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MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.

Letter G.O. No. 276	Press / Mis.
13-14.	
Dated 3-3-	1873.

19/20

13-14

Not to be folded or roughly handled

4-3-40

Read the following papers :—

No. 13. Circular from the Secretary to the Government of India, Financial Department, to all Local Governments, dated Simla, 7th October 1872, No. 3190.

Separate Revenue.—Post Office.

I am directed to forward a copy of the accompanying letter* from the Director-General of the Post Office of India, containing a proposal for important modifications in the postal tariff, and to request that you will be good enough to move His Excellency the Governor of Madras in Council to favour the Governor-General in Council with such remarks as His Excellency may desire to offer thereupon.

*No. 2891, dated 31st August 1872.

From A. M. MONTEATH, Esq., Director-General of the Post Office of India, to the Secretary to the Government of India, Financial Department, dated Simla, 31st August 1872, No. 2891.

I have the honour to request the consideration of Government to a proposed change of postage rates and conditions which will be described in the following paragraphs, and which is, I believe, calculated to afford great convenience to the public, as well as to simplify to no small extent the work of the Post Office. The change, I admit, is in many respects a radical one; but I have considered it carefully, and hope to show that it is at once desirable and safe.

2. I have for some time felt that the present scale of letter-postage, designed primarily for letters of small weight, is inapplicable to the heavier correspondence carried on by Government officials, and which would doubtless be carried on by private individuals with much convenience to themselves if only the charges fell less heavily upon this class of letters. Now that the mails are to so large an extent carried by railway, the question of weight is one of much less importance than it was formerly, and I feel that the facilities offered ought to be kept up with the means available. The number of private letters weighing more than one tolah ($=\frac{7.5}{17.5}$ or $\cdot 41$ oz.) which are posted in India is quite infinitesimal, and, as respects the majority of the letters posted by natives, the Post Office could dispose of them with much greater convenience to itself if they were enclosed in large covers with sufficient room for a legible address and for the post-marks which have to be impressed upon them. In other words, the Post Office would lose almost nothing of what it gets from the public by offering to carry ten tolahs instead of one, for the present postage rate of 1 Anna, while every possible inducement would be given to the public to use large and substantial covers. At the same time, if this were done, the charge for official letters, which are always comparatively heavy and enclosed in good covers, would correspond more nearly to the real cost of their conveyance.

3. A difficulty, however, arises as regards the half-Anna rate of postage which carries at present half a tolah in weight. That limit in weight cannot be altered without a very large sacrifice of revenue—a sacrifice far larger than the finances of the Department can at present or will perhaps, for a long time to come, be able to stand. The difficulty, therefore, consists in this, that so long as the half-tolah weight unit is maintained for the half-Anna rate of postage, the Department can hardly expect to secure the much-desired convenience of good-sized and substantial envelopes. I think, however, that, if the liberal concession of extra weight be made for the higher rates of postage, the half-Anna rate may unobjectionably be limited to letters enclosed in the stamped envelopes issued by the Post Office. Notwithstanding the augmentation of the weight unit in 1869 from one-quarter of a tolah to half a tolah, I find that but small improvement has taken place in the class of paper and size of cover used by the native public in India for the purpose of letter-writing. The Post Office still finds itself compelled to dispose of native letters written upon the most flimsy paper, folded in such a way as to leave barely room for a legible address, and these addresses

(frequently written for want of space on both sides of a small cover) are rendered still more difficult to read by the office stamps which have to be impressed upon them, the absence of any blank space on the cover rendering it absolutely necessary to impress the stamps over the address itself. Native correspondents, moreover, have the almost invariable habit of mixing up together in the address the names of provinces, districts, post-towns, and particular localities of such post-towns, thus rendering the address still more liable to misconstruction. All this, of course, gives rise to unavoidable delay in the sorting and disposal of mails, so that, not merely native letters, but other letters forwarded or received with them, suffer detention, which might, under other circumstances, be avoided. And, as respects the native letters themselves, they become subject to various irregularities, such as mis-sending and mis-delivery resulting from an address more or less difficult to decipher.

4. To remedy this state of things, the only plan, in my opinion, is to limit the half-Anna rate to the stamped envelopes issued by the Post Office, and if this were done, the indent for further supplies of such envelopes might be made out for a class of envelope considerably larger than tho e now in use. I find that the small-sized official envelope, five inches long by 3¼ broad, weighs only one-sixth of a tolah, so that the ordinary native letter, if enclosed therein, would not exceed the half-tolah limit, while all the advantages of a good and well-proportioned cover would be secured.

5. If this plan be adopted, the Indian "post envelope" embossed with a half-Anna stamp, would very much correspond to the English "post-card," embossed with a half-penny stamp, prepayment being in both cases made compulsory by the embossment of the stamp, and the only difference being that the Indian "post envelope" would provide for private communications in ordinary letter form, while privacy is wholly precluded by the English "post-card."

6. Post envelopes should then be sold at all Post Offices, Receiving Houses, &c., at the value of the stamps borne by them, the extra charge of 2 Annas per packet of sixteen envelopes being discontinued. The actual cost of the envelopes is less than 2 Annas per packet, and will be more than covered by the reduction of the discount allowed on purchases of postage-stamps generally, which I shall propose to Government in a separate letter.

7. Regarding, therefore, the Indian "post envelope" with its half-Anna embossed stamp and its half-tolah limit of weight as, so to speak, a special provision corresponding to the English "post-card," the way is cleared for dealing with the higher rates as may seem most convenient. I have already shown that this can be done with great additional convenience to the public no less than to the Post Office, and at the same time with little, if any, loss of revenue. Of course, the compulsory prepayment of the half-Anna rate might cause a loss of revenue, by depriving the Department of the double rate now levied on unpaid letters of that class, but this would, in me opinion, be counterbalanced by the minimum unpaid rate becoming, under the proposed system, 2 Annas instead of one.

8. Having now explained what I may call the main features of the proposed system, viz., a 1 Anna rate for letters not exceeding ten tolahs (instead of one tolah, as at present) and a half-Anna "post envelope," carrying half a tolah (instead of a half-Anna rate carrying half a tolah, irrespective of the kind of cover), I proceed to indicate the other features of the scheme.

9. In India there have always been two modes of postal conveyance, viz., the quick conveyance of letters and newspapers termed "Letter-post," and the slower conveyance of parcels, book-packets, and pattern-packets termed, "Banghy-post;" and under each of these two divisions there has been a subordinate classification, viz., registered and unregistered. Registered correspondence, sent by the letter mail, has been charged at ordinary letter rates, together with a fixed registration fee (4 Annas) per cover, while in the banghy-post the registration rates (commonly termed parcel rates) have been fixed at so much per rate above the ordinary scale. The present rates are as follow :—

Book Packets, 1 Anna per ten tolahs.
Pattern do. 2 Annas do.
Parcels *(i.e.*, registered covers*)*, 3 Annas per ten tolahs.

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propose to abandon all distinction as regards the contents and mode of packing between book-packets, pattern-packets, and parcels, allowing them all to be placed in closed covers at the option of the sender, and providing only for a distinction between those which are registered (parcels) and those which are unregistered (packets), the registered or parcel rate being 2 Annas per ten tolahs, and the unregistered or packet rate being half as much. This will be a great simplification of the work of the Post Office, and it will also be a great convenience to the public, inasmuch as it does away with all restrictions as to contents and mode of packing, including the requirement of open ends, which, in the monsoon season particularly, and more or less at all seasons, exposes the contents to needless risk.

10. It will never be necessary to carry a cover weighing ten tolahs or less by banghy-post, because, under the proposed rate of letter-postage, such covers can as cheaply be forwarded by letter-post. The banghy-post business will, therefore, commence with covers weighing more than ten tolahs, all others being sent by letter-post; and this will be a great convenience to the Post Office, for the banghy-post arrangements are primarily adapted to the heavier articles, and the letter-post arrangements to lighter articles. A smaller cover is most easily conveyed by letter-post and a heavy cover by banghy-post, and under my proposal, covers under ten tolahs will, without exception, be conveyed by letter-post, while all covers exceeding that limit will be conveyed by banghy-post, unless specially superscribed by the sender for transmission by letter-post.

11. It remains to state the rate at which I propose to convey heavy letters, *i. e.*, letters which exceed ten tolahs in weight; but which are nevertheless especially marked by the sender for transmission by letter-post. The transmission of such heavy covers by letter-post is not a thing to be encouraged, for it causes a disproportionate amount of trouble, especially in the matter of railway sorting, where the establishment and the space available for their work are necessarily limited. The English Post Office has recently drawn a marked distinction between light and heavy letters, allowing a really cheap rate to the one, and imposing a comparatively high rate on the other. For instance, a letter weighing twelve ounces, or under, is carried by the English Post Office for four pence, whereas, a letter weighing thirteen ounces is charged thirteen pence. The sudden jump in the scale of progression is intended to act as a bar to the posting of inconveniently heavy letters; and though, having regard to the circumstances of the Indian Post, and especially to the occasional requirements of official correspondence, I would not make so sudden a leap from a low to a high rate, I think that some such feature ought to be introduced. I propose that a cover weighing from ten to twenty tolahs be charged 5 Annas with 5 Annas additional for every additional ten tolahs. Even this rate is very much less than at present, for a letter weighing twenty tolahs would, under the present scale, be charged 1 Rupee 4 Annas, being four times as much as the proposed rate of 5 Annas.

12. I do not propose any alteration in the present rates charged for newspapers, viz., half an Anna per ten tolahs for those registered at the place of publication, and 1 Anna per ten tolahs for those not so registered.

13. It will thus be seen that, under the proposed system, there will be a common unit of weight of ten tolahs applicable to newspapers, to all kinds of parcels, and to all letters, except only those enclosed in "post envelopes." This uniformity of the weight unit will be a great convenience to the Post Office, and still more to the public.

14. I may here mention that the proposal now made will not affect in any way correspondence with places abroad, which has always been, and will continue to be, governed by wholly distinct rates and conditions.

15. I have already remarked that the proposed reduction of postage rates chargeable on the heavier class of letters, *i. e.*, letters exceeding one tolah in weight, draws no small support from the fact that it provides a really fair assessment on official correspondence, the whole scale of rates being, as I must admit, inordinately high. Besides this, the trouble involved in prepaying official letters under a scale rising by the minute unit of one tolah is unquestionably great. All this will disappear

with the new system, and I would propose also, as the last step of a policy which has been recognised for many years back, that the system of privileged use of the post by certain Government Offices should also disappear. The main arguments for it, arising out of the trouble of weighing and prepaying covers at a heavy rate of postage regulated by a scale of minutely progressive rates having disappeared with the proposed system, I trust that the Government will not object to the final abolition of a system of privilege, which has many acknowledged objections as well as abuses. I do not here refer to the arrangement under which public officers prepay their letters by means of postage-labels impressed with the word "service," supporting such labels by an official frank, for this is not only a useful check against fraud, but a valuable separation for statistical purposes of an important class of Indian correspondence. What I wish to see abolished is the privilege formerly accorded to every public office in India, and still enjoyed by a limited number of the principal offices, of posting letters, &c., under frank without paying any postage at all.

16. I have already stated that, under the proposed system, there will be but very little loss of postal revenue, in so far as that revenue is derived from the public ; but there will, of course, be a considerable loss of the revenue derived from heavy and hitherto over-taxed official correspondence, which will hardly, perhaps, be counterbalanced by the income to be obtained from the official correspondence hitherto passed without charge under the frank of privileged offices.

17. I annex the drafts of two Notifications, marked A and B, for giving effect to the proposed changes as respects private and official correspondence respectively.

A.

Draft Notification.

Under the provisions of Sections 13, 19, 20, and 63 of "The Indian Post Office Act, 1866," the Governor-General in Council is pleased to make the following orders in respect of articles other than newspapers which may be posted on or after the 1st January 1873, at any Indian Post Office for transmission to any place in India.

2. The term "post envelope," as hereinafter used, means an envelope bearing an embossed-stamp of the value of six Pies.

3. Every article committed to the post, not being a newspaper or proof-sheets conveyed at newspaper rates, which does not exceed ten tolahs in weight, or which, if it exceeds that weight, is superscribed for transmission by letter-post or prepaid at the letter-post rate, shall be treated as a letter.

4. Postage when prepaid shall be chargeable on letters at the following rates, viz. :—

A post envelope which, with anything enclosed therein, does not exceed half tolah in weight.	Six Pies being the value of the stamp embossed thereon.
Any other letter not exceeding ten tolahs in weight.	One Anna.
Do. exceeding ten and not exceeding twenty tolhas in weight.	Five Annas.
Do. exceeding twenty and not exceeding thirty tolahs in weight.	Ten ,,
For every additional ten tolahs or fraction thereof.	Five ,,

5. Post envelopes shall be retailed to the public at all offices where letters are received for despatch, and by all authorized stamp vendors at the value of the stamps borne by them, under the same conditions as apply to the sale of adhesive postage-stamps.

6. Every article not exceeding ten tolahs in weight being, as above directed, treated as a letter, the scale of postage chargeable on parcels and packets shall commence with the rate chargeable on a parcel or packet exceeding ten tolahs and not exceeding twenty tolahs in weight, and shall progress by limits of ten tolahs each according to the following table, viz. :—

	Parcel. AS.	Packet. AS.
For a cover exceeding ten and not exceeding twenty tolahs in weight	4	2
Do. do. twenty do. thirty do. ...	6	3
For every additional ten tolahs or fraction thereof	2	1

7. The rule heretofore existing as to the mode of packing books or patterns in a packet without a cover or in a cover open at the ends or sides is cancelled. The term "packet," used in the above-mentioned table, means a packet closed or open at the option of the sender and containing books, patterns, or other articles.

8. The full prepayment of postage chargeable on packets shall be compulsory, and every unpaid or insufficiently paid packet shall be treated and charged as a parcel.

9. There shall be no separate registration of packets, but any packet may be transmitted by the sender as a parcel under the system of registration applicable to the parcel post.

10. Any person tendering a parcel at a Post Office within the prescribed hours shall be entitled to receive a receipt for it, provided that the parcel so tendered is securely packed in cloth, wax-cloth, or tin, and, if it is packed in cloth or wax-cloth, provided further that it bears seals with distinct impressions of some device (not that of a current coin) at intervals not exceeding five inches along the lines of sewing.

11. Cash shall not be received at any Post Office in prepayment of parcel postage.

12. Annexed is a summary of the postage chargeable on, and the principal conditions appertaining to, the several classes of correspondence as modified by the above orders.

Annexure.

Prepaid Postage Rates.

	Letter-Post.			Banghy-Post.	
	Letters.	Registered newspapers and proof-sheets.	Other newspapers.	Parcels.	Packets.
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
A "post envelope" which, with anything enclosed therein, does not exceed half tolah in weight	0 0 6 Being the value of the stamp embossed thereon.	.....	.....	.....	.....
Any other cover not exceeding ten tolahs in weight	0 1 0	0 0 6	0 1 0	.....	.....
Any other cover not exceeding ten, and not exceeding twenty tolahs in weight	0 5 0	0 1 0	0 2 0	0 4 0	0 2 0
Any other cover not exceeding twenty, and not exceeding thirty tolahs in weight	0 10 0	0 1 6	0 3 0	0 6 0	0 3 0
For every additional ten tolahs or fraction thereof	0 5 0	0 0 6	0 1 0	0 2 0	0 1 0

Prepayment only by Stamps.

Postage can be prepaid only by means of a proper stamp or stamps, adhesive or embossed.

LETTERS.

What Articles treated as Letters.

Any article, not being a newspaper or proof-sheets sent at newspaper rates, if it does not exceed ten tolahs in weight, or if, being more than ten tolahs in weight, it is superscribed for transmission by letter-post or is prepaid at the letter-post rate, is treated as a letter.

Unpaid or insufficiently paid Letters.

2. The postage chargeable on a letter, if not prepaid, is double the amount which would have been chargeable if prepaid; and if the prepayment is insufficient, double the deficiency is charged.

NEWSPAPERS.

What Articles treated as Newspapers.

3. Periodical publications, published at intervals not exceeding thirty-one days, and fulfilling the under-mentioned conditions, are treated as newspapers.

Each Newspaper charged separately.

4. The postage rates given above are chargeable upon *each* newspaper; but an extra or supplement to any newspaper bearing the same date as the newspaper, and transmitted therewith under the same cover, is deemed part of the newspaper.

Prepayment compulsory.

5. No newspaper can be forwarded by letter-post, unless the postage thereof be fully prepaid. A newspaper posted unpaid, or insufficiently paid, will be forwarded to the Dead Letter Office.

Conditions to be observed.

6. No newspaper can be forwarded by letter-post at the above-mentioned rates unless the following conditions be observed, viz.:—

(1.)—It shall be without a cover, or in a short cover open at both ends.

(2.)—There shall be no word printed on such newspaper after its publication, or upon the cover thereof, nor any writing or mark upon it, or upon the cover of it, except the name and address of the person to whom it is sent, and the name and address of the sender.

(3.)—There shall be no paper or thing enclosed in or with any such newspaper.

Any newspaper sent by the letter-post, in respect of which the above conditions shall not be observed, shall, together with anything enclosed in or with the same, be charged with postage at the rate which would be charged on an unstamped letter of equal weight.

The lower rate of charge prescribed for *registered newspapers* is applicable only under the following conditions, which are supplementary to those given above, viz.:—

(4.)—The newspaper must have been registered for transmission by post in the Office of the Postmaster-General (or officer exercising the powers of Postmaster-General) of the postal circle in which it is published.

N. B.—The registration of a paper expires at the close of the calendar year following that in which the registration was effected, and must be renewed if a continuance of the privilege beyond that time is desired.

(5.)—The newspaper must bear, in print, immediately above the address, the word "Registered" followed by the registration number given by the Postmaster-General.

N. B.—The word "Registered" followed by the number may be printed on the paper itself or on its cover, but must, in all cases, be *immediately above the address.*

(6.)—The newspaper must be posted at the place of publication.

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N. B.—It is immaterial whether the paper is posted by the publisher or by any one else, or whether it is posted on the day of publication or on a subsequent date. When a registered newspaper is re-directed, "forward" postage is charged at the lower rate, even though the re-direction may take place at an office other than that of the place of publication. Registered newspapers when re-posted, are treated as if posted for the first time, and are entitled to transmission at the lower rate only if the conditions be fulfilled.

PROOF-SHEETS.

May be sent by Letter-post at Newspaper rates under Certificate.

7. Proof-sheets, marked as such, may be sent by the letter-post at the rates prescribed for registered newspapers, provided the contents be correctly certified on the cover by the signature in full of the sender; otherwise, they are charged with postage at the rate which would be charged on an unstamped letter of equal weight.

PARCELS AND PACKETS.

What Articles treated as Parcels or Packets.

8. All articles committed to the Post Office, which do not fall to be treated as letters, newspapers, or proof-sheets, under the preceding paragraphs, are transmitted by banghy-post as parcels or packets.

Distinction between Parcels and Packets.

9. The distinction between parcels and packets is (1) that the former are transmitted under a system of registration, while the latter are not; and (2) that, for the former, prepayment of postage is optional, while, for the latter, full prepayment is compulsory. Any article of this class which is posted fully prepaid at parcel rates, or superscribed by the sender for transmission as a parcel, or presented at the Post Office for that purpose, or which, owing to deficient prepayment or excess of size, cannot be forwarded as a packet, is treated as a parcel, and all other articles of this class are treated as packets.

Unpaid and insufficiently paid Parcels.

10. Unpaid parcels are charged on delivery at the same rates as would have been chargeable if the postage had been prepaid; insufficiently paid parcels are charged on delivery with the deficiency.

Receipts given for Parcels when properly Packed.

11. A person tendering a parcel at a Post Office within the prescribed hours, is entitled to get a receipt for it, provided that the parcel so tendered is securely packed in cloth, wax-cloth, or tin, and, if it is packed in cloth or wax-cloth, provided further that it bears seals with distinct impressions of some device (not that of a current coin) at intervals not exceeding five inches along the lines of sewing.

Limit of weight of Parcels.

12. No parcel exceeding 25 seers (2000 tolahs) in weight, can be received at any Post Office for despatch.

Parcels received by post from seaward, exceeding the above weight, are made over to the Collector of Customs for publication in his list of unclaimed packages.

Limit of size of Packets.

13. No packet may exceed one foot and a-half in length, or one foot in width or depth; and if any such packet be posted, it will be treated as a parcel, and charged accordingly.

Parcels between places connected by Railway.

14. Between places connected by railway, where the Railway Authorities may have intimated their readiness to undertake the conveyance and delivery of parcels, the Post Office does not convey parcels, except such as may be sent on the public service. Of course, if either the place of address or the place of despatch be not on the line of railway, the above rule does not apply.

B.

DRAFT NOTIFICATION.

Referring to the Notification of this date, whereby certain changes have been made in the postage rates and conditions appertaining to Indian inland correspondence, and considering the very large reduction of postage charges on account of official correspondence, which will result from the application of the revised rates as well as the diminished trouble of prepayment under a scale of postage having ten tolahs for the unit of weight, the Governor-General in Council deems it unnecessary to retain the system of privileged use of the post under which certain public offices have been allowed to send and receive official correspondence through the post without payment of postage.

The provisions of the official correspondence rules relating to the privilege above referred to, will, therefore, cease in respect of all official correspondence which may be posted on or after the 1st January 1873, and the annexed code of rules for official correspondence will be substituted for that heretofore in force.

ANNEXURE.

OFFICIAL CORRESPONDENCE RULES.

Prepayments by means of Service Labels.

Official covers from Government Offices should be prepaid with postage at the rates prescribed for the several classes* of ordinary correspondence by means of service postage-stamps purchased at the Government Treasury or other local stamp depôt. These stamps, when used in payment of postage, must be supported by the superscription on the cover "On Her Majesty's Service," under the full signature and official designation of the Government Officer who sends the cover, or of the Head Clerk or Superintendent of his Office, or of other responsible officer to whom the duty of despatching is confided. The particular officer who signs the cover must enter in full his own official designation, in order that his individual responsibility may be enforced in cases of doubt or fraud. The superscription and signature should be entered in the form marginally given. Service stamps affixed to a cover without the above superscription will not be recognised by the Post Office in payment of postage. Treasury Officers are enjoined not to sell service stamps to any but Government officials.

* *i. e.*, Letters, newspapers and proof-sheets, parcels and packets.

On Her Majesty's Service.	Service Labels.
To *(Here enter address.)* *(Signature of sender.)* *(Official designation.)*	

Compulsory and Optional Prepayment.

2. As in the case of ordinary correspondence, the prepayment of official letters and parcels is optional, while that of newspapers (including Gazettes) is compulsory.

Official Gazettes.

3. Official Gazettes should be registered at the Postmaster-General's Office under the rules prescribed for ordinary newspapers. If not so registered, they are charged at the higher rates prescribed for unregistered newspapers.

Unpaid Official Covers.

4. Official letters and parcels properly superscribed under Rule (1) but without stamps, are charged with postage on delivery at prepaid rates.

In cases where it is not thought advisable to entrust postage-stamps to a subordinate official, who has to correspond with, or send returns to, a superior, he may be allowed by his superior to address official covers to him under this rule; and the same course may be adopted in other cases where it is found convenient or proper to make the postage charge fall on the receiving office.

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Economy to be observed in the use of the Post.

5. The rule under which all covers not exceeding ten tolahs in weight are treated by the Post Office as packets or parcels, and forwarded by banghy-post, unless specially superscribed by the sender for transmission by letter-post, applies to official covers, and Government officials should be careful not to incur needlessly the higher charge on account of the transmission of heavy covers by letter-post. Similarly, the transmission of heavy covers as parcels (which are conveyed by post under a system of registration) is more expensive than their conveyance as packets, and the parcel-post should not, therefore, be needlessly used by Government officials.

Limits of Weight and Size.

6. No official cover exceeding 600 tolahs in weight can be received by the Post Office, and no official cover exceeding the limit of size† prescribed for ordinary packets can be forwarded as a packet, though it may be forwarded as a parcel, if within the limit of weight above mentioned.

† One foot and a-half in length by one foot in width or depth.

Letters and Parcels superscribed "Service Bearing" by Government Officers.

7. Letters and parcels sent by Government Officers in their official capacity, which relates nevertheless to the private interests and concerns of the individuals addressed, may be endorsed according to the specimen form given on the margin, under the full signature and official designation of the person by whom they are sent. Letters and parcels so addressed are regarded by the Post Office as private covers, but are charged, on delivery, with bearing postage at "forward" (*i. e.*, prepaid) rates, and not at double rates, as in the case of ordinary letters. Under this head come replies sent to communications of the kind noted in the margin, as well as any other communications of a like kind which Government Officers may make to individuals (whether private persons or Government Officers) relating to the private interests of the addressees.

Service Bearing.

To A. B., CALCUTTA.

C. D.,
Accountant-General.

Petitions, applications for appointments, requests for transfer, inquiries about title to leave, &c.

Letters and Parcels superscribed "Service Bearing" addressed to Government Officers.

8. Letters and parcels sent by private persons to Government officials relating to the affairs of Government, and endorsed according to the specimen form given on the margin, under the full signature of the sender (the address including the full official designation of the public office to which the cover is sent), are charged, on delivery, at the rate to which they would have been liable if prepaid by stamps, and not at double rates as in the case of ordinary letters. This rule is intended to provide for cases of Zemindars reporting the occurrence of crime to a Police Officer, of employers of labourers sending returns required by the Protector, and of any similar reports or returns authorized to be so sent.

Service Bearing.

To
THE DISTRICT SUPERINTENDENT OF POLICE,
LUCKNOW.

Signature of sender.

Official Covers not liable to Re-direction Charge.

9. Official communications addressed to Government Offices "On Her Majesty's Service" or "Service Bearing," under the prescribed superscription and signature, are not liable to additional postage on account of re-direction.

Postage due on Official Covers to be initialled in Post Office.

10. The amount of postage marked as due on covers delivered under the superscriptions of "Service Bearing" or "On Her Majesty's Service," will be initialled by the Postmaster or Deputy Postmaster of the office of delivery.

Government Officers bound to receive and pay for Covers under Official Superscription.

11. Government Offices, are bound to receive and pay any postage which may be due on covers addressed to them under the superscription "On Her Majesty's Service."

Registration.

12. The ordinary rules and conditions for the registration of letters and newspapers govern the registration of similar covers by Government Officers, the service labels affixed to them being supported by the prescribed superscription and signature.

Post Telegrams.

13. Officers in charge of Telegraph Offices, when posting telegraph-messages for onward transmission by post, are entitled to get receipts for them. Such receipts must be presented ready written in the form ordinarily used by the Telegraph Offices when delivering telegraph-messages to the addressees. The Postmaster will compare the receipt so presented with the address of the cover accompanying it, and, if correct, will affix the Post-Office stamp in acknowledgment of receipt. All covers for which receipts are claimed under this rule must be superscribed with the word "Telegram," and must be fully prepaid.

Government Officers on Leave.

14. Government Officers, when on leave, and those who have retired from the service of Government, can correspond only as private individuals.

Irregularities of Address, &c.

15. Any irregularity or incompleteness of the address, superscription, or signature on a cover, renders it liable to be treated as an ordinary unpaid cover, any service stamps which it may bear not being recognised.

Official Correspondence with places abroad or between Indian Post Offices when conveyed by British or French Mail Packets.

16. The rules contained in the preceding paragraphs relate exclusively to official inland correspondence, *i. e.*, correspondence conveyed between one Indian Post Office and another by Her Majesty's Indian Post.

Official correspondence with places abroad or between Indian Post Offices when conveyed by British or French Mail Packets (*e. g.*, between Bombay and Aden), is governed by the same rules as ordinary private correspondence, and must either be prepaid by service stamps (under the superscription and signature prescribed by Rule I.), or, where prepayment is optional, be forwarded as unpaid, subject to the levy of postage on delivery.

The only exception to the above has reference to official letters (not newspapers or book or pattern-packets) sent by British packet to or from the public functionaries or Departments in London which have special accounts for overland letter-postage with the London Post Office. Official letters intended for such offices need not be prepaid if subscribed as "On Her Majesty's Service" under the full signature and official designation of the sender. The public functionaries or Departments in London, which have accounts with the London Post Office, are Adjutant-General's Office (Horse Guards), Admiralty (Somerset House and Whitehall), Audit and Exchequer Department (Somerset House), Board of Trade (Whitehall), Census Office (Craig's Court), Chancellor's Office (Downing Street), Charity Commission (York Street, St. James), Chelsea Hospital (Chelsea), Civil Service Commission (Cannon Row, Westminster), Colonial Office (Downing Street), Colonial Land and Emigration Office (Park Street, Westminster), Commander-in-Chief's Office (Horse Guards), Council of Military Education (Great George Street), Council Office (Downing Street), Court of Bankruptcy (Basinghall Street), Courts of Chancery (Lincoln's Inn Fields and Chancery Lane), Court of Probate (Doctors Commons), Crown Agents for the Colonies (Spring Gardens), Duchy of Cornwall (Buckingham Palace Gate),

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the Customs (Lower Thames Street), Ecclesiastical Department (Whitehall Place), Endowed Schools Commission (Victoria Street), Exhibition Commissioners, 1851 (Westminster, Foreign Office (Downing Street), Her Majesty's Home Office (Whitehall), House of Commons, India Office (Charles Street, Westminster), Irish Office (Great Queen Street, Westminster), Inland Revenue (Somerset House), Local Government Act Office (Richmond Terrace, Whitehall), Merchant Seamen's Office (Adelaide Place), London Bridge, Metropolitan Police Office (Whitehall Place), Paymaster-General (Whitehall), Local Government Board (Gwyder House, Whitehall), Post Office, Prisons Office (Parliament Street), His Royal Highness the Prince of Wales, Quarter-master-General's Office (Horse Guards), Registrar of Friendly Societies (Abingdon Street), Registrar-General's Office (Somerset House), Royal Artillery, Royal Marines (New Street), Science and Art Department, Warden of Standards, Stationery Office (Princes Street, Storey's Gate), Tithe Copyhold and Enclosure Commissioners (St. James' Square), Treasury Office (Whitehall), Tower, Veterinary Department of the Privy Council (Princes Street, Westminster), War Office (Pall Mall), Woods, Forests, and Land Revenue Office (Whitehall Place), Works and Public Buildings Office (Whitehall Place).

ORDER.—Ordered that a copy of this letter, and its enclosure, be communicated to the several Departments of the Government of India, in case they have any observations to make.

No. 13-A. MINUTE by the Hon. J. D. SIM, C.S.I., dated 23rd November 1872.

The present scale of inland postage is

6 Pies for half a tolah.
1 Anna for one tolah.
2 Annas for two tolahs, and so on.

Mr. Monteath proposes to retain the first rate, half an Anna for half a tolah, rendering the use of postal envelopes and prepayment of postage compulsory, and to charge 1 Anna for all weights between half a tolah and ten tolahs, 5 Annas between ten and twenty tolahs, and 5 Annas for every additional ten tolahs, it being optional with the sender to send letters above ten tolahs by parcel or packet post the rates whereof are 2 and 1 Anna per ten tolahs.

2. Mr. Monteath supplies no statistics in support of his proposals. He states in general terms that the half Anna rate for half a tolah cannot be altered "without a very large sacrifice of revenue;" that the number of private letters weighing more than one tolah is "quite infinitesimal;" that, owing to the extension of railways, the question of the weight of the mails is not of so much importance as it was formerly; that, while the Post Office would lose almost nothing by carrying ten tolahs for the sum it now charges for carrying one, it would gain indirectly by holding out every inducement to the public to use larger and better covers; and that the charge for official letters would correspond more nearly with the cost of their conveyance.

3. Mr. Monteath, as I have said, supplies no statistics, and I have been unable to obtain from the Post Office here a return of the number of letters posted at each rate, as no such accounts are kept.

4. The first thing that strikes one is that the proposed change brings no boon or advantage to the mass of the people—those who cannot afford to pay more

than the present minimum rate of 6 Pies. By Appendix III. of the Postal Administration Report of 1870-71 the number of covers posted in that year was—

Paid	44,668,194
Unpaid...	26,594,484
Service...	4,117,424
Registered	1,487,816
Total ...	76,867,918

I understand that about two-thirds of the covers posted are at the 6 Pies rate; but, assuming that only forty-five out of the seventy-one millions of paid and unpaid letters are at this rate, twenty millions at 1 Anna, and the remaining six millions at the higher rates—proportions which, judging by the sale of stamps in 1870-71, are reasonable—we arrive at the result that the postage on half-Anna letters amounts to Rupees 14,06,000, and that on 1-Anna letters to Rupees 12,50,000. If these figures are approximately correct, the result of raising the minimum of weight from half to one tolah would be a loss of Rupees 6,25,000.

	No.
Half-Anna Stamps	30,596,155
One-Anna ,, ...	6,725,445
Higher value ,, ...	5,094,155

5. To this, however, there are certain "set-offs." Mr. Monteath proposes to supply postal envelopes free of charge, save for the stamp. At present the Post Office charges 1 Anna for eight envelopes or a little over 12 Annas or 18*d.* per hundred. Assuming that these can be supplied as low as 8 Annas or 1*s.* per hundred, then the cost of forty-five millions of envelopes supplied gratis will amount to Rupees 2,25,000. Then, again, there will, under Mr. Monteath's scheme, be a loss on the six millions of letters which I assume to bear the higher rates from 2 to 8 Annas each. Supposing this loss to average only 1 Anna on each, which is equivalent to supposing all to bear the lowest rate of 2 Annas, this loss will be Rupees 3,75,000; these sums aggregate Rupees 5,25,000. The balance of one lakh may be made good by graduating the higher scales—*ex. gr.*, charging 1 Anna for two tolahs, 2 Annas for four tolahs, and so on, instead of 1 Anna for ten tolahs. These figures are, of course, only approximations, but they suffice to show that raising the minimum weight to one tolah will not involve any very alarming loss. It may be said that this will not insure the administrative advantage aimed at by Mr. Monteath, but merely supplying envelopes will not secure brief and legible addresses. It might be ruled that the Post Office will receive no covers below a certain size, and the object be thus attained as far as it can be till the native public change their ways. It may also be said that credit should not be taken for the cost of envelopes, inasmuch as the Department means to recoup itself by reducing the present rates of discount; but this is untenable. If the discount is too high, it should be reduced on that ground, and the saving credited to the State; if spent, as proposed, in supplying envelopes it is a fair set-off.

6. If, then, as Mr. Monteath declares, the Department can afford to carry ten tolahs for the sum it now charges for carrying one, I think the public should gain by whatever reduction can be made. To charge 1 Anna for a Government despatch or a private business letter of eight foolscap sheets, and to charge the

correspondence of the great mass of the public half that sum for one-twentieth of that weight, or in the ratio of ten to one, is surely inequitable.

7. It seems questionable whether the postal envelope will be as convenient to the native public as the present adhesive label, and if the half-tolah weight is retained, its weight, one-third of the half tolah, will be a consideration.

8. Mr. Monteath's assertion that his scale will provide "a really fair assessment on official correspondence" is open to question. So long as postage is regulated by weight it is not easy to see why an official letter of ten tolahs should be charged 1 Anna, and a private note of one-twentieth its weight should have to pay half that sum. The present minute variations may be and doubtless are inconvenient, but this may be remedied by smaller measures than going at a jump from half a tolah to ten tolahs. And I am still blind to the advantages of the system of service stamps over the simpler, less troublesome, and less expensive system of franking.

9. I would propose that we should suggest for consideration the question of raising the minimum weight of private correspondence in preference to Mr. Monteath's scheme. Even if the probable loss were greater than I have calculated, it would be no great risk to incur.

J. D. SIM.

No. 14. To the Secretary to the Government of India, Financial Department, dated Fort St. George, 3rd March 1873, No. 276.

In reply to your Circular, No. 3190, dated 7th October last, I am directed to state that His Excellency the Governor in Council sees no objection to the adoption of the modifications proposed by the Director-General of the Post Office of India in the rates of postage on letters. I am to invite attention to the suggestion contained in the accompanying Minute by the Hon. Mr. Sim.

(Signed) W. HUDLESTON,
Chief Secretary.

Exd. J. Wright.

1873.

FINANCIAL DEPARTMENT.

From

The Chief Secretary to Government,
Fort St. George,

To

The Secretary to the Govt. of India,
Financial Department.

Dated 3rd March 1873.

Read

MARCH.
Nos. 13—14.

Intimating that the Madras Government sees no objection to the adoption of the modifications proposed by the Director-General of the Post Office of India in the rates of postage on letters.

CIRCULAR No. 3190.

GOVERNMENT OF INDIA.

FINANCIAL DEPARTMENT.

SEPARATE REVENUE.

Post Office.

To

ALL LOCAL GOVERNMENTS.

SIMLA, THE 7 OCTOBER 1872.

SIR,

I AM directed to forward a copy of the accompanying lettter* from the Director General of the Post Office of India, containing a proposal for important modifications in the postal tarif, and to request that you will be good enough to move His Excellency the Governor of Madras in Council with the Governor General in Council with such remarks as His Excy may desire to offer thereupon.

* No. 2891, dated 31st August 1872.

I have the honor to be,

SIR,

Your most obedient Servant,

Secy. to the Govt. of India.

ORDER.—Ordered, that a copy of this letter, and its enclosure be communicated to the several Departments of the Government of India, in case they have any observations to make.

To The Govt of Fort St George

GOVERNMENT OF INDIA.

FINANCIAL DEPARTMENT.

SEPARATE REVENUE.

Post Office.

To

ALL LOCAL GOVERNMENTS.

No. 3190. S.L. No 276

Dated Simla, October 1872.

Received

Transmitted by the Hon. J. D'Eyncourt C.S.I. dated 23 Nov 1872

The present scale of Postage is

6 pies for ½ Tola.

1 anna for 1 Tola

2 annas for 2 Tolas

& so on.

But Mr Mantell proposes to retain the first rate - ½ anna for ½ the rendering the use of Postal Envelopes - & pre-payment of postage compulsory - and to charge 1 anna for all weights between ½ tola & 10 tolas - 5 annas between 10 & 20 tolas and 5 annas for every additional ten tolas it being optional with the sender to send letters above 10 tolas by parcel or packet but the rates where they are 2 & 1 an: per 10 Tolas -

Mr Hamilton publishes his
statistics in defiance of his Colleagues.
He states in general terms that
that the half penny rate for Local
Letters cannot be allowed "without
a very large sacrifice of Revenue".
That the number of private Letters
weighing more than one Ounce is
"quite insignificant". That very
little reduction of the Question
of the Extension of Railways. the
of the weight of Mails is not of so
much importance as it was
formerly. That while the P. Office
would lose almost nothing by carry-
ing the Mails for the same it now
charges for carrying one, it would
gain indirectly by holding out an
inducement to the business Public
to write Letters. & that the charge
for official Letters would come
back more nearly into the cost of

their conveyance.

Mr Hamilton, as I have said, 10
publishes his statistics and I have been
unable to obtain from the P.O. here,
a return of the number of Letters
posted at each rate as no such ac-
counts are kept.

The first thing that strikes
me is that the Irish element
is that at the Irish element
bring's no boon or advantage to
the Coffers of the Public. that we
cannot afford to pay more than
the present minimum rate of
six pies. By Table III of the Statis-
tical Abstract of 1870/1. the
Number of Cross Letters in that
year was

Paid	44. 660. 194
Unpaid	26. 594. 484
Service	4. 117. 424
Registered	1. 487. 816
	76. 867. 918.

I understand that about 2/3d of the cases tested are at the 6 piece rate - but assuming that only 45 out of the 71 millions of paid letters are at the rate - 20 millions at 1 an: & the remaining 6 millions at the higher rate - the proportions which pringing by the sale of stamps in number

1/2 an stamps. 30.596.155
1 an " 6.725.445
higher values 5.094.155

reasonable

1870/1 arise against it

~~the first rate~~ - he arrive at the result that the 1/2 an letters amount to Rs 1.406.000 ~~781.250~~
& that 1 an ones letters to Rs 1.250.000 ~~625.000~~.

~~Rs 1,875,000~~ ~~1,875,000~~. If the figures are approximately correct, the result of raising the minimum rate of any letter from 1/2 to 1 total - would be a loss of Rs 625.000. ~~625,000~~ under the ~~1870~~ rate. This loss

To this however there are certain

½" set - d^o^s. His method has often to be followed Postal cover free of charge - one for the stamp - At present the P.O charges 1 anna for 8 envelopes or a little over 12 annas or 18d. per hundred. Assuming that these can be published as low as 8 as. or ¾ per hundred to obtain the cost of 45 millions envelopes published rates will amount to Rs 225.000. Then again there will, under the new method of Scheme be a loss on the ~~five~~ two millions letters which I assume to bear the higher rates from 2 to 8 annas each. Subtracting this loss to average only 1 anna on each - which is equivalent to subtracting all

to bear the lowest rate of 2 an:
the loss will be Rs 3/5.000- these
sums aggregate Rs. 525.000- The
balance may be made good by
graduating the higher scales - Exigs
charging 1 an for 2 - 2 an for 4
thas & so on - instead of
for 10 thas. These figures are often
correct only approximately but
they suffice to show that
raising the minimum rate weight
to 1 tola will not involve any
alarming loss - It may be said
that this will not secure the ad.
ministrative advantage claimed
at by Mr Montgomery but many
prohibiting Envelopes will be.
come brief & legible addresses. It
might be ruled that the V. P. rule
be ceased as covers below a certain
size and the light be then attached
as
as far as it can be like the
Rates for this charge than
ways. It may also be said
that should not be taken
credit for the cost of
Envelopes - in as much as the
Dept means to recoup itself
by reducing the lowest rate
of discount - but this is
untenable. if the discount is
. If the discount is
too high, it should be reduced
so that ground of the saving
credited to the State - if that
as provided
in prohibiting envelopes it is a
fair set - off.
If there as the Mr
Montgomery declares the Dept

com a Hook to carry 10 Wds for the same it has charge for carrying, me I think the law this should join by whatever be. Inclosures can be made. To relieve the provincial charge on official correspondence and the actual charge on our inter-colonially small number of private letters seems time to be merely trifling with an inconstant in this Question = To charge 1 anna for a pot. despatch or ~~a~~ a private business letter of eight foolscap ~~sheets~~ sheets and to charge ~~half that sum for~~ the correspondence of the post masters of the Native states half that sum for 1/20 of that weight or in the ratio of 10 to 1. is surely equitable. It seems

3/ Question also whether the Postal Envelope will be an convenient to the native public - on the basis adhesive label and if the 1/2 tola weight is retained, its weight 1/3d of the 1/2 tola will be a confidential assistance

~~I can't understand~~ what has led to the ~~what~~ trying that his scale will be. ~~trying~~ vide "a really fair assessment is ~~not~~ upon official correspondence - an official correspondence - a long as postage is kept cheap & it is not worth ~~to send~~ less in bulk than official letter of 10 Wds should be charged one anna and a private note of 1/20 its weight should have to bear half that sum. The present minute variations may be & doubtless are inconvenient

but this may be remedied by
smaller measures than going, at
a point from 2/2 a tola to 10 tolas.
Should I am still fond to
the advantages of the system of
service stamps over the simpler
less time & less expensive
system of franking. *

J. O'Sullivan
23. 11. 72

It would seem that the proposed change
is not unlikely to be financially advantageous. * *
For if it be true that the number of letters now
paying more than the 1 anna rate is "enormously"
there can be no appreciable loss of revenue by
the reduction of the 1 anna rate
upon such letters; while there will probably
be a gain owing to the increase in their numbers

which may be expected to result from
such reduction. And as it appears
that the proposed change will be highly
conducive to the interests of the Post Office,
and of official correspondence
as well as to those who misunderstand
* action of the public, I am disposed
to think we need acquiesce in it.

Thorp.

* I would suppose that we
should be gainers by the re-
duction of raising the
minimum weight of Single
correspondence, in the same
of the Homeward Packets.
Even if the probable loss were partly
then I have calculated, it would be
a risk to incur.

Postal Su

Finl. 1873 Dept.

Minute by the Hon'ble I. D. Sim

Dated 23rd November 1872

No 431

Regarding the rates of postage on letters

dep 4/5

1

Financial Department.

No. 276. 15

To

The Secretary to the Government
of India,
Fin.ce Department.

Sir,

In reply to your Circular, No. 3190, dated 7th October last, I am directed to state that His Excellency the Governor-in-Council sees no objection to the adoption of the modifications proposed by the Director General of the Post Office of India, in the rates of postage on letters.

I. D. S.

See my minute.

Fort St. George
3rd March/73

Jan.y
I have suggested in the alternative contained in Minute by the Hon. D. Sim.

I. D. S.

Minute & letter - 1st
2 Minute & Hon letter - 2d.

Madras
22nd November

Dear Anderson

At keep my return of the
number of letters posted with
different denominations of stamps
In the year 1871/1872. 138.36.838
Letters were posted for dis patch
in this circle fully two thirds of
which I fancy were half anna
letters If it would be of

any use I could from a return
left at my Post office in this
circle which would give the desired
information. But I do not think
a fair average could be taken
for a less period than a month

Sir in my duty I cannot give
you the desired information but
I can obtain it for you in
about 6 weeks if you wish it —
My Clerk will be here on Monday
or about 12 noon —

Yours very sincerely
J. M. Bowler

18 . Department

No.

To

The Secretary to the
Government of

Department.

Dated 3-March 1873

N: 276

BH. 13-15