO	59 AJK & Northern Area Region
68 Islamabad DMO	65 Chakwal GPO	61 Rawala kot GPO	34 Islamabad GPO	29 Mirpur Khas DMO	11 Sialkot DMO	9 Multan DMO	10 Faisal-abad DMO	28 Hyder-abad DMO	30 Chakwal DMO	39 R.Y Khan DMO	58 Muzaffar-abad GPO
67 Talagang GPO	57 Murree GPO	54 Peshawar DMO	21 Sibi DMO	12 Gujran-wala DMO	5 Karachi DMO East	1 Rawalpindi Region	2 Rawal-pindi G.P.O	7 Lahore DMO	19 Sukkur DMO	36 D.G Khan DMO	51 Murree/ Gujar Khan Region
64 CAPO "Q"	56 Multan GPO	53 Quetta GPO	22 Bannu DMO	13 Jhelum DMO	6 Quetta DMO	3 Nowshera DMO	4 Abbott-abad DMO	8 Karachi DMO/IN South	20 Karachi DMO/ South	37 M.Garh DMO	50 Sialkot GPO
63 Mardan GPO	55 Gujran-wala GPO	52 Faisal-abad GPO	23 Haripur DMO	18 Hyderabad DMO	16 I.M.O Islamabad	14 Sahiwal DMO	15 Gujrat DMO	17 Attock DMO	24 Kohat DMO	38 Kasur DMO	49 Sargodha GPO

SORTING PLAN

PRIMARY SORTING ..... RAWALPINDI DMO/OUT

NAME OF DISTRICT MAIL OFFICE	SORTING EXTRACT	NAME OF DISTRICT MAIL OFFICE	SORTING EXTRACT
Rawalpindi	Rawalpindi District, AJK, Northern Areas except Mirpur, Bhimber and Rawalpindi GPO	Bannu	Bannu, F.R. Bannu, Laki Marwat, North Waziristan Agency and Karak Districts
Peshawar	Peshawar District, Landi Kotal, Jamrud, Khyber Agency, Mahmond Agency, Charsadda, Chitral, F.R. Peshawar except Peshawar GPO	Haripur	Hairpur District
Nowshera	Districts of Nowashera and Swabi	Kohat	Kohat, Hangu, Orakzai Agency Parachinar, Tall and F.R. Kohat
Abbottabad	Districts of Abbottabad, Mansehra, Batagram, Kohistan except Abbotabad GPO	Dera Ismail Khan	Dera Ismail Khan, Tank and South Waziristan Agency
Khuzdar	Khuzdar, Uthal, Bela, Kalat, Gawadar, Panjgour, Pasni, Ormara	Larkana	Larkana District
Quetta	Quetta, Bolan, Musa Khel, Kohlu, Zhob, Loralia, Ziarat, Qila Saifullah, Mastung, Awaran, Pishin, Kila Abdullah, Chaghi, Kharan, Chaman except Quetta GPO	Nawabshah	Nawabshah, Sanghar and Noushero Feroz Districts
Lahore	Lahore District Except Lahore GPO	Toba Tek Singh	Toba Tek Singh District
Karachi	All District of Karachi viz Karachi East, West, South, Central and Malir	Mirpur Khas	Mirpur Khas, Tharparkar, Umarkot and Mithi Districts
Multan	Multan and Vehari Districts except Multan GPO	Chakwal	Chakwal District except Chakwal GPO
Faisalabad	Faisalabad District except Faisalabad GPO	Mianwali	Mianwali, Bhakkar Districts except Mianwali GPO
Sialkot	Sialkot and Narowal Districts except Sialkot GPO	Khushab	Khushab District
Gujranwala	Gujranwala and Hafizabad Districts except Gujranwala GPO	Sargodha	Sargodha District except Sargodha GPO
Jhelum	Jhelum and Mirpur (A.K) Districts except Jhelum GPO	Dera Ghazi Khan	Dera Ghazi Khan and Rajanpur Districts
Sahiwal	Sahiwal, Pak Pattan and Bhawalnagar Districts	Muzaffargarh	Muzaffargarh District
Gujrat	Gujrat and Bhimber (A.K) Districts except Gujrat GPO	Kasur	Kasur District
Islamabad I.M.O	Foreign letter mail/C.P articles (by Air Mail)	Rahim Yar Khan	Rahim Yar Khan District
Attock	Attock District except Attock GPO	Bahawalpur	Bahawalpur District
Hyderabad	Hyderabad, Badin, Thatta and Dadu Districts	Lodhran	Lodhran District
Sukkur	Sukkur, Ghotki, Shikarpur Districts	Khanewal	Khanewal District
Okara	Okara District	Jhang	Jhang District
Turbat	Turbat and Katch Districts	Qila Sheikhupura	Qila Sheikhupura District
Murree, Gujar Khan Sector	Post Offices under Murree GPO and Gujar Khan GPO except Murree GPO	AJK & Northern Areas	Post Offices under AJK and Northern Areas except Muzaffarabad, Rawalakot and Gilgit G.P.Os
Jacobadad	Districts of Jacobabad. Jhal Magsi, Khost, Tumbo, Jaffarabad & Dera Bogti.	Islamabad	District Islamabad
Mardan	District Mardan.		
Rawalpindi Region	Post Office in Rawalpindi District except Rawalpindi GPO, Murree GPO and Post Offices under Murree GPO and Gujar Khan G.P.O.	**Direct Selections**	Name of the G.P.Os/Offices:- Rawalpindi, Islamabad, Peshawar, Abbottabad, Sargodha, Sialkot, Faisalabad, Quetta, Guranwala, Multan, Murree Muzaffarabad, Attock, Rawalakot, Gilgit, Mardan, Chakwal, Gujrat, Talagang, Mianwali and Kohat. CAPO"Q", Blind (undecipherable)

SORTING DIAGRAM RAWALPINDI REGION

For indicating arrangement of selections on 72 box secondary sorting fitting (outword sorting)

72 BLIND Undeciph erable	71 Missent	70 P. M Sectt.	47 Sahoote Bangial	46 Paryal	44 Mohran Darogha	41 Mallot Sattian	42 Matore	43 Nala Muslimanan	45 Ropper Kalan	48 Samote	60 Mowara
69 Dalhore	66 Jarho Hotla	62 Dy. PMG Office	35 Domeli	33 Benal	27 Banda	25 Attock Oil Company	26 Chowk Pandori	31 Chakri	32 Bhall	40 Mahota Mohran	59 wara
68 Mawari	65 Samote	61 P. M. Sectt.	34 Dahgal	29 Azad Pattan	11 Taxila Cantt.	9 Sagri	10 Taxila	28 Daryala Saigan	30 Deberan Kalan	39 Kotli Sattian	58 Jhatta Hathial
67 High Court	57 Pindori (Ch. B.K)	54 Odherwal	21 Wah C. W	12 Chak Beli Khan	5 Wah Cantt.	1 Satellite Town	2 Bassali	7 Kallar	19 Pindori	30 Farooqia	Bakra Mandi
64 Awan-e-Saddar	56 Banall Pattan	53 Tall Khalsa	22 Sehall	13 Chakri	6 Kahuta	3 Chaklala	4 G.H.Q	8 Lalarukh	20 Panjar	37 Jabber Derwesh	50 Sumbalgah
63 Raja Town	55 Blakhar	52 Takal	23 Rewat	18 Lehtarar Bala	16 Dhamial Camp	14 Chauntra	15 Choha Khalsa	17 H. M. C Taxila	24 Pirwadhai	38 Khalole	49 Sir Suba Shah

Note:- Placing of station bundles (Post Offices) has been arranged in the order of number of articles. The greater number of articles for a station are placed in sorting No.1 and next in sorting box No.2.

SORTING DIAGRAM AJK & NORTHERN AREA

For indicating arrangement of selections on 72 box secondary sorting fitting (outward sorting)

72 Blind	71 FPU	70 FPU-5	47 FPU-17	46 FPU-110	44 Gali Malote	41 Chak Dhamni	42 Arja Bazar	43 Khaigala	45 Qillan	48 Baluch	60 Galla Kanata
69 Nalian	66 Puttika	62 Astore	35 Gilgit	33 Sehr Mandi	27 Harighel	25 Chenari	26 Mandla	31 Hattian	32 Kahuta A.K	40 Azad Patan	59 Hurna Maira
68 Narh	65 Aliabad	61 Chilas	34 Bunji	29 Kullian Bazar	11 Berote	9 Bagh	10 Rawalakot	28 Pachhiot	30 Karnah	39 Panjar	58 Rehara
67 Leepa	57 Athmaqam	54 Hattian Dopatta	21 Carhi Dopatta	12 Chikar	5 Chamankot	1 Kohala	2 Muzaffara-bad	7 Plandri	19 Trarkhel	36 Soon	51 Lunjgran
64 Chikar	56 Chakothi	53 Skardu AF	22 Skardu	13 Paniola	6 Gulpur	3 Mang	4 Abbasspur	8 Hajeera	20 Thorar	37 Chowki Mang	50 Tatta Pani
63 Chenari	55 Kamrote	52 Khaplu	23 Mang Bajri	18 Kahori	16 Nakial	14 Kotli	15 Khuiratta	17 Sensa	24 Dhulli	38 Saran	49 Chirala

Note:- Placing of station bundles (post offices) has been arranged in the order of number of articles. The post office having largest number of letters is given Box No.1. The post office with next highest number is given Box No.2 and so on.

SORTING DIAGRAM MURREE/GUJAR KHAN SECTOR

For indicating arrangement of selections on 72 box secondary sorting fitting (outward sorting)

72 Blind Undeciph- erable	71 Missent	70 Dhudial	47 Gharial	46 Thathi	44 Susral	41 Pothi	42 Raman	43 Sahang	45 Thekrain	48 Manghot	60 Ghambir
69 Mora Syedan	66 Dewal	62 Lora	35 Mohrah Bhattian	33 Kent Khalil	27 Kingar	25 Kuntrilla	26 Kingar Mumdal	31 Manghote	32 Mohrah Noori	40 Narali	59 Punjagran Khurd
68 Nalian	65 Tret	61 Dhirkot	34 Ghoragli College	29 Jhika Gali	11 Daultala	9 Gulyana	10 Devi	28 Dhoong	30 Changa Bangial	39 Bhir Kalyal	58 Jhik Badhal
67 Kuldana	57 Sehar Bagla	54 Dhanda	21 Gharial	12 Kuldana	5 Gujar Khan	1 Pindori	2 Sayyed	7 Mandra	19 Chita More	30 Bewal	51 Jand Mehlu
64 Lower Topa	56 Murree Clifden	53 Dewal	22 Samli	13 Upper Topa	6 Jatli	3 Sukho	4 Misa Kaswal	8 Qazian	20 Bann	37 Bewal Khurd	50 Karmot Kalan
63 Phaphreel	55 Molhrah Syedan	52 Barian Camp	23 Gulehra Gali	18 Lower Topa	16 Phagwari	14 Murree	15 Ghoragli	17 Sunny Bank	24 Kashmiri Bazar	38 Adhi	49 Kalyam Awan

Note:- Placing of station bundles (post offices) has been arranged in the order of number of articles. The greater number of articles for a station are placed in sorting No.1 and next in sorting No.2.

SORTING PLAN

Secondary sorting ---------- Rawalpindi DMO/OUT

RAWALPINDI REGION		GUJAR KHAN/MURREE REGION		AJK & NORTERN AREAS	
Bassali	Benal	Pindori	Ghora Gali College	Kohala	Bunji
Chaklala	Dhagal	Sayyed	Mohrah Battian	Muzaffarabad	Gilgit
G.H.Q	Dhamali	Sukho	Bewal	Mang	Soon
Wah Cantt	Farooqia	Missa Kiswal	Bewal Khurd	Abbasspur	Chowki Mang
Kahuta	Jabber Derwesh	Gujar Khan	Adhi	Chamankot	Saran
Kallar	Khalole	Jatli	Bher Kalyal	Gulpur	Panjar
Lalarukh	Kotli Sattian	Mandra	Nirali	Plandri	Azad Patan
Sagri	Mohoota Mohra	Qazian	Pothi	Hajeera	Chak Dhamni
Taxila	Malote Sattian	Gulyana	Raman	Bagh	Arja Bazar
Taxila Cantt	Matore	Devi	Sahang	Rawalakot	Khaigala
Chak Beli Khan	Nala Muslamnan	Daultala	Susral	Berote	Gali Malote
Chakri	Mohrah Darogha	Kuldana	Thekrian	Chikar	Qillan
Chauntra	Ropper Kalan	Upper Topa	Thathi	Paniola	FPU-110
Choha Khalsa	Paryal	Murree	Kalyam Awan	Kotli	FPU-17
Dhamial	Sahoti Bangial	Ghoragali	Jarmote Kalan	Khui Ratta	Baluch
H.M.C Taxila	Samote	Phagwari	Jand Mehlu	Nakial	Tatta Pani
Lethrar Bala	Sir Suba Shah	Sunny Bank	Barian Camp	Sensa	Lunjgran
Pindori	Sumbalgah	Lower Topa	Dewal	Kahori	Khaplu
Panjar	Bakra Mandi	Chitta More	Dhanda	Trarkhal	Skardu AF
Wah C.W	Tikal	Bann	Mohrah Saydan	Thorar	Hattian Dopatta
Sehala	Tall Khalsa	Gharial	Murree Clifdan	Garhi Dopatta	Kamroti
Rewat	Uderwal	Samli	Sehar Bagla	Skardu	Charhoi
Pirwadhai	Blakhar	Gulehra Gali	Jhik Badhal	Mang Bajri	Athmaqam
Attock Oil Company	Benal Pattan	Kashmiri Bazar	Punjgran Khurd	Dhulli	Rehra
Chowk Pindori	Pindori (Ch. B. Khan)	Kuntrilla	Kheerkot	Chenari	Hurna Maira
Banda	Jhatta Hathail	Kingar Mumdal	Phaphreel	Miandla	Galla Kanata
Daryala Saigan	Sattelite Town	Kingar	Tret	Harighel	Chilas
Azad Pattan		Dhoong		Pachiot	Astore
Dobeeran Khan		Jhika Gali		Kullian Bazar	FPU-5
Chakrali		Changa Bangial		Karnah	
Bhall		Manghote		Hattain	
		Mohran Noori		Kahuta A.K.	
		Kent Khalil		Seer Mandi	

DIAGRAM OF TROLLEY - TRAY

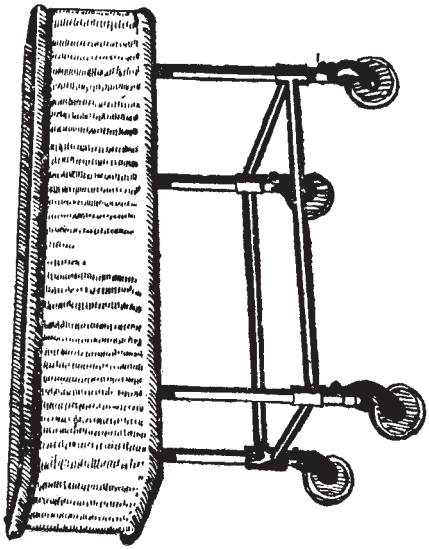
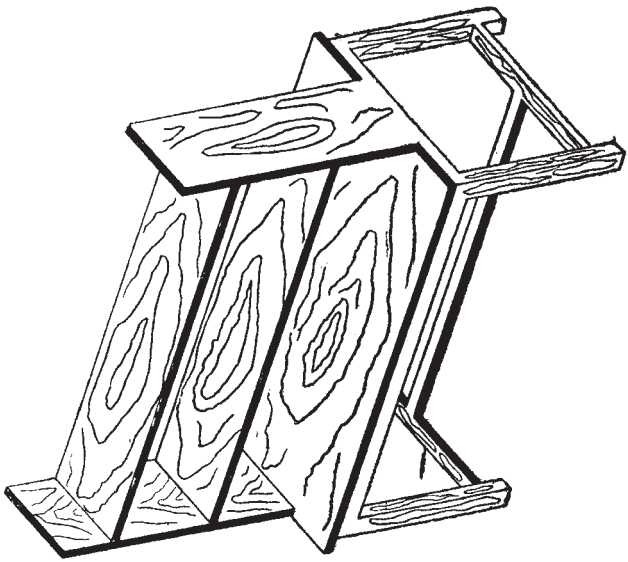
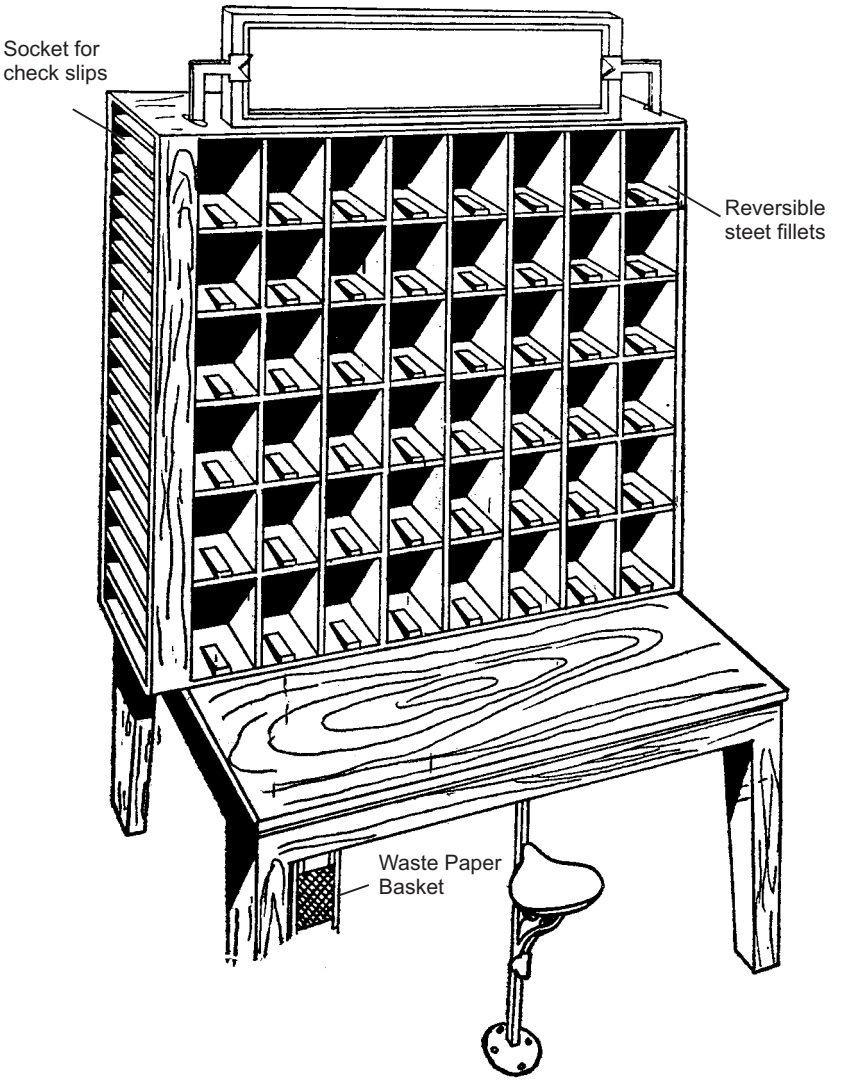


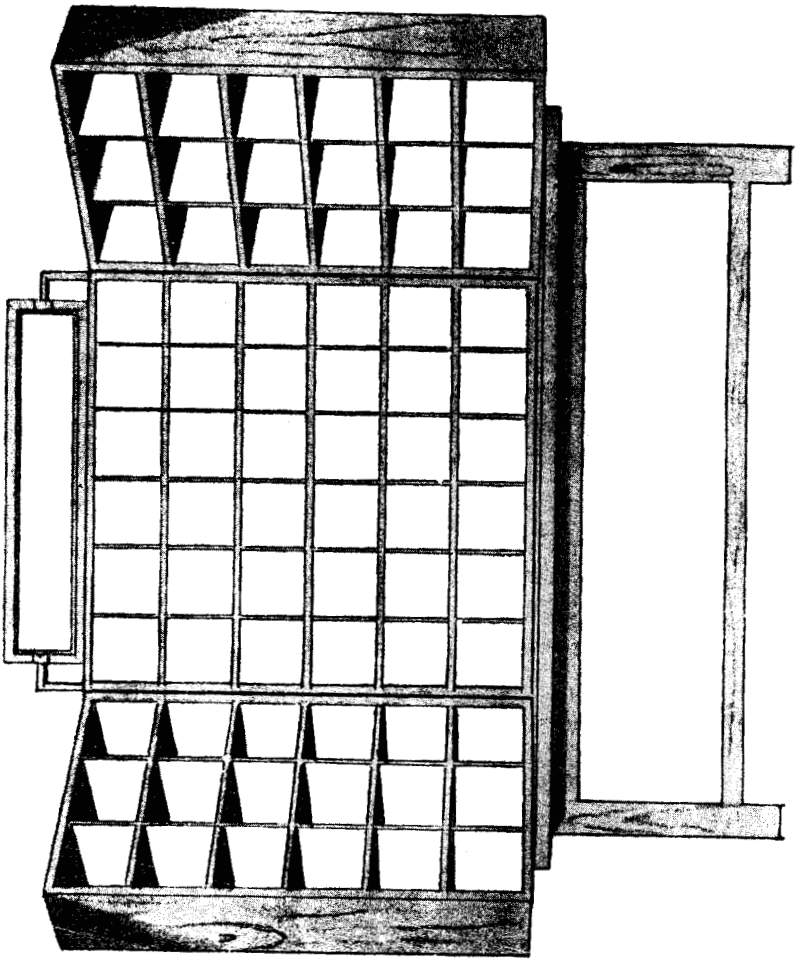
DIAGRAM OF FACING TABLE



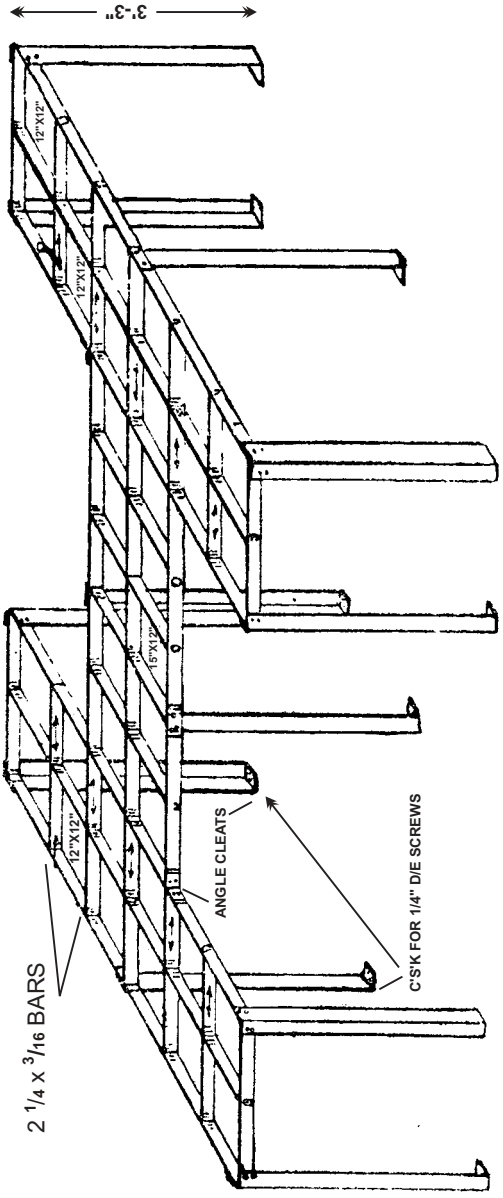
STANDARDIZED 48 BOX SORTING FITTING



72 BOX SORTING FITTING



DROP - BAG FITTING



CHAPTER 4

TRANSIT SECTIONS AND TRANSIT MAIL OFFICES

112. Duties and responsibilities of the mail guard or mail agent.—(1) The duties of the mail guard or mail agent comprise the work connected with receipt, custody, sorting and despatch of articles posted in the van or office and of closed mails. His responsibility begins when articles are cleared from letter-boxes or when closed mails are made over to him by a section, office carrier, and continues until the bags are delivered or despatched to destination. The mail guard or mail agent has nothing to do with the articles contained in the closed mails made over to him for disposal, but transit bags addressed to the section or office are opened and the bags contained in them are disposed of by him.

(2) The mail guard or mail agent is responsible that the articles and bags dealt with by him are carefully examined, properly treated and correctly disposed of, that the contents of transit bags and in the case of a transit mail office authorised to perform registration work— of the registered bags and registered bundles closed by him are correct; that the bags and bundles are securely fastened and properly labelled and sealed; that torn or otherwise unserviceable bags are not used; that all irregularities and unusual occurrences connected with his work are promptly detected and brought to notice; and that his work-papers are complete and correctly prepared.

112/1. Attendance of set.—An attendance register will be kept in the transit mail office in which every mail agent of a set must sign his name and enter the time of his attendance.

113. Preliminary work.—(1) On entering a van, the mail guard should examine the fittings, glass windows and lamps to see that nothing is damaged. He should then arrange the empty bags and other articles required for use in their proper places. The latter action should also be taken by a mail agent preparatory to commencing work in the office.

(2) If the section commences its trip at a changing station, the mail guard should first take delivery of the mails from the official in charge of the relieved set, examine the bags in his presence and then sign the sectional mail list and the special list, if any, in token of having received the mails correctly.

114. Receipt and despatch of mails.—The rules prescribed for sorting sections and sorting mail offices regarding the receipt and despatch of mails

and the preparation of the forms connected therewith, in so far as they apply to a transit section or a transit mail office, must be strictly compiled with by the mail guard or mail agent, as the case may be.

115. Disposal of unregistered articles.—Unregistered articles posted in the van or office or received from a mail peon should be sorted according to the instructions in the sorting list and dealt with in accordance with the procedure prescribed for sorting sections or sorting mail offices in so far as it is applicable. Ordinarily, a sorting mail bag should be closed for each office or section with which mails are exchanged.

Note 1.—The instructions contained in rule 67 may, under the special orders of the head of circle, be made applicable to transit sections.

Note 2.—*[Deleted.]*

11. 6. Certificates of posting.—Certificates of posting should be granted to the public in accordance with the rule on the subject in the *Post Office Guide* by transit mail offices only.

117. {*Deleted.*}

118. Registration of articles.—(1) With a few exceptions, every transit mail office is authorised to receive articles of the letter mail for registration, but not for insurance.

(2) The conditions under which articles may be registered and other information on the subject will be found in the *Post Office Guide.*

(3) The mail agent must carefully observe the procedure laid down *(a)* in chapter 3 of this volume for the guidance of sorting mail offices in connection with registration of articles and *(b)* in chapter 2 of the Post Office *Manual,* Volume V, in connection with the preparation of registered lists, registered bundles and registered bags, etc.

119. Hours fixed for closing the mail.—The instructions on this subject are contained in rule 58 of the *Post Office Manual,* Volume V.

120. Preparation of mail for despatch.—A sufficient time before the arrival of the train at a station where mails are to be given out by a transit section, or the hour fixed for the despatch of a mail by a transit mail office, the bags for delivery or despatch, as the case may be, should be sorted, those which are not to be forwarded loose being sorted according to the transit bags in which

they are to be enclosed; and the mail guard or mail agent must satisfy himself that the number of bags for delivery or despatch is correct.

121. Final duties before quitting the van or office.—(1) The mail guard should examine the fittings, lamps, etc., of the van to see that nothing has been damaged or lost. He should replace the stamps, seals, books, etc., in the portfolio, put the empty bags for return to the record office in the bag provided for the purpose and label and seal the letter bag. He should give out the mails to be delivered and, if the trip is ended at a changing station, make over the mails for the relieving set to the official in charge together with the sectional mail list.

(2) The mail agent should examine and check the articles detailed in the stationery list and see that the articles of stationery, stamps, seals, books, etc., are carefully put away; that the bag containing empty bags for return to the record office is labelled and sealed; that the mail box is properly secured and that the office room is swept and everything arranged in a tidy and orderly manner. He should then lock the office room and retain the key in his personal custody.

CHAPTER 5

RECORD OFFICES

GENERAL RULES

N.B.—The instructions laid down in these rules for the guidance of record clerks apply also to sub-record clerks except where they are obviously inapplicable or where there is anything to the contrary in the context.

122. Authority of record clerk.—(1) The duties, responsibility and authority of the record clerk, as described in this chapter, extend solely to the sorters of the sections attached to the record office.

(2) The record clerk is authorised, when necessary, to order sorters to do extra duty, or in urgent cases to transfer them *temporarily* from one set or section to another, to summon a sorter to the record office or to the railway station during his rest-time for the purpose of enquiring into losses or complaints, of communicating to him urgent sorting or guidance orders, of sending him on extra duty in any sudden emergency, or of making him practise sorting. The record clerk has discretionary power to make such temporary arrangements in cases of sudden illness of sorters, etc., as may be necessary to carry on the work ; but every such case must at once be reported to the superintendent in the record clerk's daily report.

123. Supervision of work.—(1) The record clerk is required to exercise a general supervision over the sorters and their work, and he should, therefore, make himself acquainted with the character and capabilities of the sorters, and by constant and vigilant observation see that they perform their work in strict accordance with the rules.

(2) When he observes carelessness in the preparation of work-papers, or when complaints are made against sorters, he should warn them, and, if his warnings are disregarded, report them to the superintendent. He should encourage sorters to practise sorting on rest days. He should inspect, from time to time, the articles supplied to sets, to see that they are correct and that care is taken of them: this should always be done when a head sorter is transferred from one set to another.

124. Distribution of work.—The distribution of work among the officials of the office, as fixed by the superintendent in the memorandum of distribution of work, must be strictly maintained by the record clerk.

125. Nominal roll of metal tokens to be kept at head record office.—(1) The record clerk must keep a nominal roll (in the prescribed form) prepared in manuscript of the holders of all metal tokens received. A separate page of the roll should be assigned to each token, where the names of the successive holders should be recorded, with the other particulars provided for in the form. In respect of such tokens as have not been issued, or have been lost, the remark "In stock" or "Lost by (name)": the amount representing the manufacturing cost plus incidental charges (if any) realised in cash or deducted from his pay, as the case may require, should be entered in the second column of the roll.

(2) The receipts appertaining to the tokens issued should be filed, in the serial order of their Nos., with the roll. All the unissued metal tokens in the head record office must always be kept locked up in the office safe.

126. Hours of attendance.—(1) The superintendent will fix the hours during which the officials of the record office and the sorters of the sections attached to it should attend the office, and the record clerk should insist on their punctual attendance.

(2) An attendance register will be kept in the record office in which every official of the office (including the record clerk) and every sorter must sign his name and enter the time of his attendance in the presence of the record clerk.

(3) The record clerk should see that the behaviour of all officials is orderly, and that they are properly dressed when on duty, and that the office is kept clean and tidy.

127. Attendance on railway platform.—If the record clerk is required to be present on the railway platform on the arrival and departure of trains, the trains to be met and the work to be done by him will be laid down in the memorandum of distribution of work.

128. Travelling of record clerk.—The record clerk's duties do not entail travelling; but in emergencies, such as an interruption to the mail service owing to a break on the railway or any other cause, he may be deputed by the superintendent to proceed to the spot and make arrangements for the transport of mails. He may also, in special cases, and with the sanction of the head of circle, be deputed on duty in connection with camp mails for high officers on tour.

Note.—This rule does not apply to sub-record clerks.

Duties During Attendance Hours of Sets

129. Work to be done during attendance hours.—The work to be done by the record clerk during the attendance hours of a set comprises the following duties:

(*a*) taking over and examining the work-papers for the previous trips;
(*b*) issuing the work-papers for the next trips and inspecting them when prepared;
(*c*) taking over the empty bags brought back from the previous trips and issuing the bags for the next trips;
(*d*) communicating to the sorters orders received from the superintendent or the head of circle regarding changes in the sorting list and other matters, and requiring them to give explanations of any irregularities, etc., that may have occurred in their work;
(*e*) and in the case of a selection grade record office, corresponding with other divisional superintendents and postmasters in regard to case relating to the bag accounts of the record office.

Note.—Sorters attending the record office should not be detained there any longer than is absolutely necessary for the performance of the work required of them.

130. Importance of proper examination of work-papers.—The most important duty of the record clerk is the examination and filing of the work-papers received in the record office. This duty should, therefore, be performed with the utmost care and must on no account be delegated to any sorter. A record clerk who neglects the proper examination of work-papers renders himself liable to dismissal or reduction to lower pay.

Note 1.—The instructions contained in this and in the succeeding rules on the subject apply also to the examination by a sub-record clerk of the work-papers of the mail office for the previous working hours.

Note 2.—In the larger record offices, where it is impracticable for one man to check the work-papers of all the sections, one or more sorters are attached to the office to assist the record clerk in this duty and the work-papers to be examined by each official are specified in the memorandum of distribution of work.

131. Points to be observed in examining work-papers.—In examining the work-papers of a set under the instructions given in the next two rules, the record clerk should be careful to see that all the documents included in the work-papers bear the required stamps and have been receipted, when necessary, by the responsible office; that no correction is made in any documents where it is forbidden, that all permissible corrections in the

documents are duly and properly attested, and that the work-papers are complete and neatly prepared.

132. Examination of work-papers of sorting sections and mail offices.— The head sorter of each set of a sorting section will personally hand over to the record clerk the work-papers of his set for the previous trips which will be in two bundles, one for the out-trip and the other for the in-trip. The record clerk should examine them in accordance with the instructions contained in the following clauses:

Clause (i) : Examination of mail abstract.—(1) Count the mail lists that accompany the mail abstract to see that all those due to be received and the originals of those due to be despatched are on file.

(2) Examine the entries in the abstract under the head "Mails" and wherever the number of due mails "Actually received" or "Actually despatched" differs from the number entered in the column headed "Due as per sorting list" on the receipt and despatch sides, respectively, satisfy yourself that an explanation of every item composing the difference is given on the proper mail list or at the foot of the abstract. Also see that all such explanations have been copied into the head sorter's daily report. The registered lists should be carefully examined to see that they have been properly stamped and signed and that the entries of insured articles have been duly attested by the head sorter or the postmaster.

(3) Satisfy yourself, by reference to the mail lists, that the entries in the abstract of the total number of unusual mails (including special bags) received and despatched are correct; and in the case of special bags despatched, that they were correctly disposed of, and that the receipts of the receiving officers appear on the duplicates of the special mail lists. The parcel lists should be carefully examined to see that they have been properly stamped and signed.

(4) Test the correctness of the totals of forward bags entered on the receipt and despatch sides of the abstract, and see that they agree; then sign the certificate at the foot of the mail abstract, and impress the abstract with the date-stamp of the record office.

(5) The examination of the mail abstract may be performed with the head sorter.

(6) For the examination of the entries in the mail abstract under the head "Bags", *see* rule 137.

Clause (ii): Examination of registered abstract.—(1) Count the registered lists which accompany the registered abstract to see that all those due to be received and the originals of those despatched are on file. It should be remembered that if the mail abstract shows that any due mail bag for the section was received short or in excess, the number of registered lists will be affected accordingly and that there should be a registered list for each *registered bundle* opened or made up by the set.

(2) Compare the totals of registered articles received, as shown on the receipt side of the registered abstract, with the totals of the registered lists, check the entry on the receipt side against the head "Registered bundles made up" and that on the issue side against the head "Registered bundles opened", and see that a receipt has been granted by the registration sorter for each registered bag, and registered packet bundle received by him.

(3) Satisfy yourself that the totals of registered articles sent to each office or section, entered on the issue side of the registered abstract, are arithmetically correct by checking the details given in the copies of registered lists despatched, and that every insured envelope or bundle, shown in the registered list received, is accounted for by tallying the Nos. distinguished by the letters "Ins." or "1. D." in the lists with those detailed in the copies of registered lists despatched. Also see that a receipt has been obtained by the registration sorter for each registered bag and registered packet bundle despatched by him, and that each *registered bundle* made up by the set is accounted for in the copies of registered lists despatched.

(4) In the case of mail offices, satisfy yourself that each insured envelope and insured bundle received has been weighed and the ascertained weight entered in the registered list with which the envelope or bundle was received against the relevant entries [rule 96) (4) of the *Post Office Manual,* Volume V].

(5) Test the correctness of the totals on the receipt and issue sides and see that they agree; then sign the certificate at the foot of the registered abstract, and impress the abstract with the date-stamp of the record office.

(6) The examination of the registered abstract may be performed with the assistance of the registration sorter.

Clause (iii) : Examination of parcel abstract.—(1) Count the parcel lists which accompany the parcel abstract to see that the number of those due to be received and the copies of those despatched are correct: if a parcel list is wanting, call for an explanation of its absence.

(2) Compare the totals of parcel mail articles received as shown on the receipt side of the parcel abstract with the totals of the parcel lists received, and see that a receipt has been granted by the parcel sorter for each parcel list received by him.

(3) Satisfy yourself that the totals of parcel mail articles sent to each office and section, as entered on the issue side of the parcel abstract, are arithmetically correct by checking the details in the copies of parcel lists despatched and that every insured parcel shown in the parcel lists received is accounted for by tallying the Nos. distinguished by the letters "Ins." in the lists, with those detailed in the copies of parcel lists despatched. Also see that a receipt has been obtained by the parcel sorter for each parcel list despatched by him.

(4) In the case of mail offices, satisfy yourself that each insured parcel received has been weighed and the ascertained weight (in grams) recorded on the parcel list with which it was received, against relevant entry (rule 98 of the *Post Office Manual,* Volume V). In the case of insured bags despatched, satisfy yourself that the weight of each insured bag despatched has been noted in the parcel abstract against the entry of the name of the post office or section to which the insured bag is despatched (rule 92 (2) of the *Post Office Manual,* Volume V).

(5) Test the correctness of the totals of the receipt and issue sides, and see that they agree; then sign the certificate at the foot of the parcel abstract and impress the abstract with the date-stamp of the record office.

(6) The examination of the parcel abstract may be performed with the assistance of the parcel sorter.

Clause (iv) : Examination of head sorter's daily report.—(1) Examine the head sorter's daily report to see that it is properly prepared, that the irregularities, etc., reported are intelligibly expressed and that the correct number of extract reports are attached, and, where possible, check the correctness of the particulars given in the daily report and extract reports.

(2) Satisfy yourself that the sorters (including subsidiary sorters, if any) composing the set, whose names appear in the daily report, actually proceeded on the trip, as evidenced by their signatures. If any sorter was absent (in which case the signature of the substitute employed in his place should appear in the daily report) see that the reason for his absence is given in the daily report, and satisfy yourself that the reason is satisfactory.

(3) Examine the check-slips, if any, attached to the daily report and satisfy yourself that the particulars of missent articles have been entered in the prescribed manner.

(4) If a head sorter's daily report is not properly prepared, or if there are any omissions in it, have it corrected or completed and note the irregularities or omissions in the space provided for the purpose in the daily report before submitting it to the superintendent.

(5) It is a strict rule that the examination of the work-papers of a set for its previous trips must be completed on the date of their receipt in the record office, and in the presence of all the sorters of the set.

Note.—If any sorters of a set are exempted by the superintendent from attending office on any day, the work-papers for which they are responsible should be examined in the presence of the head sorter.

133. Examination of work-papers of transit sections.—The mail guard of each set of a transit section will personally hand over to the record clerk, his work-papers for the previous trips, in two bundles, one for the out-trip and the other for the in-trip, and these should be examined by the record clerk in accordance with the instructions contained in clauses (i) and (iv) of the preceding rule.

134. Disposal of daily reports.—(1) Daily reports of sets should, after examination in the manner prescribed, be stamped and signed by the record clerk and forwarded by him along with, and entered in his own daily report to the superintendent, each with its respective extract reports attached.

(2) Extract reports concerning unimportant irregularities committed by post offices or by sections and mail offices other than those within the division should, however, be detached and sent by the record clerk direct to the superintendent or first class postmaster concerned— the officers to whom they are forwarded being noted under his initials and date in the last column of the daily reports against the corresponding entries.

(3) Check-slips attached to daily reports should be detached and forwarded by first mail to the superintendent or first class postmaster concerned, except those relating to bundles made up by the sections or mail offices within the divisions which should be sent to the Divisional Superintendent attached to the daily reports.

Note.—If the record office is at the headquarters of the division, the daily report of each set should be submitted to the superintendent before the set leaves the office, so

that, if any information is required by that officer or -the headquarters Assistant Superintendent, the sorters may be on the spot to give it.

135. Issue of forms to sets.—After the work-papers for the previous trips or working hours of each set have been examined and filed, the record clerk should make over to the head sorter or mail guard, as the case may be, the forms and labels to be used by the set during the next trips or working hours, as well as the type-boxes of the set. When issuing the forms, the record clerk should see that the tag-labels are impressed with the name-stamps of the offices and sections for which bags are closed by the set and that the Acme covers supplied to the set are in serviceable condition.

136. Inspection of work-papers prepared.—When the work-papers for its next trips or working hours have been prepared by a set and submitted to the record clerk, the latter should carefully examine them to see that they have been properly and neatly filled in and that the documents (including labels for mail and transit bags to be used) are duly stamped. This is an important duty and should be carefully attended to. The daily report of the set should then be stamped by the record clerk in token of having performed this duty.

137. Check of bags remaining over from previous trips or working hours with mail abstract.—(1) The record clerk should count the bags of each description remaining over from the previous trips or working hours of a set, and see that the number agrees with the entries in the mail abstract opposite the head "Returned to the record office".

(2) He should examine the entries in the mail abstract under the head "Bags", and wherever the number of due bags "Actually received" or "Actually despatched" differs from the number entered in the column headed "Due as per due bag list" on the receipt and despatch sides, respectively, he should satisfy himself that an explanation of every item composing the difference is given at the foot of the abstract, and that all such explanations have been copied into the daily report of the set.

(3) He should further see that the particulars on the reverse of the mail abstract of bags received and despatched with unusual mails are correct, and that the totals agree with the corresponding entries on the face of the abstract.

138. Examination of sweepings.—The sweepings of mail vans contained in bags returned by the head sorter or mail guard should be examined personally by the record clerk to see that no postal article is amongst them. The daily sweepings of mail offices should similarly be examined as, soon as possible.

139. Issue of empty bags.—The record clerk should make over to the head sorter or mail guard the number of empty bags of each description (as shown in the due bag list) required for the use of a set during its next trips or working hours. He should satisfy himself that the empty bags given to the set are at once entered on the receipt side of the mail abstract against the head "Received from record office".

140. Duties of the bag clerk.—If a special sorter is attached to the record office as bag clerk, he will be responsible for the receipt, custody and issue of bags, and will perform the duties connected with the maintenance and clearance of unusual bag accounts.

141. Delivery book.—(1) All communications from the superintendent, calling for explanation of irregularities committed by sorters, are sent to the record clerk for delivery to the persons concerned, and the replies to the communications are sent through the record clerk to the superintendent.

A book must be kept in every record office with columns for—

(*a*) the No. and date of the superintendent's communication;
(*b*) the signature of the sorter concerned, in token that he has received the communication, and the date of its delivery to him;
(c) the date on which the sorter's reply or explanation was received and forward to the superintendent.

These communications should not be numbered by the record clerk or entered in the book in which his own official correspondence is recorded.

Note.—In the case of the head record office, the communications, orders, etc., for sorters will not be numbered; they will be made over to the head record clerk under receipt and should be returned by him to the superintendent in the same manner. All communications exchanged between the head record clerk and the superintendent, except those relating to accounts, should be in the form of office notes and memos, copies of which need not be retained.

(2) The record clerk should make over to the sorters present in the record office (under receipt to be taken in the delivery book) the communications intended for them, and also require them to furnish explanations of all irregularities that he may have detected in their work. No sorter should be permitted to leave the record office until all the references relating to his set requiring disposal have been replied to, and the record clerk should see that the replies given by sorters are complete and intelligible.

(3) All references should be disposed of in the record office, and the sorters must on no account be allowed to take away unanswered communications.

142. B order to be copied into guidance book.—(1) On receipt of a B order from the superintendent, the record clerk should have it neatly copied by one of the sorters into the guidance book of each set concerned. He should explain the meaning of order to all sorters including head sorters or to the mail guard who should initial the order in evidence of having under stood it.

(2) The record clerk must see that all the B orders that concern a set and only these are copied into the guidance book of the set, and he will be responsible for any omission or error in this respect.

(3) When B orders become obsolete or are cancelled or amended the remark "Cancelled or amended by B order No. (No.) of 20... : see page *(No.)*" should be written, under the record clerk's signature, across the copies of the orders in the guidance books of sets, a similar remark omitting the page reference, being also written across the original orders. The orders so cancelled should be mentioned by the record clerk in his daily report. The B orders for each year should be filed in a guard book, in the consecutive order of their Nos.

RECORDS, RETURNS AND CORRESPONDENCE

143. Filing of work-papers.—(1) After examination, the work-papers of each set of a section should be put up in two daily bundles, one for the out-trip and the other for the in-trip. Each daily bundle should bear a label, on which the name and date-stamps of the set should be impressed. At the end of the month all the daily bundles of work-papers of the several sets composing a section should be arranged together in two separate monthly bundles, viz., one for the out-trips and the other for the in-trips. A label should be attached to each monthly bundle, and should bear the designation of the section and the name of the month.

(2) In the case of a sub-record office, the work-papers of the mail office should be put up in daily bundles. Each daily bundle should bear a label, on which the name and date-stamps of the set should be impressed. At the end of the month, all the daily bundles of work-papers of the office should be arranged together in a monthly bundle, and a label attached to the monthly bundle bearing the designation of the mail office and the name of the month.

(3) Mail abstracts of sections and mail offices should be filed in separate monthly bundles, a label being attached to each bundle bearing the designation of the section or office and the name of the month.

(4) After the work-papers have been filed they should on no account be allowed out of the record office, unless they are required by supervising officers, nor should any sorter or mail guard be permitted to open a bundle of

work-papers for the purpose of referring to its contents, except under special circumstances to be noted under the record clerk's signature on the back of the registered abstract or, in the case of work-papers of a transit section, on the back of the mail abstract contained in the bundle opened.

(5) Whenever any work-papers are removed from the bundle to which they belong, under the orders of supervising officers, copies duly attested by the record clerk should be left in their place with a note explaining why the originals were removed and mentioning the official to whom they were made over. Should the work-papers be removed by a supervising officer personally, he should be requested to initial the attested copies and himself write the note prescribed above. In every case, the circumstances should be mentioned in the record clerk's daily report.

(6) Work-papers removed should, when returned to the record clerk, be at once filed again in their proper bundles, and a note to that effect should be written by him on the attested copies, which should be left in the bundle.

144. Periodical returns to be submitted by record clerk.—The following is a list of the periodical returns and documents to be prepared andsubmitted by the record clerk. Item 6 of the list being prepared and submitted only by sub-record clerk and item 7 only by the head record clerk:

Description of return	To whom submitted	Period	Date of submission
1. Daily report	Superintendent.	Daily	At the close of each day.
2. Corrected copies of sorting list of sections.	Do.	Half-Yearly	1st May and November of each year.
3. Indent for stationery ...	Do.	Do.	So as to reach the superintendent not later than the 1st September and 10th August of each year.
4. Indent for sorting case labels.	Do.	Monthly	So as to reach the Superintendent not later than the 15th of each month.
5. Indent for articles of stock	Do.		Whenever articles are required.
6. Statement of extra duties in form No. A.C.G.37.	Head Record clerk.	Monthly	3rd of each month.
7. Consolidated statement (bill) of extra dut1y allowance in form No. A.C.G. 37	Superintendent.	Do.	10th of each month.
8. Extracts from the register of miscellaneous sums received and disposed of.	Superintendent.	Do.	3rd of each month.

145. Record clerk's daily report.—(1) The record clerk is required to submit a daily report to the superintendent of the division. Except in special cases, the daily report will be the only communication addressed by the record clerk to the superintendent. The report shall be accompanied by the daily reports of the head sorters and mail guards of the sections attached to the record office and by the sorters' written explanations (if any) of irregularities committed by them.

(2) If any of the following irregularities occur, they must invariably be noted in the record clerk's daily report :

(*a*) absence of a sorter, mail guard or van peon from the set proceeding on a trip. The full particulars of absentees and the number of extra duties ordered should also be shown in the daily report;
(*b*) non-attendance or late attendance of a sorter on the attendance day at the record office ;
(*c*) negligence on the part of a sorter, as evidenced by the number of complaints received against him, or by careless preparation of work-papers;
(*d*) loss of sorter's metal token ;
(e) loss of, or damage to, any article supplied to the set.

All unusual occurrences must be reported in the daily report.

(3) In addition to the above, the record clerk's daily report should contain particulars of B orders cancelled in the guidance books of sets. If the record clerk is required to attend the arrival or departure of trains, he should mention the hours at which he was present at the railway station. If he is empowered to apply for extra train accommodation, he should forward with his daily report the third parts of the requisitions made by him for such accommodation.

Note.—When an M.S.T. section of one division is attached to a record office in another division the daily report of the section concerned should be submitted by the record clerk to the superintendent of the division to which the section belongs. The instructions regarding the preparation of the record clerk's daily report also apply to daily report submitted to the superintendent of another division.

146. Train misconnection report.—.In the case of record offices situated at junction stations, the record clerk must report to the head of circle by first mail (in the prescribed form) every case of misconnection of SME, MMC and trains conveying mails which occurs at his station.

Note.—Misconnecti ons between sections of two different circles should be reported to the head of the circle concerned.

147. Corrected copies of sorting lists.—The record clerk must submit to the superintendent, on the 1st May and 1st November of each year, corrected copies of the sorting lists of all the sections (sorting and transit) attached to the record office. These copies should contain all the changes intimated in weekly sorting orders and A orders up to date, and care should be taken to make the corrections legibly and neatly in red ink. The correct and punctual submission of these lists is an important duty, for the performance of which the record clerk is personally responsible.

Note.—Sub-record clerks should, in addition, forward copies of the sorting lists of their mail offices.

148. Disposal of superintendent's communications.—It is essential that all communications from the superintendent, whether addressed directly to the record clerk or intended for sorters, should be speedily and punctually disposed of and that the sorters' replies should be sent without delay to the superintendent. With a view to facilitate their delivery, the record clerk should arrange the communications received while the sorters are on the line, in the order of attendance of the sets at the record office. Delay in the disposal of references from the superintendent will be considered as evidence of laxity on the part of a record clerk, and as proving that he is unfit for his appointment.

149. [*Deleted.*]

150. [*Deleted.*]

CHAPTER 6

PORTERS AND VAN PEONS

PORTERS

151. Duties of porters.—One or more porters are attached to each record office for the purpose of carrying the articles supplied to sections between the record office and mail van, of loading and unloading mails in vans and conveying them to and from the mail office, and performing other duties of a similar nature.

Note.—*See* note to rule 155.

152. Duties in the record office.—The porter must be present in the record office at such times as he is required to attend, and must be ready to give his help wherever it is needed. It is his duty to keep the office, furniture, etc., clean and tidy, to see that the ink-pads are in serviceable order, renewing the cloth when necessary, and that the stamping ink is of proper consistency.

153. Attention to hand-trucks.—At stations where hand-trucks are used, one of the porters will be told off, under the superintendent's orders, to look after the trucks. He must regularly grease the wheels and keep the vehicles in proper order, informing the record clerk whenever any truck is in need of repairs.

154. Porters to be properly dressed.—When on duty porters must be cleanly and neatly dressed in uniform.

VAN PEONS

155. Duties of van peons.—In the larger sorting sections, an official designated *van peon* is attached to each set as a general assistant, and must be ready to give his help wherever it is needed. The chief duties of van person are to stamp articles and documents, to face letters and packets taken out of bags preparatory to handing them to the sorters and to close and seal bags. Van peons should be able to stamp with rapidity and clearness, and to tie and seal bags with facility and despatch.

Note.—In mail offices, the duties laid down in this rule will be performed by one of the porters.

156. Duties in the record office.—The van peon must attend the record office with the set to which he is attached on its attendance day. He should assist the head sorter in taking over the bags and labels to be used by the set on its next trips; he must reverse the bags and attach to the labels the lengths of string with which the bags are to be tied. When labels to be mounted on wooden blocks, this work must be done by him. He is required to keep the stamps and seals of the set clean and to change the date and other movable type.

157. Duties in the mail van.—The van peon must be present with his set on the railway platform at the time fixed for attendance. On entering the van, he must help the sorters in arranging the mails and articles ; he must stamp any articles made over to him for the purpose, assist in packing, tying and sealing bags and facing articles for sorting and examination ; and perform any other work of a general nature that may be required of him.

158. Van peons to be properly dressed.—When on duty van peons must be neatly and cleanly dressed in uniform.

CHAPTER 7

INLAND AIR MAIL

[N. B.—All rules in this Volume and in the Post Office Manual, Volumes V and VI, unless there is anything repugnant in the context, also apply to air mails. The following rules are therefore meant as an addition to, rather than in substitution of, these rules.]

159. Articles which can be sent by air mail.—Articles which can be sent by air mail, rates of postage and other conditions applicable to such mail are given in details in the relevant section of the *Post Office Guide.*

160. Quickest means to be adopted.—The quickest means of transmission available should be utilised for the conveyance of mails prepaid for transmission by air. As a general rule, such articles are given air lift to their destination or to the point nearest their destination to which an air service is available. If, however, it is found that in any case transmission by the surface route would be quicker, it should be adopted notwithstanding the fact that air surcharge has been prepaid.

Exception.—This rule, however, does not apply in cases when Philatelists' covers are handed to the post office or mail office for conveyance by a specified air route or air line.

161. Air mail bags.—(1) Blue bags of a special light material are fabricated for use as air mail bags. Only the prescribed blue air mail bag of the appropriate size should be used for closing air mail. Where the number of letters is very small, paper covers (Lab.-107) of the appropriate size should be used instead of bags.

(2) Air mail bags are meant to be used exclusively for closing of air mails and offices or sections receiving these bags with mails, should unless they have to use them for closing their bags to that office, return the empty bags by first surface mail to the Bag Sub Depot. The postmasters and head sorters will be held personally responsible if any official of his office/section is found misusing any air mail bag.

161/1. Express Post bags.— Blue bags of parachute cloth are fabricated for despatch of Urgent Mail Service, Air Express Service and International Speed Post mail by air. Only the prescribed Express Post bags of the appropriate size should be used for closing U.M.S., Airex and I.S.P. mail meant for air transmission.

162. Cancellation of superscription "By Air Mail".—Whenever it has been provided that an article paid for transmission by air mail has to be sent by surface route due to its redirection or return, the superscription "By Air Mail" or its equivalent appearing on the article should be scored out by means of two thick horizontal lines drawn across such superscription.

163. Treatment of air mails in case of accidents to an aeroplane.—(1) When in consequences of any accident en route, an aeroplane carrying mails is unable to continue its journey and call at the prescribed stopping places, the staff on board must deliver the mails to the M.S.T., or the post office, nearest to the place of the accident or to the office most suitable for reforwarding the mails.

(2) The office receiving such mails must first check the mails and, if necessary, repair such correspondence as might have been damaged. It should then forward the mails to the offices of their destination by the quickest available air or surface route.

(3) The mail office or the post office, as the case may be, must communicate, by means of an error extract, the particulars of the accident as ascertained from the pilot or other responsible official of the aeroplane and the result of the verification of mails made as well as the measures taken to dispose of them to the offices of destination of the air mail despatches, if they are inland offices; and, if they are foreign offices, to the Pakistan offices of exchange for similar communication to them. A copy of the error extract should be sent to the office of origin of the mails (through the office of exchange, if necessary). If, however, the office concerned happens to be the office of exchange, it will communicate with all such offices direct.

(4) The operating company is liable for all the expenditure incurred by the post office in affording any relief in bringing the mails from the landed plane to the mail office or the post office, in the reforwarding of the mails by the latter and in the conveyance of the mails to the airports of destination. The expenditure incurred on these accounts by the offices concerned should be reported to the head of the circle for recovery from the operating company.

(5) In the case of an accident to a mail-carrying aeroplane which results in its total destruction, that is when the entire crew of such a plane is killed in the accident, the Civil Aviation authorities will inform immediately the head of a postal circle about the accident who will then immediately direct a Postal officer to proceed to the spot at once along with the party of the Civil Aviation Department, so that the salvaged mail, if any, can be taken possession of by the

Postal officer on the spot, and dealt with according to the rules. It will also be the duty of a head of a circle as well as of a divisional superintendent in whose jurisdiction such an accident occurs to get himself in touch with the Civil Aviation authorities immediately he receives information of the accident, either officially or through any other source, and the divisional superintendent will arrange to accompany the Civil Aviation authorities to the spot and will take further action for the disposal of mails as mentioned above.

Note.—Rules in chapter 10 of the *Post Office Manual,* Volume VIII, apply in such cases.

164. Treatment of overcarried or detained mail.—(1) When the flight of an aircraft is interrupted so as to delay the mails or when, because of unavoidable circumstances, the aircraft cannot land at a scheduled destination, the mails are reforwarded to their destination by the nearest post office or mail office by the quickest means available. A report of the occurrence should also be made as provided for in the previous rule. Similarly bags which have been overcarried, through an error by the aeroplane, will be handed over at the next port of call and should be taken over and disposed of expeditiously as provided for in this rule.

(2) The incident should be noted in the rough note-book and daily report indicating particulars and disposal of bags and copies thereof forwarded to offices of origins, destination, the Divisional Superintendent and the controlling offices of the Foreign Posts, International Mail Offices and the Express Post Centres as the case may be.

(3) Cases wherein the Air Company has failed to hand over such mails to the nearest post office or mail office and disposed of the mail at their own discretion thereby delaying the mail should be reported by the offices which exchanged mails with the Air Company to their Divisional Superintendents.

165. Class of air mail bags.—(1) The following classes of bags are carried by air mail:

(*i*) Mail bags (D class) including registered letter mail only (both sorting and station);
(*ii*) Packet/letter bags: containing unregistered articles of the letter mail;
(*iii*) R. P. or R. B.: containing registered articles of the letter mail;
(*iv*) Parcel bags: containing articles of parcel mail; and
(*v*) T. B.: Transit bags as defined in rule 33 of the *Post Office Manual,* Volume V.,

(*vi*) Air Express (Airex) Station Bags containing airex articles of the letter mail.

(*vii*) Urgent Mail Service bags containing first class letter mail items; and.

(*viii*) International Speed Post / E.M.S. bags containing registered letters/parcels.

(2) It should be borne in mind that carriage charges for articles of letter mail and parcel mail articles are different and therefore articles of these two categories should always be enclosed in separate bags.

(3) Empty bags should on no account be sent by air mail.

166. Registered bag.—Registered bags should invariably be enclosed in the mail bag concerned. But if circumstances warrant the despatch of a registered bag outside, the label or the cover should be conspicuously marked in thick red ink letters with the superscription "Registered Bag". Registered bags containing insured articles should on no account be sent outside.

167. Parcel bag.—Parcel bags should be prepared as prescribed for surface parcel mail (rule 91 of the *Post Office Manual,* Volume V).The label of the bags should, however, show particulars as described in rule 170.

168. Insured parcel bag.—Insured bag be despatched enclosed inside the parcel bag. It should be closed and sealed in accordance with rule 92 of the *Post Office Manual,* Volume V. It should be carefully noted that only the prescribed insured bag label is used with an insured label (RP.-20) securely pasted over it. When an insured bag is despatched outside a parcel bag, the bag after being closed in the manner prescribed in rule 92 of the *Post Office Manual*, Volume V, should be enclosed in another sack which should bear the usual label of a parcel bag and closed and sealed as prescribed in rule 91 of the *Post Office Manual,* Volume V.

169. Transit bag.—If there are more than one bag (including paper cover) for the same station, whether meant for that office or in transit through that office or both, a transit bag should be prepared. It should, however, be noted that use of any bag other than blue air mail bag is prohibited, and also that no parcel or insured parcel bag is included in a transit bag containing letter mail bags. Separate transit bags may, however, be prepared containing only parcel or insured parcel bags. When such a transit bag is prepared the word "Parcels" should be conspicuously written on the label of the transit bag and weight of the transit bag should be entered under the column of weight of parcels.

170. Closing of bag.—Air mail bags should be closed as prescribed by rule 130 of the *Post Office manual,* Volume V, with the exception that thin stout twine should be used in closing such bags. Where lead seals are used for sealing air mail bags, the kind and size of twine specified for use with the lead seals should be used. Special cloth lined or thick cardboard label should be used. The indication "Air Mail" is either printed on the label, or a blue air mail label should be pasted securely over it. It should also indicate the class of mail, office of destination with airport at which the bag is to be offloaded, name of airline or the number (or date) indicating the particular flight and the weight of the bag in kilo grammes and grammes. It should be date-stamped on the reverse.

Note:—The colours of tag labels as prescribed for surface mail should be used for air mail also.

171. Extra bags and plural mail bags.—Extra ail mail and plural air mail bags are prepared and despatched in the same way as surface mail.

172. Preparation of air mail way bill.—(1) Air mails are carried in charge of the official of the Air company and no mail is, therefore, despatched without a mail list which is called a way bill [form M-57 (a)]. Way bills are addressed to office or mail agent of the airport of destination and a separate way bill should be prepared for each port of call for which there is mail.

(2) Care should be taken to fill in the particulars of a bag in the appropriate column of the Air Mail Way Bill. Separate way bills should be prepared for bags containing first class mail and for those containing parcel mail articles even though they are meant for the same station.

(3) Six copies of way bills are prepared. The pencil copy along with four carbon copies should be presented to the representative of the Air Company. The four carbon copies should be handed over to him with the mail and his signature obtained on the pencil copy. The remaining one copy, one should be sent by the despatching office by the next air mail to the Senior Superintendent, Foreign Post, Karachi.

(4) At the port of destination, one carbon copy of the way bill will be handed over along with the mails to the departmental official who will be required to sign for receipt on the other copy of the way bill which will be retained by the Air Company for claiming freight.

(5) In order to ensure exclusive and prompt handling of express mails a separate Express Post Air Mail Way Bill in form EP-2 should be prepared for the dispatch of U.M.S., Airex; and I.S.P. bags for the designated station or office, as the case may be. A specimen of the Express Post Air Mail Way Bill (form E.P-2) is given below:

NOTE.—Receipt for the bags received may also be given on the manifest of the Air Company, if they so desire.

PAKISTAN POST OFFICE
EXPRESS POST AIR MAIL WAY BILL
(INLAND MAIL)

Office of origin		Office of destination
Flight No.	Date of Departure	Time
		Airport of offloading

Mail No.	Number of bags/T.Bs.			Gross weight of bags/T.Bs. (In kilogrammes and grammes)			Irregularities detected/ discrepancies noticed in weight, etc.
	UMS	Airex	ISP	UMS	Airex	ISP	

Total Weight: UMS + Airexpress + ISP = ... Kgs.

Dispatching Office	Officials of the carrier or airport	Office of destination
Signature & date stamp	Date & Signature	Date & Signature

173. Immediate examination and verification of mails.—(1) The immediate examination of mails handed over by the representative of the Air Company is of the utmost importance. The Postal official who takes over the mail should carefully examine the condition of the bag, cord and seal and, if there is any doubt, or if there appears to be a marked variation in weight of any

bag, he should get the bag weighed in the presence of the representative of the Air Company. The ascertained weight of the bag should be noted on both the copies of the air way bill and attested by the representative of the Air Company, as well as the Postal official, unless no difference in weight is detected on actual weighment.

(2) When a bag or its cord or seal is damaged or bears signs of tampering with, the bag should be got opened in the presence of the representative of the Air Company and unless the contents are found to be correct, an inventory of the contents of the bag, or of the article, as the case may be, should be prepared and signed by the two officials. The damaged article should be protected in the usual manner and placed in the bag. After the articles have been checked and placed in the bag, it should be closed and sealed. A remark should be recorded on the label of the bag indicating the action taken and the reason thereof.

(3) Whenever a bag is opened for checking and is reclosed an appropriate remark should always be recorded on both copies of the way bill and attested by the Air Company and Postal officials.

(4) The occurrence should also be noted in the error book or the daily report and an extract of the error should be sent to their Divisional Superintendent and also to Senior Superintendent, Foreign Post, Karachi, for information and necessary action.

(5) All Air Companies have their security staff at important airports and any irregularity noticed should be brought to their notice. Where there is no security staff, the pilot of the plane should be informed of the irregularity.

(6) Once the mail has been accepted without any reservation, the Air Company is free from all responsibility.

APPENDICES

APPENDIX 'A'

RULES RELATING TO CAMP ARTICLES

N. B. —*These rules are applicable only to the camp articles of high officers for whom special bags are made.*

1. *Object of addressing correspondence "Camp".*—The object of addressing correspondence "Camp", without the addition of any post town, when such correspondence is intended for high officers on tour, is to allow of its being delivered without delay at any place where the addressee is at the time. To enable this to be done, it is necessary that the Mail Sorting and Transportation should have exact information of the dates on which the officers concerned will arrive or halt at stations in their divisions; this information will be furnished to the superintendent, in the form of a tour programme, by the head of circle concerned.

2. *Tour programmes.*—(1) When the head of a Government or Administration or an officer enjoying the privilege of a special bag is about to proceed on tour, a programme of the tour will be furnished to the Superintendents, M. S. T. concerned, showing the dates of arrival at, and departure from, each station. If the programme shows that the route or a part of it selected for the tour is off the railway line, the Postmaster-General concerned will at once inform the Superintendent, M.S.T., at what railway stations special bags for the camp should be delivered by sections; the Superintendent should issue a B order accordingly, and send a copy to the Postmaster-General and to other superintendents, if necessary.

Note.—*See paragraph (1) of exception below rule 5.*

(2) The following list shows the officers of the Post Office who will receive tour programmes, and those to whom they will communicate the programme in each case:

Sl. No.	High officers	Office who will receive the tour programmes from the high officers named in column 2	Officers to whom the tour programme will be communicated by the officers named in column 3
1	2	3	4
1.	President of Pakistan	Director General, Pakistan Post Office Islamabad-44080	All heads of circles. (The programme will be communicated by the heads of circles to the Regional Deputy Postmasters General, Superintendents of Post Offices, Divisional Superintendents, Mail Sorting and Transportation and Postmasters concerned
2.	Prime Minister		
3.	Chairman, Senate		
4.	Speaker, National Assembly . .		

APPENDIX 'A'

Sl. No.	High officers	Officers who will receive the tour programmes from the high officers name in column 2	Officers to whom the tour programme will be communicated by the officers named in column 3
1	2	3	4
5.	All Federal Ministers	- Do -	- Do -
6.	All Ministers of State		
7.	Chairman, Joint Chiefs of Staff Committee	- Do -	- Do -
8.	Chief of Army/Air/Naval Staff . .	- Do -	- Do -
9.	Governor of the Porvince (Balochistan/ N.W.F.P./Punjab/Sindh) . . .	Postmaster General Balochistan/ N.W.F.P. Punjab Sindh	Regional Deputy Postmasters General Unit Offices and Postmasters concerned
10.	Chief Minister (Balochistan/ N.W.F.P./Punjab/Sindh) . .		

3. *Issue of B orders.*(1) Immediately on receipt of a tour programme, the superintendent should issue a B order, detailing how camp articles are to a disposed of and what special bags (if any) are to be closed and where they are to be delivered by each section and office each day during the tour. Ordinarily, the section or office which will deliver the special bags will be the only one which will close such bags, e.g., if the Governor of Punjab Province halts at Multan, the sections working past that station will close and deliver at Multan special bags containing articles addressed to the Governor's Camp: all other section will transfer such articles "outside" to the sections working past Multan.

(2) In issuing a B order, the superintendent should be guided by the following instructions. Only camp articles of the letter mail which are not insured will be included in special bags. Insured. V.P. and parcel mail articles and money orders which cannot be included in these bags will be despatched to the post office by which the addressee is, or can be, served at the time; and the B orders should mention how these classes of articles should be disposed of.

Note 1.— *See exception* below rule 5.

Note 2.—See note below rule 47 of the Post Office Manual, Volume V, and note 3 below rule 162 of the Post Office Manual, Volume VIII.

4. *Issue of tour orders.*—On receipt of the B order from the superintendent, the record (or sub-record) clerk must issue daily during the tour to each set of the several sections attached to his office a tour order in the prescribed form containing instructions for the disposal of camp articles and special bags during their next trips, out and in. Tour orders should be signed by the record clerk, and made over to the officials in charge of the sets with their work-papers. The record clerk is personally responsible that the tour orders are correct and that they are thoroughly understood by all the sorters of the set.

Note 1.— See notes below rule 3.

Note 2.—The sub-record clerk should issue similar instructions to each set of a mail office.

5. *Sorting of camp articles.*—(1) It is not necessary that sorters should know the names of the persons accompanying the head of a Government or Administration or any high officer entitled to the privilege of receiving a direct bag on tour. Sorters must always be guided by the destination marked on an article; as far as they are concerned, it is immaterial whether the addressee of a letter directed to "Camp" is at the camp or not. Every article must be sorted according to its address. An article which is addressed neither to a post town nor "Camp" will be sent to the headquarters station of the officer concerned.

(2) A list of the persons accompanying the head of a Government or Administration on tour will be furnished only to *(a)* the Superintendent, Foreign Post, *(b)* the local Returned Letter Office, and *(c)* the post office at the headquarters of the Government or Administration concerned.

(3) When articles addressed "Camp" or "Camp Post Office" are received by an office or section which has not been specially instructed how to dispose of them, or which does not possess any authentic information regarding the movements of the "Camp", or the "Camp Post Office", the articles should be forwarded "outside" in the case of unregistered articles of the letter mail and in the ordinary way, in all other cases, to the first sorting office or section on the route to the headquarters station of the addressee, or direct to the headquarter station if no sorting office or section intervenes.

Exception.—Where the head of a Local Government has been given a Camp post office, the Postmaster-General will arrange that the copies of the tour programme sent to him should be accompanied by an equal number of copies of the list of the tour party. He will send a copy of the tour programme and a copy of the list of the tour party to the Superintendents of the M.S.T. 'Divisions concerned.

(4) In such cases, the superintendent will include the list of the tour party in his B order and instruct the sections which are to close special bags on the following lines:

(*a*) *If the Camp post office accompanies the head of the Local Government.*—All articles of the tour party addressed "Camp" or "Camp Post Office" should be enclosed in the mail bag for the Camp Post Office, while all other articles addressed "Camp" or "Camp Post Office" should be picked out from the bag into which they will have been sorted and, without formal redirection, either be enclosed in the mail bag for the headquarter post office or transferred to the section which closes that bag.

(*b*) *If the Camp post office remains behind at headquarters.*—All articles for the tour party addressed "Camp" or "Camp Post Office" should be picked out from the "Camp" articles and enclosed in a special bag for the tour party which should be forwarded in accordance with the tour programme. All the other articles addressed "Camp" or "Camp Post Office" should either be sent in the bag for the Camp post office at the headquarters station or transferred to the section which closes that bag.

6. *Closed bags from Secretariat offices.*—Frequently correspondence will be despatched from the Secretariat office at headquarters to the camp of the head of the Government or Administration, such correspondence being handed over to the D.M.O. in a closed bag addressed " Camp ", but if the headquarters post office closes bag for the camp, the Secretariat bag will ordinarily be sent to the post office, and placed in the bag despatched by the post office. Such bags should be treated as special bags and detailed in a special mail list. The instructions contained in the superintendent's B order will govern the delivery of such bags.

7. *Contents of special bags.*—A special bag closed by the D.M.O. may contain only unregistered and registered articles of the letter mail, the latter being entered in a registered list if there are no registered articles a blank list must be placed in the special bag.

Note.—*See* paragraph (2) of rule 3.

8. *Delivery of special bags.*—(1) The tour programme furnished to the

superintendent under rule 2 (2) will specify the railway stations where special bags are to be delivered, and the superintendent will be guided by these instructions in preparing his B order under rule 3. Ordinarily, special bags should not be delivered late at night, i.e after 21 hours, or very early, in the morning, i.e., before 6 hours, or at small road side stations.

(2) When delivery of a special bag is to be made direct to the addressee by the D.M.O, the official to whom this duty is assigned will be specified in the superintendent's B order, and he will see that a receipt for the bag is taken on the mail list, that the empty bag is recovered, that the registered list contained in the bag is obtained, and that the list is signed by, or on behalf of, the officer concerned in token of receipt of the registered articles detailed in it. The mail list and registered list should be filed with the work- papers of the set which prepared the mail list.

9. *Responsibility in respect of special bags.*(1) The superintendent will be held responsible that proper arrangements are made for the safe and correct disposal of mails for high officers.

(2) Special bags for the President and Prime Minister should be taken charge of and delivered by an Assistant Superintendent or other responsible official specially deputed for the purpose.

(3) Special bags for other high officers will ordinarily be made over at the railway station of delivery by the head sorter of the section concerned to the record or sub-record clerk who will deliver the bags to the addressees. If a special bag is deliverable at a station where there is no record or sub-record office, the superintendent should request the Postmaster-General to depute an official to take delivery of the bag from the head sorter. The superintendent, however, is allowed to use his own discretion in special cases in which it may be advisable to make arrangements other than those described in this clause for the transmission and delivery of these special bags, which should, on no account, be sent as occasional despatches under the weighment system.

(4) The superintendent will be responsible that all B orders issued are intelligible and correct in every particular. The record clerk will be similarly responsible for all tour orders that may be issued by him. In cases of doubt, the superintendent should refer to the officer from whom the tour programme was received.

Note.—The instruction in paragraphs (1), (3) and (4) of this rule apply also to the disposal of *inward and outward foreign mails* for and from high officers other than the President.

APPENDIX 'B'

RULES GOVERNING THE RELATIONS BETWEEN RAILWAY ADMINISTRATION AND THE POST OFFICE IN REGARD TO TRAIN TIMINGS

1. These rules prescribe the procedure to be followed in ordinary circumstances in connection with changes *in the timing of passenger trains.* The procedure is designed in the interest of the public as represented by Railway Administrations on the one hand and by the Post Office on the other; and the time limits laid down in the rules must not be curtailed or exceeded (as the case may be) save in unforeseen, unavoidable, or other very exceptional circumstances, e. g., changes necessitated in the running of trains owing to the permanent way being insecure involving a reduction in the speed of trains, or owing to a washaway, or the sudden shifting of a ghat line or station involving the adoption of a different and perhaps longer route, and the like. In such cases the utmost notice possible should be given to all concerned as provided for in these rules, the circumstances being explained and acceptance assumed.

2. Railway Administrations are bound to give the notice prescribed in rules 5,9 and 12 below to the officers of the Post Office (shown in column 3 of the accompanying statement) of any new time-tables proposed in the case of coaching trains and the consequent alteration of timings in the connecting branch trains.

This notice should be given by or on behalf of the Agent or the Manager of the Railway as the case may be. The notice should specify the date from which it is desired to introduce the new time-tables or changes and should give the suggested times of departure from and arrival at terminals, junctions and important stations, and, in the case of through services, at stations where mails are received or delivered.

Note.—Special attention is directed to the N. B. at the head of the accompanying statement.

3. The Post Office may propose the introduction of a new mail service or the alteration of an existing service ; provided that, when such a proposal affects an existing *through* mail service as distinguished from other through services, it shall be made only by the head of circle within whose jurisdiction the major portion of the railway line lies and who is principally concerned (who shall be the sole channel of communication), to the heads of the traffic department of the respective lines. The head of circle will determine from time to time and communicate to the respective Traffic Managers or Traffic

Superintendents, the services which are, for the purposes of these rules, to be considered *through* mail services, and he shall, under the Director-General, be the final Postal authority in respect of such services.

4. In all cases a sufficient interval should be allowed before approved changes are brought into force to enable the Post Office as well as the Railway or Railways affected to make any arrangements that may be required and when more than one Railway is concerned the changes should, whenever practicable,, be authorised for simultaneous introduction on all the Railways affected.

5. When it is proposed by the Railway authorities—

(*a*) to introduce an additional, or to extend, curtail or discontinue an existing *through* mail or passenger service on which the Post Office pays, or is likely to pay for postal accommodation, or

(*b*) to revise the timing or routing of any such service so as to seriously affect the existing hours of departure from or arrival at the terminal, junction, or important stations.

The Railway Administration proposing the change shall notify its proposal at least three months before they are to have effect to all the Railways affected or likely to be affected and also to the Postal Officers concerned.

Note.—Proposals relating to any other change which it may be desired to make in an existing through service may, at the option of the proposers, be made in accordance either with rules 5 to 8 governing through services or with rules 9 to 11 governing other services, provided that in the latter case rule 12 shall not apply to proposals made under this note.

6. [*Deleted.*]

7. If there are any points of difference, the Railway Administration originally notifying the alterations shall, within six weeks of the date of issue of the notification referred to in rule 5, convene a conference of the Railway and Postal officers concerned to settle matters finally.

8. The instructions in the preceding rules 5 and 7 apply also, mutatis *mutandis,* to proposals affecting through mail or passenger services made by the Post Office, the notification referred to in rule 5 being in such cases issued by the head of circle within whose jurisdiction the major portion of the railway line lies and who is principally concerned.

9. When it is proposed by the Railway authorities—

(*a*) to extend, curtail or discontinue any other existing coaching train service by which mails are carried, or

(*b*) revise the timings of any such service so as to affect the hours of departure from or arrival at stations where mails are received or delivered,

the Railway Administration shall notify its proposals, at least one month before they are to have effect, to the head of circle concerned.

10. The Railways and Postal officers shall, within a week of the receipt of the notification referred to in the preceding rule, reply to the Railway Administration either accepting or suggesting such modifications as their interests may require.

11. The instructions in the two preceding rules apply also, *mutatis mutandis,* to proposals affecting services of the kind mentioned made by the Post Office, the notification referred to in rule 9 being in such cases issued by the head of circle within whose jurisdiction the major portion of the railway line lies and who is principally concerned.

12. Proposals relating to any other changes which it may be desired to make in an existing coaching train service, *which is not a through service,* whether such a service is used by the Postal Department or not, should be similarly notified at the earliest possible moment and it should be said in the notification issued in such cases that unless objection is taken to the proposals within a certain time —the time being specified and a sufficient interval allowed for a reply by post the proposers will assume that their proposals are accepted.

13. When it is proposed by the Railway authorities to introduce an additional coaching train *which is not a through train* it will not be necessary to give prior notice of the proposal to the Post Office. Notice shall be given as soon as convenient and in any case the Post Office shall be notified of the introduction of the new train.

14. When important changes are proposed. Local Governments within whose jurisdiction the changes are to take effect should be advised by the Railway authorities before final orders are passed.

15. When a new line or section of Railway or an extension of existing line is about to be opened for public traffic, the Railway Administration will advise the Director-General, *Pakistan Post Office,* accordingly, mentioning the terminal stations, the distance between them, and the probable date of opening.

16. Notice of the intended opening of the line shall also be given by the Railway Administration which is to work the new line or extension to the head of the local Postal circle (Postmaster-General), and to the Director General, Pakistan Post Office, Islamabad. The names of the other Postal officers, who have been notified, should~be mentioned in the notice sent to the Director General under this rule. The notice shall be issued six weeks in advance of the expected date of the opening of the line and shall contain information as to that date, the names of the stations with the distance between them, the junctions (if any) with existing lines, and if a time-table cannot then be furnished, the hours of the departure from, and arrival at, the terminal junction and other important stations likely to be adopted.

Note.—The statement appended should be consulted as to the head of the local Postal circle to whom notice is to be given under this rule.

17. If a time-table cannot be furnished with the notice referred to in the preceding rule one shall be supplied as soon afterwards as possible.

18. If any conflict of opinion between Railways or between Railways and the Post Office in regard to the timings or routes of through mail trains is incapable of reconciliation by correspondence or meetings, the question shall be referred to the Railway Board.

19. In view of the serious inconvenience in frequent changes in the timings of trains, revision should, as far as practicable, be authorised only—

(*a*) in the case of important changes in through services—every six months, viz., from the 1st March and 1st September ;

(*b*) in the case of other changes in through services—every three months, viz., from the 1st March, 1st June, 1st September or 1st December; and

(*c*) in the case of other services-from the first day of a month;

APPENDIX 'B'

Provided that the final authorization of approved revisions is notified to all concerned (including the Postal officers shown in column 3 of the accompanying statement) not less than one month before the date on which the revisions are to have effect in the case of (*a*) and (*b*) and 10 days in the case of (c).

****

Statement showing the Postal Officers to be addressed under the rules by Railway Administrations, with a list of the controlling authorities.

N.B.— In addition to the Postal officers designated in column 3, intimation should be given in all cases to the Director-General *Pakistan Post Office,* Islamabad, and it should be stated in his intimation when the local Postal officers concerned were advised.

Serial No.	Name of Railway	Designation of Postal officers to whom intimation should be given	Controlling authorities
1	2	3	4
1	Pakistan Railways	(1) Postmaster General, Punjab, Lahore..	Chief Operating Superintendent, Pakistan Railways, Railways Headquarters, Lahore.
		(2) Postmaster General, Sindh, Karachi.	Do
		(3) Postmaster General, N.W.F.P., Peshawar.	Do
		(4) Postmaster General, Balochistan, Quetta.	Do
		(5) Postmaster General, F.C.A. and A.J.K., Islamabad.	Do

List of work-papers issued to sections and mail offices, showing the hours and during

APPENDIX 'C'

Name of form	Sections and mail offices to which issued In this column the abbreviation— S.S.=Sorting Sections. T.S.=Transit Section. M&S.O.; = Mail and Sorting Offices T.M.O.—Transit mail offices.	Stamp to be impressed
1	2	3
A. Mail sorting and transportation forms		
1. Daily report	S.S., T.S., M & S.O., T.M.O.	*Name-Stamp* *Date Stamp (in the case of sections, of both the out and in-trips.*
Note.—The daily report is compiled by the head sorter, mail guard or mail agent from notes of irregularities, etc., taken by himself and the other sorters during the working hours of the set, and is written up, by the head sorter, mail guard or mail agent during attendance hours.		
2. Return-train bundle labels ...	S.S.	Date-stamp...
3. Registered abstract	S.S., M&S.O.,T.M.O. (authorised to book registered articles).	Name-stamp .. Date-stamp ...
Note.—The name of the offices and sections from and to which registered lists are due should be entered in ink in the left and right half respectively of the order in which the list will be received and despatched. The names of offices and sections from and to which registered bundles are received and despatched should be entered in pencil below the dueis lists at the time of receipt or despatch.		

*In the case of sections, the name-stamp of the out-trip should be impressed in scored through with ink, and if the type is a moveable one, it should not be used.

stamps to be impressed and the entries to be made during attendance working hours.

ATTENDANCE HOURS		DURING WORKING HOURS		
Entries to be made in ink	Entries to be made in black pencil	Stamps to be impressed	Entries to be made in black pencil	Entries to be made in blue pencil by sections, or in ink by mail offices
4	5	6	7	8
(See note in column 1.)	. .	. .	*By Sections.* -- All entries under the head "Sorters comprising the set".	*By Mail offices.* -- *(As in column* 7.)
. .	. .	Date-stamp *(on return-train bundle labels received).*	. .	*By sections.* -- All entries including signature (*on return-train bundle labels despatched and received).*
All offices and sections from and to which registered lists are due. *(See note in column 1.)*	. .	. .	. .	All remaining entries.

the space provided at the head of the form, and the word " Out" should be heavily

APPENDIX 'C'

Name of form	Sections and mail offices to which issued In this column the abbreviation — S.S. = Sorting Secitons. T.S. = Transit Sections. M&S.O.; = Mail and Sorting Offices T.M.O. = Transit Mail Offices.	DURING Stamps to be impressed
1	2	3
4. Parcel abstract Note. — The note in this column under registered abstract applies *mutatis mutandis* to the parcel abstract.	S. S., M&S.O. . .	Name-stamp . . Date-stamp
5. Notice of misconnection . . . . Note —This form is only used under the circumstances explained in rule 10 where instruction s are also given as to the manner in which it should be prepared.	S. S., M&S.O. . .	Date-stamp
6. Sectional mail list (in duplicate)	S.S., T.S., M&S.O.; T.M.O.	Name-stamp* Date-stamp†

* This stamp should be impressed on *each from separately,* before the book of forms

†This stamp should be impressed on *each* form *separately*, the carbonic paper being

‡These entries should be made on both forms at one process by means of carbonic

APPENDIX 'C'

ATTENDANCE HOURS			DURING WORKING HOURS	
Entries to be made in ink	Entries to be made in black pencil	Stamps to be impressed	Entries to be made in black pencil	Entries to be made in blue pencil by sections, or in ink by mail offices
4	5	6	7	8
All offices and sections from and to which parcel lists are due. *(See note in column* 1.)	. .	. .	. .	All remaining entries.
(See note in column 1.)		*(See note in column* 1.)	. .	*(See note in column* 1.)
. .	Offices or sections of despatch and destination of due mails and prescribed parcel bags.‡	Date-stamp *(on sectional mail lists received.).*	All remaining entries *(on sectional mail lists despatched).*‡	Signature opposite to "R.O." (*on sectional mail lists received).*

is inserted in the Acme cover.
previously moved out of the way, so as not be be damaged during the act of stamping.
paper.

APPENDIX 'C'

Name of form	Sections and mail offices to which issued In this column the abbreviation — S.S. = Sorting Secitons. T.S. = Transit Sections. M&S.O.; = Mail and Sorting Offices. T.M.O. = Transit Mail Offices.	DURING Stamps to be impressed
1	2	3
7. Mail abstract	S.S., T.S., M.&S.O.,	Name-stamp* Date-stamp *(in the case of sections, of both the out- and in-trips).*

* In the case of secitons, the name-stamp of the out- trip should be impressed in the through with ink, or if the type is a moveable on, it should not be used.

†In the case of sections, head sorters and mail guards must enter in this space the by the direction of the trip on that date, thus — "3rd(Out) and 5th (In) March. "

APPENDIX 'C'

ATTENDANCE HOURS			DURING WORKING HOURS	
Entries to be made in ink	Entries to be made in black pencil	Stamps to be impressed	Entries to be made in black pencil	Entries to be made in blue pencil by sections, or in ink by mail offices
4	5	6	7	8
Date oppoiste to "for the " at the head of the form.† Under the head "Mails" on both the receipt and issue sides, the number of due mails due as per sorting list. Under the head "Bags" on both the receipt and issue sides, the number of due bags due as per due bag list; and on the receipt side, the number of empty bags due to be, and actually received from the record office.	. .	. .	By *sections.* — All entries on the reverse of the form under the head "Detail of unusual bags", and also particulars of due mails without mail lists received or despatched short or in excess of the number entered in the sorting list and of any discrepancy as regards due bags.	*By sections.* — All remaining entries including signature. *By mail offices.* — All entries.

space provided at the head of the form, and the word "Out" should be *heavily* scored dates of trip made both the out-trip and in trip, each date being allowed, within brackets

APPENDIX 'C'

Name of form	Sections and mail offices to which issued In this column the abbreviation — S.S. = Sorting Secitons. T.S. = Transit Sections. M&S.O.; = Mail and Sorting Offices. T.M.O. = Transit Mail Offices.	DURING Stamps to be impressed
1	2	3
B. Post Office Forms		
8. Mail list (in duplicate)	S.S., T.S., M.&S.O.; T. M. O.	Name-stamp* Date-stamp†
9. Special mail list *(in duplicate)* . .	S.S., T.S., M.&S.O.; T. M. O.	Name-stamp* Date-stamp†
10. Pink tag labels for transit bags	S.S., T.S., M.&S.O.; T. M. O.	Date-stamp.
11. Plain manila tag labels for Mail, Branch office on registered bags.	S.S., M.&S.O.; T.M.O.	Date-stamp.
12. Orange tag labels for packet bags	S.S., M.&S.O.; . .	. .
13. Blue tag labels for parcel bags	S.S., M.&S.O.; . .	. .
14. Check slip	S.S., M.&S.O.; . .	Name and date-stamp.

*This stamp should be impressed on *each* form *separately,* before the book of froms
†This stamp should be impressed on *each* form *separately,* the carbonic paper being
‡These enteries should be made on both forms at one process by means of corbonic
§When registered and parcel lists contain entries of insured articles and parcels for means of carbonic process.

APPENDIX 'C'

ATTENDANCE HOURS		DURING WORKING HOURS		
Entries to be made in ink	Entries to be made in black pencil	Stamps to be impressed	Entries to be made in black pencil	Entries to be made in blue pencil by sections, or in ink by mail offices
4	5	6	7	8
. .	Office or section for which intended ‡	Date-stamp (*on mail lists received).*	All remaining entries (*on mail lists despatched).*‡	Signature opposite "R. O." *(on mail lists received).*
. .	Office or section to which issued. §	Date-stamp *(on special mails lists received).*	All remaining entries (*on special mails despatched.)*§	Signature above entry "Head of R.O." (*on special mail lists received).*
Name of office or section of destination.	. .	. .	. .	All other entries.
Name of office or section of destination and class of bags.	. .	. .	. .	All other entries.
. .	. .	Date-stamp	. .	All entries.
. .	. .	Date-stamp	. .	All entries.
. .	. .	. .	. .	All entries. Initials of the sorter who checks the articles of the sorted bundle and diagonal cross-marking of check-slips on express bundles.

is inserted in the Acme cover.

previously moved out of the way so as not to be damaged during the act of stamping.

papers.

despatch, they should be signed by the head sorter separately in blue pencil and not by

APPENDIX 'C'

Name of form	Sections and mail offices to which issued In this column the abbreviation — S.S. = Sorting Secitons. T.S. = Transit Sections. M&S.O.; = Mail & Soritng Offices T.M.O. = Transit Mail Offices	DURING Stamps to be impressed
1	2	3
15. Registered list *(in duplicate)* . .	S.S., M&S.O.; T..M.O. (authorised to book registered articles).	Name-stamp* Date-stamp†
15(a) Airex Despatch List (in duplicate) . .	S. S. : M&S.O.; T.M.O.	Name-stamp Date-stamp
15(b) E.M.S. Despatch List (in duplicate) . .	S. S. : M&S.O.; T.M.O.	Name-stamp Date-stamp
16. Registered bundle envelope . .	S.S.,M&S.O.; T..M.O. (authorised to book registered articles).	Name-stamp:
17. Parcel list *(in duplicate)*	S.S., M&S.O.; . .	Name-stamp* Date-stamp†
18. Insured label	S.S., M&S.O.; . .	. .
19. *Deleted.*		
20. *Deleted.*		
21. Weighment system label.	S.S., T.S., M&S.O.; T.M.O.	Date-stamp

*This stamp should be impressed on *each* form *separately,* before the book of forms

†This stamp should be impressed on *each* form *separately,* the carbonic paper being

‡When registered and parcel lists contain entries of insured articles and parcels for means of carbonic process.

APPENDIX 'C'

ATTENDANCE HOURS		DURING WORKING HOURS		
Entries to be made in ink	Entries to be made in black pencil	Stamps to be impressed	Entries to be made in black pencil	Entries to be made in blue pencil by sections, or in ink by mail offices
4	5	6	7	8
. .	Office or section for which intended. ‡	Date-stamp (*on registered lists Received).*	All remaining entries (*on registered lists (despatched)* ‡	Signature opposite "R. O." (*on registered list received). In mail offices* also weight of the insured envelope.
. .	. .	Date-stamp	. .	All entries.
. .	Office or section for which intended.‡	Date-stamp *(on parcel lists received).*	All remaining entries (*on parcel lists despatched).*‡	Signature opposite to "R. O." *(on parcel lists received). In mail offices,* also weight of insured parcel.
. .	. .	. .	. .	Office or section for which the insured bag is intended. *In mail offices,* also weight of insured bag.
. .	. .		. .	
. .	. .		. .	
Name of office or section or destination and of railway station.	. .	. .	. .	. .

is inserted in the Acme cover.

previously moved out of the way so as not to be damaged during the act of stamping.

despatch, they should be signed by the head sorter separately in blue pencil and not by

INDEX

INDEX

[This Index has been compiled solely for the purpose of assisting references. No expression used in it should be considered in any way as interpreting the rules].

A

	RULES
Accidents—	
Reports regarding —	7
Accounts —	
Maintenance and upkeep of — in H.R.O.s.	18/5
Account bundles —	
Submission and disposal of—	149
Acknowledgement—	
Despatch of an — with every article on which it is due	102
Preparation and despatch of — for registered articles	91
Sorting of —	80
Acquittance rolls—	
Binding of —	18/9, 150
Filing of —	18/9, 150
Preparation of —	18/5
Advances —	
Payment of —	18/12
Statement of — recovered to be submitted to head of circle and audit office	18/13
Submission of — to head of circle	18/8, 18/9, 149
Air Express —	
Bags for diespatch	65/1
Bags received	56/1
Booking of ___ articles	901
Class of air mail bags	165
Duties and responsibilities of head sorter	48
Listing of ___ articles	772
Preparation of ___ Air Mail Way Bill	172
Sorting of _____	951
Use of the prescribed bag for dispatch of____ mail	161/1

Articles—

Examination and packing of — for despatch 84
Examination of — for registration 90
Non-acceptance of — for registration, if believed to contain articles the insurance of which is compulsory 90
Prohibition against divulgence of information respecting — passing through the post 5
Receipt by head sorter and examination about sorting and bundling — 62

Responsibility of head sorter respecting receipt of — 61
Separation of — into paid, unpaid or insufficiently paid— 76
Separation of —on which postage is due for infringement of conditions . . 76
Sorting of — posted in van or mail office 80

Articles for Railway officials —

Delivery of — at stations where there is no post office 67

Assistant sorter —

Duties and responsibilities of — 73
Key of sorting case to be kept in the custody of — 79
Preliminary duties of — before commencement of sorting 75
Responsibility of —for examination of articles placed in bags. 83
Responsibility of the senior — in a set 73

Attache Cases —

Arrangement of ___ and roll of bedding in the van 54
Contents of _____ 23
Conveyance of _____ belonging to the set of a van 34
Officials to whom ____are supplied 23
. Personal luggage consisting of_____only admitted
In the van 51

Attendance —

Duties of head sorter of a section in connection with -- of a set 51
of the Record clerk on railway platform 127
Time of — of sorters on platform 33

Attendance register —

Maintenance of an — in record office 126

RULES

B

Bags—

Checking of number of -- remaining over from previous trips or working hours with that entered in mail abstract 137
Completion of the part of mail abstract headed — 40
Nature of -- for the preparation of mails 64
Procedure to be followed in case of non-receipt of — 29

Bag clerk —

Duties of the —. 140

Beat —

Mention of the -- of a section in official correspondence 3

Books —

Supply of — to a set of a section or mail office 20

B Orders —

Entry of — into guidance book 142
Issue of — detailing how 'camp' and other postal articles addressed to high officers are to be disposed of . . . . . Appx. A, 3

Branch office bags —

Disposal of — addressed to a section or mail office 60
Sorting of articles contained in 80

Breaks —

Report regarding — 7

C

Camp articles —

Arrangement for delivery of . . . . . Appx. A,8
Rules relating to — . . . . . Appx. A
Rules relating to — applicable to articles only for officers for whom special bags are made . . . . . Appx. A
Sorting of — . . . . . Appx. A, 5
Sorting of — according to superintendents' orders 80
Territorial limits within which instructions relating to — apply . . Appx. A, 3

RULES

Cash abstract — 118/1

Cash book — 118/10

Certificate of posting —

Granting of — 116

Changing stations —

Procedure relating to receipt of mails at a — 52
Procedure to be followed by sets at — 35

Closed bags from Secretariat offices —

Disposal of — . . . . . Appx A,6

Closed well —

Disposal of bags contained in — 42
Examination and opening of — 42
Opening of - at a terminal station 70

Coaching train service —

Acceptance or modification of the timings of — . . . Appx. B, 10
Introduction of additional — need not be notified to the Post Office Appx. B, 13
Notice relating to extension or curtailment of — proposed by Railway authorities . . . . . Appx. B, 9
Notice relating to extension or curtailment of — proposed by Post Office Appx. B, 11
Notification of changes in — which is not a through service and is used by Post Office or not . . . . . Appx. B, 12

Contingent bills —

Submission of monthly — to head of circle 149

Cooking apparatus —

Prohibition against conveyance of -- in a mail van 38

Cooking in vans —

Prohibition against — 38

Correspondence —

Exchange of — between superintendents and head record clerk or sorters 141

RULES

Mention of the beat of section in — 3
Special arrangement for delivery of — for high officers. . . Appx. A, 2

Correspondence addressed "Camp" —

Delivery of — to high officers on tour . . . . . Appx. A, 1

Correspondence for regiments —

Mode of disposal of — 80

D

Daily reports —

Documents to accompany record clerks' — 145
Examination of head sorters' — 132
Important irregularities and occurrences to be mentioned in . . 29
Instruction relating to disposal of — of a set 134
Particulars to be included in record clerk's 145
Preparation of — by head sorter 28
Third copy of requisition for extra accommodation to accompany record or head record clerks' — 9

Damage —

Procedure to be followed when an article is received bear in signs of — . . 29

Date—

Impressions of — on stamps and seals 6

Date-seals —

Supply of — 19

Date -stamps —

Supply of — 19

Deferred bundles —

Preparation of — by assistant sorter 73
Report regarding non-preparation of — 78

Delivery —

Prohibition against - of an article to the addressee by a set 4

Delivery book —

RULES

Maintenance of — by record clerk to record communications relating to irregularities 141

Delivery on the line —

Procedure relating to —

Designation —

—of officials in charge of departments of a sorting section or a sorting mail office 1

Detention of trains —

Procedure relating to — 101

Disbursement —

Pay and allowances by H.R.O. 18/6

Documents —

Stamping of - received back from head of the circle 149

Dosuti bags

Use of — as cover for a station bundle 83
Use of — for insured letters 97

Double duty —

Due document —

Procedure to be followed in case of non-receipt of — 29
Return train label is a — 63

Duty —

Counting of spare journey of M.T.S., official in mail van or ordinary passenger — 18/1

E

Electric burner —

Supply of — to large mail offices 24

Empty bags —

Delivery of — to record office 30
Issue of — to head sorter or mail guard 139
Receipt of — from record office 32

RULES

Examination —

Occasional — of sorters to test knowledge in sorting 49

Examination of work - papers —

Distribution of the duty of — among different sorters 130
Most important duty of a record clerk is — 130

Exchange of mails —

Procedure to be follwed in the — 41

Express bundles —

Preparation of — by assistant sorter 73
Report regarding non — preparation of — 78

Extension of existing lines of railways —

Notice relating to — to be given to the Director - General by Railway authorities . . . . . Appx. B, 15

Extra accommodation —

Requisition forms for — 21

Extra duty —

Order of record clerks to sorters to do — 122

F

Foreign insured articles —

Disposal of inward — addressed to a non-insurance office 95

Foreign mails —

Disposal of —for high officers . . . . . Appx. A, 9

Foreign mail service van —

Only prepaid unregistered foreign articles to be posted in a — 2

RULES

Forms—

Instructions regarding issue of — to sets 135
Responsibility for the custody of — 71

Forward bags —

Custody and disposal of— in a section or mail office 43

Forward mail lists —

Preparation of — respecting mails forwarded by one section or office through intervening sections or offices 45

G

General letters —

Weekly sorting orders — by head of circle 11*

Government Railway Police —

Posting of articles in train by members of the 2

Guidance - book —

Entry of B orders into —. 142
Penalty for wilful removal of a page from— 20
Supply of — to a set of a section or mail office 20

H

Hand trucks —

Duty of attending to — 153
Hanging lamps —
Supply of — 24

Head sorter —

Check and arrangement of articles and examination of sweepings by — before quitting van 69
Duties as signed to assistant sorter apply equally to - with certain limitations 50

*NOTE Portion regarding issue of circulars by head of circles transferred to Volume V (rule 149/1)

RULES

Duties in connection with examination of registered bags
56
Duties of — in connection with arrangement of articles . ... . .
54
Duties of — in connection with attendance of a set of a section or mail office . . . .
51
Duties of — in connection with the examination of return-train articles 63
Duties and responsibility of — in connection with receipt custody, despatch, opening and closing of mails 48

Head sorter — contd.

Duties of — in connection with examination of vans 53
Duties of — in connection with the receipt of parcel mail articles 106
Duties of — in connection with return - train articles 59
Examination and arrangement of work-papers by— 68
Examination of sorting compartment by—before quitting van 69
Inclusion of station bundles and surplus bags by — in proper bags 62
Inclusion of station bundles by — proper bags 62
Performance of the duties of a sub-record clerk by — of a mail office 25
Procedure relating to the receipt of mails by — at a changing station 52
Responsibility for general supervision of all departments by— 49
Responsibility of — of a sorting mail office in respect of insured bag and insured parcel 48
Transfer of sorted unregistered articles to— 86

Heavy packets—

Definition of — 80

Hours of business —
Notice of — 18/4

I

Illness—

Serious or sudden — of a sorter 39
Temporary arrangements in case of sudden or serious - of a sorter . . 122

Information from official records —

Procedure to be followed when — is required by a Government official . . 5
Prohibition against the divulgence of — 5

Insufficiently paid articles—

RULES

Weighment of — to ascertain postage due 76

Insured bag —

Opening, examination and weighment of —by head sorter 57

Insured bundle —

Entry of weight of — on the insured envelope or the insured label . . 97
Numbering of — 97
Preparation of — 97

Insurance seal —

Responsibility for the custody of — 19, 71
Supply of — to a set of sorting mail office or sorting section 19

Insured letters —

Despatch of — 97

Disposal of — for places for which town delivery sorting is done by the M.S.T. 97

Interception —

Prohibition against — except under special conditions 4

International Speed Post —

Bags for dispatch 65/3
Bags received 65/1
Duties and responsibilities of head Sorter 48
Class of air mail bags 165
Preparation of ___Air Mail Way Bill 172
Sorting of ___ 95/3
Use of the prescribed bag for dispatch of__mail 161/1

Interruptions —

Report regarding — of mail service 7

Inward foreign parcel—

Disposal of insured — addressed to a no-delivery office 108

Irregularities —

RULES

Explanation of — committed by sorters 141
List of — to be mentioned in daily reports 29

J

Journey —

Counting of — period as duty of M.S.T.; officials 18/2

K

Keys —

Distribution and custody of — of different sorting cases of a mail office . . 71

L

Labels —

Receipt of — from record office 52

Late fee—

Treatment of articles on which - is payable 2

Letter - box —

Treatment of articles posted in van— 2

List of Pakistan Post offices —

Up - to - date knowledge of — 13

Loss —

Penalty for the - of metal tokens— 14
Procedure to be followed in case of — of an article 29

M

Mails—

Completion of part of mail abstract headed— 40
Delivery of — at terminal stations 70
Delivery of — to or by the head sorter of a section 41
Details of — are given in sorting list 41
Duty of head sorter for preparation of — for despatch 64

RULES

Exchange of — by an official other than the head sorter if duly authorised . . 41
Hours of receipt and despatch of — are given in the sorting list 41
Hours for closing — in transit sections and transit mail offices 119
Names of stations for receipt and despatch of — are given in sorting lists . . of section 41
Particulars of — to be enclosed in transit bags are given in the sorting list 41
Preparation of — for despatch in transit sections and transit mail offices . . 120
Procedure for receipt and despatch of —at stations 41
Procedure relating to the disposal of — addressed to a section or mail office 43
Rules relating to receipt and despatch of — prescribed for sorting sections and sorting mail offices apply to transit section or transit mail offices . . 114
Sound and strong bags to be used in preparation of — 64

Mail abstract—

Completion of — by head sorter 47
Entries to be made in — 40, 47
Entry of empty bags received from record office in — 32
(See "Work-papers")

Mail agent —

Duties and responsibility of — 112,121

Mail bags—

Opening and examination of — 55
Preparation and despatch of — 73
Sorting of articles contained in — after those received in the van or office . . 80

Mail box

Proper securing of — 72

Mail guard —

Duties and responsibilities of — 112
Examination of the fittings, etc, in a van and arrangement of articles required for use by — 113
Final duties of a — before quitting van or office 121

Mail list —

Daily preparation of -for the record office or sub—record office 45
Entry in — of the number of due and unusual mails despatched and explanation when that number differed from the number due to be despatched 45
Entry of unusual mails— 44

RULES

Preparation of —respecting mails despatched and entries in mail abstract . . 45
Preparation of separate — for return-train mails 41
Spare loose forms of — to be carried by every section 41
Special-See "Special Mail List."

Mail offices—

Arrangement for work in—on Sundays and Post Office holidays . . 15
Disposal of mails addressed to— 43
Final duties of a mail guard before leaving— 121
Prohibition against leaving of — during working hours 36
Public business transacted in — 4/1

Mails for President—
Duties of superintendent in connection with — during halts . . Appx. A, 1

Mail van—

Duty of a van peon in a — 157
Final duties of a mail guard *before* leaving — 121
Prohibition against leaving of — during trip 36

Metal tokens—

Custody of uninsured — 125
Supply and custody of — 14

Metal token holders —

Maintenance of a nominal roll of— in head record office 125

Misconnection —

Notice of— 10
Report regarding— 10, 146

Missending of articles —

Penalty for habitual— 74

Missent parcel—

Note to be kept of— on parcel list 107

Money orders—

Dispatch of___as a registered article on postal service to
the office of payment 94

RULES

—number is treated as registered number 94

—registered bundle (R.B) meant for one and same office be sent in money order R.B. 94

Separate registered list containing__enclosed in registered bag as a due document 94

N

Naked lights —

Prohibition against use of — in mail vans 38

Name - stamps—

Supply of — to a set of a sorting section or sorting mail office 19

New mail service—

Proposal for the introduction of — . . . . . Appx. B, 3

No-insuranc office —

Disposal of inward foreign insured articles in — 95

Nominal roll —

Maintenance of a — of metal token holders 125
Notice - board — supplied to sections in respect of late fees 2

No. slip—

Definition of — 103
Pasting of — to a registered article 91

O

Official articles —

Delivery of — 67

Order book —

Penalty for wilful removal of a page from — 20
Supply of — to mail office 20

RULES

Over - carried parcel list —

Note to be kept of — on the parcel list — 107

P

Packet bags —

Disposal of — addressed to a section 60
Instructions for despatch of — loose or in transit bags are given in sorting lists 65

Packet bags— *contd.*

Preparation and despatch of — 73
Receipt to be taken in parcel abstract for— 65
Sorting of articles contained in — after disposal of the contents of branch office bags 80

Parcel abstract —

Completion of — 110
Examination of — 132
Preparation of — 104
Receipt to be given on — in respect of parcel bags and parcel mail articles . . 106
Receipt to be given on — for parcel bags, parcel mail articles or blank parcel lists are to be delivered at the station or forwarded by the mail . . 109
Stitching of parcel lists together and their attachment to — 110

Parcel bags —

Information as to despatch of — loose or in transit bags is given in sorting list 65
Receipt of - and grant of receipt in parcel abstract for — and entry of them in mail abstract 65

Parcel list —

Note to be kept on — of parcels on which acknowledgments are due but are not accompanied by them — 102
Return of blank—received, to registration sorter 106
Transfer to registration sorter of blank—for despatch 109

Parcel No. slip —

Definition of — 103

Parcels —

Checking of — and transfer to parcel sorter 57
Sorting of — 108
Treatment of — received loose 44

Parcel sorter —

RULES

Articles to be taken over by — from head sorter before commencing work . . 105
Duties and responsibilities of — 101

Parcel sorting case —

Custody of the key of — 108

Passenger service —

Changes in the timings of — proposed by post office . . . . Appx. B, 8

Pay and allowances—

Disbursement of — by H.R.O. s 18/6
Submission of memorandum of — disbursement to head of circles . . 18/8

Penalty—

For conveying prohibited articles in mail vans 38
For the loss of metal tokens 14
For not reporting damages to internal fittings of a van 53
For wilful removal of a page from an order book or guidance book . . 20

Periodical returns—

Submission of — by record clerk to superintendents 144

Porters —

Duties of — 151, 152
Duties of van peons are to be performed by — in mail offices 155
Duty of attending to hand - trucks to be allotted to — 153
Proper dressing of — 154

Portfolios —

Conveyance of — belonging to the set to the van 34
Safe custody of — 21
Supply and contents of — 21

Postage - doubtful articles —

Definition of — 76
Examination and disposal of — 76

Postage - due stamp—

Not supplied to a transit section 19, 115

RULES

Supply of — to a set of a sorting section or sorting mail office 19

Posting in trains—

Rules regarding — of prepaid unregistered articles in trains 2

Post Office holidays —

Relaxation of work on— 15

Practice sorting —

Of a sorter during his rest time 13

Press packets —

Delivery of — addressed to Railway book - stalls or recognised news agents 67
Primary and secondary system of sorting — 111/1-15

Private lamps—

Prohibition against conveyance of — in a mail vans 38

Prohibited articles —

Penalty for conveyance of — in mail van 38

Protecting bags—

Instructions regarding entry in mail lists of articles marked "By parcel post" and contained in— 45
Public business transacted in mail and record offices — 14/1

Punishment register —

Submission of extracts from—to head of circle 149

R

Railway Board—

Final authority for settlement of conflict of opinion between Railways and the Post Office . . . . . Appx. B, 18

Railway designation—

Addition of — of a train in connection with the number of a section . . 3

RULES

Railway lines or sections—

Notice regarding opening of new— . . . . Appx. B, 15, 16

Railway officials —

Posting of unregistered articles by— 2

Railway platform—

Attendance of record clerk at— 127

Railway time-tables—

Supply of — . . . . . Appx. B, 7

Railway timings —

Introduction of changes in — after sufficient interval . . . . Appx. B, 4
Modifications to proposed changes in— . . . . . Appx. B, 6
Proposal for changes in — by Railway authorities in respect of through mail or passenger service on which post office pays or is likely to pay Appx. B, 5
Settlement of points of difference in the proposed changes in— Appx. B, 7

Receipts—

Exchange of —in respect of mails exchanges 41
For registered articles and parcels transferred loose 12
To be taken in hand-to-hand exchanges 12

Receipt book —

Maintenance of — in cases where mails are not exchanged by head sorter personally 41

Record clerk —

Application of the duties assigned to — to sub - record clerk N.B. Chap.5
Attendance of — on railway platform 127
Authority of — to assign to sorters any duty that may be considered necessary 122
Deputation of a — to arrange for the transfer for the transport of mails . . 128
Disregard of orders of — to be reported to superintendent 123
Duty of — during the attendance hours of a set 129
Inspection by — of articles supplied to a set in case of transfer of head sorter from one set to another 123
Maintenance by — of the distribution of work ordered by superintendent 124
Relations of — with sorters. *See* "Sorting lists" 25
Submission of memorandum of distribution of work of - to superintendent 18/3

	Rules
Supervision of work of sorters by—	123
Record offices —	
Arrangement for work in — on Sundays and Post Office holidays	15
Duties of a porter in the—	152
Duties of a van peon in—	156
Duties of sorters at —	26
Public business transacted in—	14/1
Punctuality of attendance at — by sorters	26
Records —	
Disposal of —	16
Redirection—	
Prohibition against — except under special conditions	4
Registered abstract —	
Attachment to — of registered lists	99
Completion of — by registration sorter	99
Grant of receipt in respect of each — registered bag or packet bundle received by registration sorter	93
Preparation of—	88
Receipt of the head sorter on — in respect of registered bag or packet bundle for despatch	98
See "Work-papers".	
Registered articles —	
Forms to be filled up in respect of —	90
Note to be kept of missent — in the registered list with which received	96
Note to be kept of— over carried in the registered list with which received	96
Procedure relating to — for despatch	91
Presented with a revised address for registration	90
Treatment of inland — found to contain goods prohibited from transmission by post	90
Registered bag —	
Examination of —	56
Money order envelopes to be enclosed in—	94
Opening of —by head sorter and their transfer to registration sorter under receipt to be granted in registered abstract	93

RULES

Registered bundles—

Forward — to be treated as a single registered article 95

Registered journals—

Safe custody and examination of — 71

Registered lists —

Attachment of — to registered abstract 99

Registration

Examination of articles for— 90
Non-acceptance of articles for— 90

Registration fee—

Payment of a fresh — for a registered article presented for despatch as a registered one 90

Registration No. slip—

Pasting of— to a registered article 91

Registration of articles—

Procedure relating to — in transit mail offices 118

Registration sorter —

Duties and responsibilities of — 87
Preliminary work of a — preparatory to commencing work 89
Responsibility of the senior — in a set 87

Registration sorting case (s)—

Custody of the key of — 95

Report —

Mention of the No. of a set in addition to the designation in a — against a section 3
Regarding extra reserved accommodation in a train 9
Relating to train misconnection 146

RULES

Reserved accommodation —

Applications for extra — in trains 9
Preparation of the requisition for extra — in trains 9

Returns—

Relating to extra reserved accommodation in a train 9

Return - train articles—

Stamping of— 59

Return - train mails—

Precautions to ensure delivery of — at the return-train station or at a previous station 66

Return - train mail bags—

Check and comparison of unregistered articles received with — with the entries on the return — train labels 59
Classification of articles contained in — and recording of their numbers . . 63

R.L.O. Station closed bundles—

Disposal of — addressed to a sub-office 80

Rough not - book —

Compilation of daily report from — of sorters 27

S

Safety matches —

Definition of— 21

Salaries —

Memo. of disbursement of — to be submitted to head of circle with monthly account bundles 149

Scales —

Non-supply of— 115

Sealing lanterns —

RULES

Types of — and their supply 24

Seals —

Responsibility of the head sorter of a mail office for the custody of— . . 71

Secretariat offices—

Treatment of closed bags from — as special bags . . . . Appx. A, 6

Section—

Disposal of mails addressed to a— 43
Mode of reference to — in official correspondence of— 3

Sectional mail list —

Delivery of — to the relieving set at terminal station 70

Service books and rolls—

Safe custody of — 18/14
Writing up of — 18/14

Sets —

Procedure to be followed by — at changing stations 35

Smoking —

Prohibition against — in mail offices 38

Sorter (s) —

Attendance of — on platform 33
Explanation of the duties of — when first appointed 49
Necessity for the presence of — in record office to answer all references relating to set 141
Occasional examination of — to test their knowledge in sorting 49
Relations of — with record clerk 25
Responsibility of a — in assisting one another 85
Waiting place for — on platform 34

Sorting—

Arrangement of bags and books of reference before commencement of —by assistant sorter 75

RULES

Sorting— *contd.*

Duties of head sorters in connection with the - of unregistered letter mail article 50
Instructions relating to — of unregistered articles 80
Occasional examination of sorters to test knowledge in— 49
Practice of— 13
Primary and secondary — system 111/1-15
—and circulation of mail 111/1-15

Sorting bundles—

Sorting and disposal of— 80

Sorting case—

Clearance of compartments of— 81
Description of— 79
—for practice sorting 13
Removal of articles to - after stamping 77
—to be properly secured 72

Sorting compartments—

Examination of —by head porter before quitting office 72

Sorting list—

Knowledge of — 13
Supply of — to a set of a section or mail office 20
Submission of corrected copies of - by record clerk 147

Sorting mail office —

Departments of a set of a— 1

Sorting order—

See "Weekly Sorting Orders" 11

Sorting section—

Departments of a set of a— 1
Standard for weekly working hours of— 18/1

Special bags—

Contents of — for high officers . . . . . Appx. A, 7

RULES

Delivery of—for high officers . . . . . Appx. A, 8
List of officers entitled to the privilege of — . . . . Appx. A, 2
Responsibility in respect of — for high officers . . . . Appx. A, 9

Special date - seals —

Supply of— 19

Special mail list —

Signature on — of mail guard in token of having received mails correctly . . 113

Stamping —

Removal of the articles to the ledger of the sorting case after— 77

Stamps —

Responsibility of the head sorter of mail office for the custody of — . . 71

Stamps and seals—

Supplied to each set of a sorting section or sorting mail office 19
Standard for weekly working hours in M.S.T.; sorting sections— 18/1

Statements —

Submission of - to head of circle and audit office 18/13

Station bundles —

Preparation of 73
Report regarding non - preparation of 78
Sorting of - before sorting bundles 80

Stationery —

Articles of - supplied to each set of a section and mail office 22
Safe custody of 22, 72

Statistics —

Submission of monthly - of registered articles posted 92

Stove—

Prohibition against conveyance of -in mail vans 38
Supply of - to large mail office 24

RULES

Sundays—

Relaxation of work on— 15

Superintendent's communications —

Punctual disposal of— 148

Superintendents' office—

Arrangement for work in — on Sundays and Post Office holidays . . 15

Surplus unusual bags —

Duty of the head sorter in respect of the return of — to sub record office . . 72

Sweeping —

Examination of — 72, 138

T

Tampering—

Treatment of articles bearing signs of — 29

Terminal station —

Delivery of mails at — 70

Through mail services —

Changes in timings of — proposed by the Post Office . . . . Appx. B, 8
Services to be considered as — . . . . . Appx. A, 3

Timing of trains —

Change of — is not to be made except under unavoidable circumstances Appx. B, 1
Effects to be given to revision of — from specified dates . . Appx. B, 19
Important changes of —to be notified to local Government by Railway authorities . . . . . Appx. B, 14
Notice to officers of the Post Offices of changes in — . . Appx. B, 2
Statement showing the Postal authorities to whom intimation is to be given in case of revision of — by the Railway authority concerned Appx. B, 19

Tour orders —

Issue of —for disposal of camp articles . . . . . Appx. A, 4

RULES

Tour programmes —

Departmental officers to whom — of high officers are to be supplied Appx. A, 2
Object of supplying of — of high officers to departmental officers Appx. A, 1

Town delivery sorting —

Disposal of insured letters for places for which - is done by the M.S.T.; . . 97

Transit bags—

Closing and sealing of — 46
Opening, examination and disposal of — in a section or mail office . . 43

Transit mail offices —

Granting of certificates of posting in— 116
Hours fixed for closing of mails in— 119
Instructions relating to preparation of mails for despatch in— 120
Registration of articles in— 118

Transit section—

Instructions relating to preparation of mails for despatch in — 120
Non-supply to — of postage due stamps and seals 115

Travelling allowances —

Memo. of —to be submitted to the head of circle with monthly account bundles 149

Type box —

Supply of — 19

U

Unregistered articles —

Disposal of — in transit sections and transit mail offices in accordance with rules for sorting sections and sorting mail offices 115
Posting in train of prepaid— 2
Receipt of — by assistant sorter from head sorter 78
Sorting of — 73
Transfer of — received in mail bags by head sorter to assistant sorter . . 58

Unregistered parcels —

	Rules
Distinguishing entries on—	102
Unusual bags—	
Advice of the despatch of surplus — registered list	62
Unusual mails—	
Preparation of special mails lists respecting—	44
Prompt entry of — in mail lists	44
Urgent Mail Service —	
Bags for dispatch	65/2
Bags received	56/1
Booking of—articles	90/2
Class of air mail bags	165
Duties and responsibilities of head sorter	48
Express Post bags	161/1
Listing of—Articles	77/2
Preparation of—Air Mail Way Bill	172
Sorting of—	95/1
Use of the prescribed bag for dispatch of —mail	161/1

V

V-P. No. slips —	
Definition of —	103
Van—	
Duty of head sorter in connection with examination of—	53
Van letter - box—	
Treatment of articles posted in—	2
Van peon —	
Duty of a — in mail van	157
Duty of a — in record office	156
Proper dressing of —	158

W

	Rules
Waiting place—	
For sorters on platform to be fixed by superintendents	34
Weekly sorting Orders —	11
Weekly working hours in M.S.T.; sorting sections—	
Standard for —	18/1
Window of van—	
Closure of —when at platforms	37
Work—	
Distribution of — among sorters	1
Work-papers —	
Checking and submission of — by head sorter	27
Delivery of — by parcel sorter to head sorter	111
Delivery of — by registration sorter to head sorter	100
Examination and arrangement of — by head sorter personally . . .	68
Examination of — of sorting section and mail offices by record clerk . .	132
Examination of — of transit sections by record clerk	133
Filing of —	143
Importance of proper examination of —	130
Inspection of — prepared by a set for its next trips or working hours . .	136
List of —	Appx. C
Penalty for neglect in examining —	130
Points to be observed in examining —	131
Preparation of — by head sorter	131
Removal of filed —	143
Separate bundles of — for out-trips and in-trips	132