

1. Number
2. Date of receipt
3. Initials of Referencer

M.R.O. 1-20,000-16-10-20

MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT.

G.O. No.	<i>1279</i>	Press ~~Mis.~~
Dated	<i>16-10-1967.</i>	

Not to be folded or roughly handled

16-10-67

Proceedings of the Madras Government, Public Department,
16th October 1867.

No. 158. Read the following letter from the Postmaster General, Madras, to the Chief Secretary to Government, Fort Saint George; dated Madras, 9th October 1867, No. $\frac{2567}{242}$.

I have the honor to forward copy of a Circular docket from the Director General of the Post Office in India, No. 32, of the 26th ultimo, regarding a proposal for the revision of the existing rules for the treatment of official correspondence; and request I may be favored with a note of modifications or remarks which may suggest themselves to Government.

2. I request the favor of an early reply, to enable me to forward it with mine by the time mentioned by the Director General.

From the Director General of the Post Office of India, to the Secretary to the Government of India; dated Simla, 26th September 1867, No. 2128.

In submitting, for the approval of Government, the accompanying copy of a revised set of Rules* for the treatment of official correspondence, proposed to have effect from the 1st January next, I have the honor to offer the following remarks and explanations.

* Marked A.

2. In Mr. Riddell's letter, No. 3739, dated the 7th March last, two recommendations were made, viz., (1), that Magistrates, Collectors, Zillah Judges, and Paymasters, should be added to the Privileged List (paragraph 6); and (2), that the temporary exemption of the official correspondence of local officers within the limits of their respective districts should be withdrawn, all official letters passing through the Imperial Post being thenceforward brought to account (paragraph 7).

3. The Government, in reply (No. 775, dated 14th June), sanctioned the first proposal, but not the second, although the two were, I believe, regarded by Mr. Riddell as dependent in some degree on each other; for so long as a Magistrate and Collector retains the privilege of untaxed correspondence with any official in his district, he can have no need to be included in the Privileged List, for the great bulk of his other communications are addressed to, or received from, privileged offices.

4. I have, therefore, provided in the revised set of rules (Rule 13) for the withdrawal of the exemption hitherto given in respect of official correspondence conveyed by the General Post within the limits of a district. If this be allowed by Government, it disposes of the subject of the communications marginally noted. The representations referred to were from the Education

From Home Department, No. 4659, dated 19th April 1867.
From Financial Department, No. 576, dated 7th June 1867.

Department of Bombay, the Inspectors of which

it was said experienced great difficulty owing to their privilege being confined, as in the case of all other non-privileged offices, to the limits of a Zillah. What the difficulty was in supplying the Inspectors with service labels, is not stated. There is no real ground of complaint, and henceforth, if the clause exempting district correspondence be withdrawn as suggested, Education Inspectors must, like other non-privileged officers, prepay with service stamps all communications addressed to non-privileged offices, whether within or beyond the bounds of the district in which the covers are posted.

5. The next feature of importance in the revised rules is the provision against the possibility of covers passing between two privileged offices being twice charged, *i. e.*, charged against both sending and receiving offices. The present rules do not provide for this, it being left with Postmasters, acting under departmental instructions, to separate the covers received from a public office for despatch into those which, being addressed to privileged offices, are charged to the office of destination, and those which being addressed to unprivileged offices are charged to the office of despatch. Practically, I believe, this duty has been very imperfectly performed, and some very extraordinary results which appeared in the official Postage returns, are probably in some degree attributable to failure in this respect. I have provided against this by the rule that all

official covers, despatched from a privileged office, are to be charged against the office of despatch, the superscription "paid" affording a ready means to the office of delivery of knowing that they must not be charged for again.

6. Again, under the existing plan, a large proportion of the official postage charge against a privileged office consists of postage on covers received by it, those despatched by it, (except when addressed to an unprivileged office) being charged to the office of destination. It is clear, therefore, that a privileged office can hardly be held responsible for incurring a postage account of an extravagant amount; for the amount depends, not only on the issues which are under its own control, but on the receipts from other privileged offices, which, as a rule, are not under its control. I have endeavoured, in the revised set of rules, to provide against this defect; for it will be observed that all official covers, despatched from a privileged office, will be charged against it, plus those received by it from non-privileged offices. The non-privileged offices are in most cases subordinate offices, so that the privileged office which receives and has to pay for such communications has ordinarily the power to check any extravagant use of the post, while it has, of course, complete control over its own issues.

7. Another feature of importance in the revised rules, is the provision for the transmission of official covers by Packet Post. The present rules make no provision for this, and the consequence is, I believe, that by far too many bulky official packets are sent by the Letter Post, enormous postage bills being run up, and the Letter Post runners and conveyances being burdened in the conveyance of papers which might just as well be sent by Packet Post at a somewhat slower speed, but at much less cost.

8. The difficulties which presented themselves in making provision for this were—(1st), that the Banghy charges vary with distance which, of course, makes the adjustment of official postage charges much more complicated; and (2nd), that the Packet Post, although possessing a uniform rate of charge irrespective of distance, is hampered by the condition of the packets being open to inspection and not allowed to contain letters. I have thought it best to provide in the revised rules for the exemption (Rule 16) of official packets from the restrictions above-mentioned, which are in no way necessary in respect of official packets.

9. I have also provided (Rule 14) what seems to me a convenient way of enabling Government Officers to reply to applications and inquiries from individuals on matters relating to their own personal interests and concerns. Many public officers at present refuse to acknowledge such communications, unless postage stamps are remitted to pay for the reply, while others send the replies at the public expense. I think that the proposed rule on the subject will be useful.

10. It will be observed that some alterations and additions have been made in the list of Privileged Offices attached to the Revised Rules, and I shall here attempt a brief explanation of them. The additions* made to the list under the Financial Department orders, dated the

* Magistrates.
Collectors.

Paymasters.
Zillah Judges.

14th June, have given rise to almost indefinite misunderstanding. Persons bearing the title of Magistrate, such as Cantonment Magistrate, Town Magistrate, Honorary Magistrate, &c., have claimed privileges under the first head; Collectors† of Customs under the second, and Regimental and Pension Paymasters under the third. I have explained the terms "Magistrate" and "Collector" to mean the District officer, *i. e.*, the officer in general administrative charge of a District (Zillah), whether under the name of Magistrate, Collector, Deputy Commissioner, or Superintendent; and, in preparing the revised list, I have substituted the above term. The Paymasters intended by Government were the Military Paymasters of Divisions (or Circles as they are sometimes called, I believe), and not Regimental or Pension Paymasters; and I have therefore, in the revised list, worded the entry so as to be less open to misunderstanding.

† Vide Financial Department endorsement, No. 2236, dated 22nd ultimo, (herewith returned).

11. I have excluded the entry "Brigade Major and Station Staff," because I find it stated by the Government of Bombay in a Resolution dated the 23rd August, No. 1486, that the inclusion of Pay masters, Collectors, and the Divisional representatives of the Adjutant General's and Quarter Master General's Departments will leave to Brigade Majors and Station Staff Officers a correspondence with unprivileged offices of such small amount as will render it quite unnecessary for the Post Office to keep accounts with them. This being the case, it is of course unnecessary to include the "Staff Officer, Punjab Frontier Force," as suggested by the Military Department in the communications (herewith returned) forwarded to me under your endorsement No. 2313, dated 27th ultimo; the duties of the above office being described as identically the same

Letter from Resident, Hyderabad, to Home Department, No. 19, dated 5th February 1867.
Home Department letter to Director General of Post Offices, No. 1856, dated 22nd February 1867.

as those of a Major of Brigade. I may observe here, with reference to the correspondence marginally noted, that if the Brigade Major, Hyderabad Contingent, is considered to be in a position

corresponding to that of Assistant Adjutant General, having a correspondence sufficient to justify his inclusion in the list, his case can be made the subject of separate consideration and orders.

12. To the entry "Deputy Inspector General of Hospitals" I have added the words "including the Staff Surgeons Major superintending the Gwalior and Allahabad Circles," on the ground, as stated in the Military Department communication (herewith returned) received with your No. 1831, dated the 1st ultimo, that these officers "are in positions precisely similar to those of Deputy Inspectors General of Hospitals, merely under another name."

13. I have also enlarged the entry "Registrar, High Court" by adding to it "or Judicial Commissioner" on exactly the same grounds on which, in the last revision, the Financial Commissioner was coupled with the Board of Revenue.

14. To the entry "Quarter Master General" I have added the words "and Assistant Quarter Master General of Division," on the same grounds as the Assistant Adjutant General of Division was, in a former revision, added to the entry of Adjutant General.

15. I have made three further additions to the list as follows:—

Inspector General of Irrigation... Newly-created appointment—*vide* Home Department endorsement, No. 4271, dated 24th April 1867, herewith returned.

Commissioner, Uncovenanted Civil Service Examinations, Madras, and his Secretary. Shown to have a correspondence with unprivileged offices justifying inclusion in list—*vide* Home Department endorsement, No. 591, dated 20th November 1866, herewith returned; Madras Government letter to Home Department, No. 84, dated 20th March 1867, with connected papers (received demi-officially), also returned.

Superintendent, Army Schools... Shown to have a correspondence with unprivileged offices justifying inclusion in list, Home Department endorsement, No. 3689, dated 15th August, herewith returned.

16. There are other offices which I have not included in the list, respecting the applications from which some remarks may be offered:—
Superintendent, Government Printing, Calcutta.

The Superintendent, Government Printing, Calcutta, has shown that he has a very large correspondence. The Statement for one month contained 232 letters, 105 books (principally Army Lists), and 552 parcels despatched, very few of which were addressed to privileged offices. But a large proportion of the work performed

in the Printing Press is, I believe, of a purely commercial nature, and the correspondence arising out of it must partake largely of the same nature. I think it better, therefore, that this office should be subject to the rules proposed for special Departments (enclosure B.), as explained in a subsequent paragraph.

Superintendent of Studs

From the Returns received, it appears that the Superintendent has to send only about 3½ covers per diem to unprivileged offices. No information is available respecting the number of communications received from unprivileged offices; but the correspondence, judged by the number of covers despatched, is certainly not sufficient to warrant his inclusion in the Privileged List. This is a reply to Home Department Endorsement, No. 3343, dated 3rd August 1866.

17. I have not made any reference in the revised rules to the subject of special Departments of the kind contemplated in the Government Resolution (Home Department), No. 888, dated the 28th January 1867; and I do not think that any special instructions which may be laid down for the guidance of officers connected with such departments should form a part of the general rules, although they might perhaps be usefully given in the form of a Supplement.

18. In this view I annex a draft* of proposed instructions on this subject, in which I have endeavoured to carry out the views expressed in the Resolution of 28th January last quoted above.

* Marked B.

19. I do not think that it is necessary to publish the revised rules till November next, and any modifications which may meantime occur to me will be reported. I may mention that I have sent copies of the draft rules to all Postmasters General and Chief Inspectors, with a request that, after communication with local Governments and Administrations, they will note any modifications which may be suggested or considered desirable. My object in submitting the draft rules at present to Government, is to give time for a full consideration of the modifications proposed, so that if there be any points on which the Government has doubts, they may be made the subject of enquiry or report between this time and November next. If, however, the Government approve generally of my proposals, I shall be glad to be informed to that effect as soon as convenient, in order that I may at once take steps for completing a set of departmental instructions based thereon.

CIRCULAR No. 32.

Copy forwarded to the Postmaster General of Madras, with a request that he will obtain from the Madras Government a note, of modifications or remarks which may suggest themselves, and forward such note, together with any remarks which may occur to himself, so as to reach this office on or before the 25th October next.

SIMLA,
26th September 1867.

(Signed) A. M. MONTEATH,
Director Genl. of the Post Office of India.

A.

FINANCIAL DEPARTMENT, SIMLA, dated ——— 1867, No. —.

NOTICE.

From the 1st of January 1868 the following Rules for the treatment of official correspondence will come into operation, superseding the rules passed in the Home Department, under date the 4th May 1866, No. 567 :—

A.—PRIVILEGED OFFICES.

2. The Public Offices, enumerated in the annexed list, will be privileged to send and receive (without actual payment of postage) all letters and packets *bona fide* and exclusively on Her Majesty's Service. The Post Office will keep an account of the postage due on the official correspondence of each privileged office, in the manner described under Section D.

Official Covers despatched from a Privileged Office.

3. Official covers despatched from a privileged office must be properly tied up, faced, and enclosed in a bag sealed with the seal of the office.

4. Each cover must be endorsed and addressed according to the specimen form given in the margin, under the full signature (autograph or stamp) of the Head Clerk, or some other principal officer of the establishment. The address must include the official designation of the office to which the cover is directed.

5. Covers intended for despatch by Packet Post (see Rule 16) should be further superscribed with the words "By Packet Post," and should be sent to the Post Office either in a separate bag, or, if in the same bag, separately tied up and faced.

6. The postage on covers despatched in accordance with the preceding rules, will be charged in account against the office of despatch.

Official Covers delivered to a Privileged Office.

7. Official covers will be delivered to a privileged office enclosed in the official bag and sealed and sent out with the ordinary delivery, or given to the messenger of the office, should one be in attendance.

B.—OFFICES NOT PRIVILEGED.

8. Offices not privileged consist of those Government Offices which are not included in the list, and do not, therefore, enjoy the privilege referred to in Rule 2.

Official Covers despatched from Offices not privileged, to the address of Privileged Offices.

9. Official covers despatched from an office not privileged to the address of a privileged office, must be endorsed and addressed according to the specimen form given on the margin, under the full signature and official designation of the person by whom they are despatched. The address must include the official designation of the office to which the cover is directed. The postage on such covers will be charged in account against the public office to which they are addressed.

10. Covers intended for despatch by Packet Post (see Rule 16), should be further superscribed with the words "By Packet Post."

Paid.	On Her Majesty's Service only.
To	THE SECRETARY TO THE GOVERNMENT OF INDIA, FINANCIAL DEPARTMENT, CALCUTTA.
	A. B., Registrar, Home Department.

	On Her Majesty's Service only.
To	THE SECRETARY TO THE GOVERNMENT OF BENGAL, A. B., CALCUTTA.
	Superintendent, Botanical Gardens.

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Official Covers despatched from Offices not privileged, and addressed to other than a Privileged Office.

11. Official covers despatched from an office not privileged, and addressed to other than a privileged office, should be prepaid by Service Labels and endorsed according to the specimen form given on the margin, under the full signature and official designation of the person by whom they are despatched. The address must include the official designation of the office to which the cover is directed.

Service Labels.	On Her Majesty's Service only
To	
	THE DISTRICT SUPERINTENDENT OF POLICE, A. B., LUCKNOW. Deputy Collector of Customs.

12. Covers intended for despatch by Packet Post (see Rule 16), should be further superscribed with the words "By Packet Post."

C.—MISCELLANEOUS.

13. All official covers conveyed by General Post, even within the limits of one district, will be subject to the above rules; the exemption of the official correspondence of Local Officers within the limits of their respective districts being withdrawn, so far as concerns conveyance by the General Post, from the date on which these rules come into operation.

14. Communications sent by Government Officers in their official capacity, which relate 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. Covers so addressed will be regarded by the Post Office as private letters, but will be charged on delivery with bearing postage at "forward" (i. e., prepaid) rates, and not at double rates.

* e. g., replies to petitions, applications for appointments, requests for transfer, inquiries about title to leave, &c.

To	Service Bearing.
	C. D., A. B., CALCUTTA. Accountant General.

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. Covers so addressed will be regarded by the Post Office as private letters, but will be charged on delivery with bearing postage at

15. Judicial processes issued by Courts, communications made by Military Committees for the adjustment of the estates of deceased officers, and all correspondence of a like character, which Government Officers may carry on, should be paid for as ordinary private correspondence, the postage being charged to, or realized from, the parties interested. Commanding Officers have been authorized by Government to prepay, by means of ordinary stamps, *urzees* from sepoys respecting their estates in Oudh. The replies to such *urzees* should be sent under the preceding Rule 14.

16. Official covers sent by "Packet Post" from one part of India to another, are exempted from the Packet Post conditions, which require the packets to be open at both ends for the purpose of inspection, and prohibit the enclosure of letters. An official packet may be entirely closed, and should always be securely packed so as to avoid damage to the contents.

17. Privileged officers proceeding on tour will be supplied by the Post Office at their head quarters with a Tour Postage Account Book, which must be presented by the traveller at any Post Office where the privilege of sending and receiving official covers without actual payment of postage, may be claimed. The book will be left with the Postmaster of the place during the stay of the officer on tour and taken back on his departure, the entries made therein being totalled by the Post Office before it is returned. On return to his head quarters this book must at once be sent to the Post Office, where the grand total of the tour entries will be incorporated in the postage account.

18. Official covers, which it may be inconvenient for a privileged office to send to the Post Office in the official bag, should be prepaid by service stamps.

At the Presidency towns and other places where there is a separately organized local post for the receipt and delivery of letters at frequent intervals during the day, it may often be convenient for privileged offices to post local letters in a neighbouring pillar-box, instead of sending them to the

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Post Office in an official bag, and in such cases this rule ought to be availed of; the letters so posted being prepaid by means of service stamps.

D.—POSTAGE ACCOUNTS OF PRIVILEGED OFFICES.

19. All official covers despatched by a privileged office, and marked "Paid," will be charged against its account. The despatches will be weighed in bulk, and charged at the rate of 2 Annas per tolah for letters, and 1 Anna per 10 tolahs for packet post articles.

20. All official covers delivered to a privileged office, and not marked "Paid," will also be charged in its account on the same principle in respect of weight and assessment as above.

21. The postage accounts of privileged offices will be paid either in cash, or by adjustment, according as may be directed from time to time by the Government.

22. In order to afford to Public Offices the means of checking the postage accounts kept against them in the Post Office, reasonable opportunity will be given, under the orders of Postmasters General, for the inspection of the Post Office accounts by an officer deputed for the purpose from any public office,

List of Public Offices with which the Post Office will keep accounts of Postage on official letters received and despatched, and for which official bags will be made up.

1. Accountant General, or Deputy Accountant General, in a Presidency or Province.
2. Accountant General, Public Works Department.
3. Adjutant General and Assistant Adjutant General of Division.
Army Clothing, Superintendent (see Superintendent).
4. Bishop.
5. Board of Revenue or Financial Commissioner.
6. Chief Commissioner, and Personal Secretary.
7. Chief Engineer of a Presidency or Province.
8. Chief Inspector of Musketry.
9. Commander-in-Chief, and Military Secretary to ditto.
10. Commander-in-Chief of Her Majesty's Naval Forces, and his Secretary.
11. Commissary General.
12. Commissary of Ordnance.
13. Commissioner for Uncovenanted Civil Service Examinations, Madras, and his Secretary.
14. Commissioner of Division of Revenue or Settlement.
15. Commissioner of Customs.
16. Consulting Engineer.
17. Comptroller General of Accounts.
18. Controller General, Military Expenditure.
19. Controller of Military Accounts.
20. Controller of Public Works Accounts.
Customs (see Commissioner).
21. Deputy Inspector General of Ordnance.
22. Deputy Inspector General of Hospitals, including the Staff Surgeons Major superintending the Gwalior and Allahabad Circles.
23. Director of Public Instruction.
24. District Officer, i. e., Officer in general administrative charge of a District or Zillah, whether under the name of Magistrate, Collector, Deputy Commissioner, or Superintendent.
25. Electric Telegraph Office.
26. Examiner of Commissariat and Stud Accounts.
27. Examiner of Medical Accounts.
28. Examiner of Ordnance, Barrack Clothing and Regimental Necessaries Account.

29. Examiner, Pay Department,
Financial Commissioner (see Board of Revenue).
Financial Department (see Secretariat).
Foreign Department (see Secretariat).
Gazette Official (see Superintendent).
30. General Superintendent for the Suppression of Thuggee and Dacoity.
Geological Survey (see Superintendent).
31. Governor General and Governor, and Private or Military Secretary to ditto.
Home Department (see Secretariat).
32. India Office, London.
33. Inspector General or Conservator of Forests.
34. Inspector General of Hospitals.
35. Inspector General of Jails.
36. Inspector General of Ordnance.
37. Inspector General of Police.
38. Inspector General of Military Works.
39. Inspector General of Irrigation.
40. Judge Advocate General.
Judicial Commissioner (see Registrar to High Court).
41. Legal Affairs, Superintendent and Remembrancer.
42. Lieutenant-Governor, and Private Secretary to ditto.
43. Principal Medical Store-keeper.
44. Military Accountant.
Military Department (see Secretariat).
45. Mint Master and Head Commissioner, or Commissioner for the Issue of Paper Currency
at the Presidency.
46. Paymaster (Military) of a Division or Circle.
47. Post Office.
48. Presidency Pay Office.
49. Principal Inspector General, Medical Department.
Public Works Department (see Secretariat).
50. Quarter Master General, and Assistant Quarter Master General of Division.
51. Registrar to the Diocese.
52. Registrar of High Court or Judicial Commissioner.
53. Registrar General of Assurances.
54. Resident, and Political Agent.
55. Secretariat—Government of India—Financial, Foreign, Home, Public Works, and
Military Departments.
56. Secretariat of Local Government or Administration.
57. Superintendent of Stamps and Stationery.
58. Superintending Engineer.
59. Superintendent, Army Clothing.
60. Superintendent, Great Trigonometrical Survey.
61. Superintendent, Official Gazette.
62. Superintendent and Commissioner of Survey.
63. Superintendent General and Superintendent of Vaccine.
64. Superintendent, Geological Survey.
65. Superintendent General and Chief Engineer of Irrigation.
66. Superintendent, Army Schools.
67. Surveyor General.
Telegraph Office (see Electric Telegraph Office).
68. Zillah Judge.

B.

Instructions for the guidance of Government Officers connected with the administration or work of certain special Departments, in the matter of postage charges.

There are some Departments,* the accounts of which it is desirable to keep separate, either because the expenditure does not form a charge on the general revenues of the country, or because there is a special object in seeing how far they are really self-supporting.

* *e. g.*—
Telegraph Department.
Indo-European Telegraph Department.
Registration Department.
Management of Estates under the Court of Wards.
Money Order Agency.
Cotton Frauds' Department, Bombay.
Government Printing Establishment.
Port Funds.
Municipalities.
Small Cause Courts.
Agencies for the distribution and sale of Books.
Agencies for laying Palkee Daks for Travellers.
Newspaper Agencies, such as the Punjab *Sirkaree Akhbar*.
Emigration Department, Local.
Ditto ditto Foreign.

2. In so far as these Departments are worked by a separate agency, it will only be necessary to bear in mind that all letters or packets sent from such special offices should be prepaid by ordinary stamps (whether addressed to privileged offices or not); the only exceptions to this rule being in the case of the Telegraph

Office, and the office of the Registrar General of Assurances, which, being included in the Privileged List, will be required by the Comptroller General to adjust the accounts kept by the Post Office in such way as will ensure the charges being shown in the accounts of the Department.

3. But many of these Departments are not worked wholly by a separate agency. Government officials, holding various offices in the country, may be appointed to be also Money Order Agents; District Officers may act as local Registrars of Assurances; the Collector of a District may perform the functions of a Manager of an estate under the Court of Wards; the Master Attendant may manage the affairs of a Port Fund; the Superintendent of a *Government Gazette* may also manage a general Printing Establishment; the Director of Public Instruction may manage a book-selling agency, or a Newspaper like the Punjab *Sirkaree Akhbar*; and Government Officers of various positions may be also connected in various ways with Municipalities or other Local Institutions.

4. In these and similar cases, care must be taken by Government Officers not to mix up the postage charges which they may incur on account of such work, with the postage charges appertaining to their substantive offices, whether paid in the form of service stamps, or in account with the Post Office; and the best way to avoid such mixing up of accounts is to prepay communications which may be sent by them in virtue of their association with such special Departments by ordinary postage stamps, charging the cost to the special Department concerned.

5. In some cases the object may be attained more easily, as for example—

(1).—A District Officer, who is also a local Registrar, when sending Returns, &c., by post to the Registrar General (whose office is in the Privileged List), should send the covers under Rule 9, taking care, if his own office is a privileged one, not to send such covers in his official bag, and not to endorse them with the word "Paid," as prescribed in Rule 4. By this means the postage will be charged by the Post Office in account with the Registrar General.

(2).—A Money Order Agent, addressing the Controller (whose office is not in the Privileged List), may send the cover under Rule 14. By this means the Controller will be made to pay for the cover in cash on delivery. The same course may be applicable in other cases.

6. The heads of all such Departments as those under notice, should be required to arrange for the proper incidence of postage charges in accordance with the foregoing views and orders.

7. It will be observed that the list of special Departments given on the margin of paragraph 1, does not include local funds like those for roads and education, which consist entirely or primarily of public revenue placed at the disposal of Local Governments. Where such local funds are managed by a separate agency, their correspondence will, of course, come under the ordinary rules for unprivileged offices; but where, as in most cases, the management is in the hands of

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officers holding other Government appointments, the correspondence carried on by them on behalf of such local funds may be treated just as other public correspondence would be treated by the same officers, *i. e.*, either franked from or to a privileged office, or prepaid by service stamps; no attempt being made to recover from the local funds the postage charge on account of such correspondence.

No. 159.

ORDER THEREON, 16th October 1867, No. 1279.

The Governor in Council has no remarks to make with reference to the modifications suggested by the Director General of the Post Office of India in the treatment of official correspondence.

(True Extract).

(Signed) A. J. ARBUTHNOT,
Chief Secretary.

To the Postmaster General.

Exd. J. Tulloch.

No. 2/28.

FROM

A. M. MONTEATH, Esq.,

Director General of the Post Office of India,

TO

THE SECRETARY TO THE GOVERNMENT OF INDIA,
FINANCIAL DEPARTMENT.

SIMLA, the 26th September 1867.

SIR,

In submitting for the approval of Government the accompanying copy of a revised set of Rules* for the treatment of official correspondence, proposed to have effect from the 1st January next, I have the honor to offer the following remarks and explanations.

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dated 19th April 1867.
From Financial Department, No.
576, dated 7th June 1867.

The representations referred to were from the Education Department of Bombay, the Inspectors of which it was said experienced great difficulty owing to their privilege being confined, as in the case of all other non-privileged Offices, to the limits of a zillah. What the difficulty was in supplying the Inspectors with service labels, is not stated. There is no real ground of complaint, and henceforth, if the clause exempting district correspondence be withdrawn, as suggested, Education Inspectors must, like other non-privileged Officers, prepay with service stamps all communications addressed to non-privileged Offices, whether within or beyond the bounds of the district in which the covers are posted.

5. The next feature of importance in the revised Rules is the provision against the possibility of covers passing between two privileged Offices being twice charged, *i. e.*, charged against both sending and receiving Offices. The present rules do not provide for this, it being left with Post-masters, acting under departmental instructions, to separate the covers received from a public Office for despatch into those which, being addressed to privileged Offices, are charged to the Office of destination, and those which being addressed to unprivileged Offices are charged to the Office of despatch. Practically, I believe, this duty has been very imperfectly performed, and some very extraordinary results which appear in the official Postage Returns, are probably in some degree attributable to failure in this respect. I have provided against this by the rule that all official covers, despatched from a privileged Office, are to be charged against the Office of despatch, the superscription "paid" affording a ready means to the Office of delivery of knowing that they must not be charged for again.

6. Again, under the existing plan, a large proportion of the official postage charge against a privileged Office consists of postage on covers received by it, those despatched by it (except when addressed to an unprivileged Office) being charged to the Office of destination. It is clear, therefore, that a privileged Office can hardly be held responsible for incurring a postage account of an extravagant amount; for the amount depends, not only on the issues which are under its own control, but on the receipts from other privileged Offices, which, as a rule, are not under its control. I have endeavoured, in the revised set of Rules, to provide against this defect; for it will be observed that all official covers, despatched from a privileged Office, will be charged against it, plus those received by it from non-privileged Offices. The non-privileged Offices are in most cases subordinate Offices, so that the privileged Office which receives and has to pay for such communications has ordinarily the power to check any extravagant use of the post, while it has, of course, complete control over its own issues.

7. Another feature of importance in the revised Rules, is the provision for the transmission of official covers by Packet Post. The present Rules make no provision for this, and the consequence is, I believe, that by far too many bulky official packets are sent by the Letter Post, enormous postage bills being run up, and the Letter Post runners and conveyances being burdened in the conveyance of papers which might just as well be sent by Packet Post at a somewhat slower speed, but at much less cost.

8. The difficulties which presented themselves in making provision for this were,—(1st) that the banghy charges vary with distance which, of course, makes the adjustment of official postage charges much more complicated; and (2nd), that the Packet Post, although possessing a uniform rate of charge irrespective of distance, is hampered by the condition of the packets being open to inspection and not allowed to contain letters. I have thought it best to provide in the revised Rules for the exemption (Rule 16) of official

packets from the restrictions above-mentioned, which are in no way necessary in respect of official packets.

9. I have also provided (Rule 14) what seems to me a convenient way of enabling Government Officers to reply to applications and enquiries from individuals on matters relating to their own personal interests and concerns. Many public Officers at present refuse to acknowledge such communications, unless postage stamps are remitted to pay for the reply, while others send the replies at the public expense. I think that the proposed rule on the subject will be useful.

10. It will be observed that some alterations and additions have been made in the List of Privileged Offices attached to the revised Rules, and I shall here attempt a brief explanation of them. The additions* made to the list under the Financial Department orders dated the 14th June, have given rise to almost indefinite misunderstanding. Persons bearing the title of Magistrate, such as Cantonment Magistrate, Town Magistrate, Honorary Magistrate, &c., have claimed privileges under the first head;

* Magistrates.
Collectors.
Pay-masters.
Zillah Judges.

+ Vide Financial Department endorsement No. 2236, dated 22nd ultimo (herewith returned).

Collector† of Customs under the second, and Regimental and Pension Pay-masters under the third.

I have explained the terms "Magistrate" and "Collector" to mean the District Officer, *i. e.*, the Officer in general administrative charge of a District (Zillah), whether under the name of Magistrate, Collector, Deputy Commissioner, or Superintendent; and, in preparing the revised list, I have substituted the above term. The Pay-masters intended by Government were the Military Pay-masters of Divisions (or Circles ~~as~~ they are sometimes called, I believe), and not Regimental or Pension Pay-masters; and I have therefore, in the revised list, worded the entry so as to be less open to misunderstanding.

11. I have excluded the entry "Brigade Major and Station Staff," because I find it stated by the Government of Bombay in a Resolution dated the 23rd August, No. 1486, that the inclusion of Pay-masters, Collectors, and the Divisional Representatives of the Adjutant General's and Quartermaster General's Departments will leave to Brigade Majors and Station Staff Officers a correspondence with unprivileged Offices of such small amount as will render it quite unnecessary for the Post Office to keep accounts with them. This being the case, it is of course unnecessary to include the "Staff Officer, Punjab Frontier Force," as suggested by the Military Department in the communications (herewith returned) forwarded to me under your endorsement No. 2313, dated 27th ultimo: the duties of the above Office being described as identically the same as those of a Major of Brigade. I may

Letter from Resident, Hyderabad, to Home Department, No. 10, dated 5th February 1887.

Home Department letter to Director General of Post Offices, No. 1856, dated 22nd February 1887.

observe here with reference to the correspondence marginally noted, that if the Brigade Major, Hyderabad Contingent, is considered to be in a position corresponding to that of Assistant Adjutant

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General, having a correspondence sufficient to justify his inclusion in the list, his case can be made the subject of separate consideration and orders.

12. To the entry "Deputy Inspector-General of Hospitals" I have added the words "including the Staff Surgeons-Major superintending the Gwalior and Allahabad Circles," on the ground, as stated in the Military Department communication (herewith returned) received with your No. 1831, dated the 1st ultimo, that these Officers "are in positions precisely similar to those of Deputy Inspectors-General of Hospitals, merely under another name."

13. I have also enlarged the entry "Registrar, High Court" by adding to it "or Judicial Commissioner" on exactly the same grounds on which, in the last revision, the Financial Commissioner was coupled with the Board of Revenue.

14. To the entry "Quarter-master General" I have added the words "and Assistant Quarter-master General of Division," on the same grounds as the Assistant Adjutant General of Division was, in a former revision, added to the entry of Adjutant General.

15. I have made three further additions to the list as follows:—

Inspector-General of Irrigation	... Newly-created appointment, <i>vide</i> Home Department endorsement No. 4271, dated 24th April 1867, herewith returned.
Commissioner, Uncovenanted Civil Service Examinations, Madras, and his Secretary.	Shown to have a correspondence with unprivileged Offices justifying inclusion in list, <i>vide</i> Home Department endorsement No. 591, dated 20th November 1866, herewith returned; Madras Government letter to Home Department, No. 84, dated 20th March 1867, with connected papers (received demi-officially), also returned.
Superintendent, Army Schools	Shown to have a correspondence with unprivileged Offices justifying inclusion in list, Home Department endorsement No. 3689, dated 15th August, herewith returned.

16. There are other Offices which I have not included in the list, respecting the applications from which some remarks may be offered:—

Superintendent, Government Printing, Calcutta	The Superintendent, Government Printing, Calcutta, has shown that he has a very large correspondence. The Statement for one month contained 232 letters, 105 books (principally Army Lists), and 552 parcels despatched, very few of which were addressed to privileged Offices. But a large proportion of the work performed in the Printing Press is, I believe, of a purely commercial nature, and the correspondence arising out of it must partake largely of the same nature. I think it better, therefore, that this Office should be subject to the Rules proposed for special Departments (enclosure B.), as explained in a subsequent paragraph.
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Superintendent of Studs ... From the Returns received, it appears that the Superintendent has to send only about 3½ covers per diem to unprivileged Offices. No information is available respecting the number of communications received from unprivileged Offices; but the correspondence, judged by the number of covers despatched, is certainly not sufficient to warrant his inclusion in the Privileged List. This is a reply to Home Department endorsement No. 3343, dated 3rd August 1866.

17. I have not made any reference in the revised Rules to the subject of special Departments of the kind contemplated in the Government Resolution (Home Department) No. 888, dated the 28th January 1867; and I do not think that any special instructions which may be laid down for the guidance of Officers connected with such Departments should form a part of the general Rules, although they might perhaps be usefully given in the form of a supplement.

18. In this view I annex a draft* of proposed instructions on this subject, in which I have endeavoured to carry out the views expressed in the Resolution of 28th January last quoted above.

* Marked B.

19. I do not think that it is necessary to publish the revised Rules till November next, and any modifications which may meantime occur to me will be reported. I may mention that I have sent copies of the draft Rules to all Post-masters General and Chief Inspectors, with a request that, after communication with Local Governments and Administrations, they will note any modifications which may be suggested or considered desirable. My object in submitting the draft Rules at present to Government, is to give time for a full consideration of the modifications proposed, so that if there be any points on which the Government has doubts, they may be made the subject of enquiry or report between this time and November next. If, however, the Government approve generally of my proposals, I shall be glad to be informed to that effect as soon as convenient, in order that I may at once take steps for completing a set of departmental instructions based thereon.

I have the honor to be,

SIR,

Your most obedient Servant,

A. M. Montagu

Director General of the Post Office of India.

Enclosure No 32.

Copy forwarded to the Secy. to the Govt. of India.

Official covers despatched from Offices not privileged and addressed to other than a privileged Office.

Service Labels.	On Her Majesty's Service only.
To	THE DISTRICT SUPERINTENDENT OF POLICE,
A. B.,	LUCKNOW.
Deputy Collector of Customs.	

11. Official covers despatched from an Office not privileged and addressed to other than a privileged Office should be prepaid by Service Labels and endorsed according to the specimen form given on the margin, under the full signature and official designation of the person by whom they are despatched. The address must include the official designation of the Office to which the cover is directed.

12. Covers intended for despatch by Packet Post (see Rule 16), should be further superscribed with the words "By Packet Post."

C.—MISCELLANEOUS.

13. All official covers conveyed by General Post, even within the limits of one district, will be subject to the above rules: the exemption of the official correspondence of Local Officers within the limits of their respective districts being withdrawn, so far as concerns conveyance by the General Post, from the date on which these Rules come into operation.

14. Communications sent by Government Officers in their official capacity which relate 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. Covers so addressed will be regarded by the Post Office as private letters, but will be charged on delivery with bearing postage at "forward" (*i. e.*, prepaid) rates, and not at double rates.

To	Service Bearing.
A. B.,	
C. D.,	CALCUTTA.
Accountant General.	

15. Judicial processes issued by courts, communications made by Military Committees for the adjustment of the estates of deceased Officers, and all correspondence of a like character which Government Officers may carry on, should be paid for as ordinary private correspondence, the postage being charged to, or realized from, the parties interested. Commanding Officers have been authorized by Government to prepay, by means of ordinary stamps, *urzees* from sepoys respecting their estates in Oudh. The replies to such *urzees* should be sent under the preceding Rule 14.

16. Official covers sent by "Packet Post" from one part of India to another, are exempted from the Packet Post conditions, which require the packets to be open at both ends for the purpose of inspection, and prohibit the enclosure of letters. An official packet may be entirely closed, and should always be securely packed so as to avoid damage to the contents.

17. Privileged Officers proceeding on tour will be enabled by the Post Office at their local quarters with a Tour Postage Account Book, which must be presented by the traveller at any Post Office where the privilege of sending and receiving official covers without actual payment of postage, may be claimed. The book will be left with the Post-master of the place during the stay of the Officer on tour and taken back on his departure, the entries made therein being totalled by the Post Office before it is returned. On return to his head quarters this book must at once be sent to the Post Office, where the grand total of the tour entries will be incorporated in the postage account.

18. Official covers, which it may be inconvenient for a privileged Office to send to the Post Office in the official bag, should be prepaid by service stamps.

At the Presidency towns and other places where there is a separately organized local post for the receipt and delivery of letters at frequent intervals during the day, it may often be convenient for privileged Offices to post local letters in a neighbouring pillar-box, instead of sending them to the Post Office in an official bag, and in such cases this rule ought to be availed of: the letters so posted being prepaid by means of service stamps.

D.—POSTAGE ACCOUNTS OF PRIVILEGED OFFICES.

19. All official covers despatched by a privileged Office and marked "Paid," will be charged against its account. The despatches will be weighed in bulk, and charged at the rate of 2 annas per tolah for letters, and 1 anna per 10 tolahs for packet post articles.

20. All official covers delivered to a privileged Office and not marked "Paid," will also be charged in its account on the same principle in respect of weight and assessment as above.

21. The postage accounts of privileged Offices will be paid either in cash, or by adjustment according as may be directed from time to time by the Government.

22. In order to afford to Public Offices the means of checking the postage accounts kept against them in the Post Office, reasonable opportunity will be given, under the orders of Post-masters General, for the inspection of the Post Office accounts by an Officer deputed for the purpose from any public Office.

List of Public Offices with which the Post Office will keep accounts of Postage on official letters received and despatched, and for which official bags will be made up.

1. Accountant General, or Deputy Accountant General, in a Presidency or Province.
2. Accountant General, Public Works Department.
3. Adjutant General and Assistant Adjutant General of Division.
Army Clothing, Superintendent (see Superintendent).
4. Bishop.
5. Board of Revenue or Financial Commissioner.
6. Chief Commissioner, and Personal Secretary.
7. Chief Engineer of a Presidency or Province.
8. Chief Inspector of Musketry.
9. Commander-in-Chief, and Military Secretary to ditto.
10. Commander-in-Chief of Her Majesty's Naval Forces, and his Secretary.
11. Commissary General.
12. Commissary of Ordnance.
13. Commissioner for Uncovenanted Civil Service Examinations, Madras, and his Secretary.
14. Commissioner of Division of Revenue or Settlement.
15. Commissioner of Customs.
16. Consulting Engineer.
17. Comptroller General of Accounts.
18. Controller General, Military Expenditure.
19. Controller of Military Accounts.
20. Controller of Public Works Accounts.
Customs (see Commissioner).
21. Deputy Inspector General of Ordnance.
22. Deputy Inspector General of Hospitals, including the Staff Surgeons-Major
Superintending the Gwalior and Allahabad Circles.
23. Director of Public Instruction.
24. District Officer, *i. e.*, Officer in general administrative charge of a District or Zillah, whether under the name of Magistrate, Collector, Deputy Commissioner, or Superintendent.
25. Electric Telegraph Office.
26. Examiner of Commissariat and Stud Accounts.
27. Examiner of Medical Accounts.
28. Examiner of Ordnance, Barrack-Clothing and Regimental Necessaries Accounts.
29. Examiner, Pay Department,
Financial Commissioner (see Board of Revenue).
Financial Department (see Secretariat).
Foreign Department (see Secretariat).
Gazette Official (see Superintendent).
30. General Superintendent for the Suppression of Thuggee and Dacoity.
Geological Survey (see Superintendent).
31. Governor General and Governor, and Private or Military Secretary to ditto.
Home Department (see Secretariat).
32. India Office, London.
33. Inspector General or Conservator of Forests.
34. Inspector General of Hospitals.
35. Inspector General of Jails.
36. Inspector General of Ordnance.
37. Inspector General of Police.
38. Inspector General of Military Works.
39. Inspector General of Irrigation.
40. Judge Advocate General.
41. Judicial Commissioner (see Registrar to High Court).
Legal Affairs, Superintendent and Remembrancer.

42. Lieutenant-Governor, and Private Secretary to ditto.
43. Principal Medical Store-keeper.
44. Military Accountant.
Military Department (see Secretariat).
45. Mint Master and Head Commissioner, or Commissioner for the issue of Paper Currency at the Presidency.
46. Pay-master (Military) of a Division or Circle.
47. Post Office.
48. Presidency Pay Office.
49. Principal Inspector General, Medical Department.
Public Works Department (see Secretariat).
50. Quarter-master General, and Assistant Quarter-master General of Division.
51. Registrar to the Diocese.
52. Registrar of High Court or Judicial Commissioner.
53. Registrar General of Assurances.
54. Resident, and Political Agent.
55. Secretariat,—Government of India,—Financial, Foreign, Home, Public Works, and Military Departments.
56. Secretariat of Local Government or Administration.
57. Superintendent of Stamps and Stationery.
58. Superintending Engineer.
59. Superintendent, Army Clothing.
60. Superintendent, Great Trigonometrical Survey.
61. Superintendent, Official Gazette.
62. Superintendent and Commissioner of Survey.
63. Superintendent General and Superintendent of Vaccine.
64. Superintendent, Geological Survey.
65. Superintendent General and Chief Engineer of Irrigation.
66. Superintendent, Army Schools.
67. Surveyor General.
Telegraph Office (see Electric Telegraph Office).
68. Zillah Judge.

B.

Instructions for the guidance of Government Officers connected with the administration or work of certain special Departments, in the matter of postage charges.

THERE are some Departments* the accounts of which it is desirable to keep separate, either because the expenditure does not form a charge on the general revenues of the country, or because there is a special object in seeing how far they are really self-supporting.

* e. g.,—
Telegraph Department.
Indo-European Telegraph Department.
Registration Department.
Management of estates under the Court of Wards.
Money Order Agency.
Cotton Frauds' Department, Bombay.
Government Printing Establishment.
Port Funds.
Municipalities.
Small Cause Courts.
Agencies for the distribution and sale of books.
Agencies for laying Palkee Daks for Travellers.
Newspaper Agencies, such as the Punjab *Sirkaree Akhbar*.
Emigration Department, local.
Ditto ditto foreign.

2. In so far as these Departments are worked by a separate agency, it will only be necessary to bear in mind that all letters or packets sent from such special Offices should be prepaid by ordinary stamps (whether addressed to privileged Offices or not); the only exceptions to this rule being in the case of the Telegraph Office, and the Office of the Registrar General of Assurances, which, being included in the Privileged List, will be required by the Comptroller General to adjust the accounts kept by the Post Office in such way as will ensure the charges being shewn in the accounts of the Department.

3. But many of these Departments are not worked wholly by a separate agency. Government officials, holding various offices in the country, may be appointed to be also Money Order Agents; District Officers may act as local Registrars of Assurances; the Collector of a District may perform the functions of a Manager of an estate under the Court of Wards; the Master Attendant may manage the affairs of a Port Fund; the Superintendent of a *Government Gazette* may also manage a general Printing Establishment; the Director of Public Instruction may manage a book-selling agency, or a Newspaper like the Punjab *Sirkaree Akhbar*; and Government Officers of various positions may be also connected in various ways with Municipalities or other Local Institutions.

4. In these and similar cases, care must be taken by Government Officers not to mix up the postage charges which they may incur on account of such work, with the postage charges appertaining to their substantive Offices, whether paid in the form of service stamps, or in account with the Post Office; and the best way to avoid such mixing up of accounts is to prepay communications which may be sent by them in virtue of their association with such special Departments by ordinary postage stamps, charging the cost to the special Department concerned.

5. In some cases the object may be attained more easily, as for example,—

(1.)—A District Officer, who is also a local Registrar, when sending Returns, &c., by post to the Registrar General (whose Office is in the Privileged List), should send the covers under Rule 9, taking care, if his own Office is a privileged one, not to send such covers in his official bag, and not to endorse them with the word "Paid" as prescribed in Rule 4. By this means the postage will be charged by the Post Office in account with the Registrar General.

(2.)—A Money Order Agent, addressing the Controller (whose Office is not in the Privileged List), may send the cover under Rule 14. By this means the Controller will be made to pay for the cover in cash on delivery. The same course may be applicable in other cases.

6. The heads of all such Departments as those under notice, should be required to arrange for the proper incidence of postage charges in accordance with the foregoing views and orders.

7. It will be observed that the list of special Departments given on the margin of paragraph 1, does not include local funds like those for roads and education, which consist entirely or primarily of public revenue placed at the disposal of Local Governments. Where such local funds are managed by a separate agency, their correspondence will of course come under the ordinary rules for unprivileged Offices; but where, as in most cases, the management is in the hands of Officers holding other Government appointments, the correspondence carried on by them on behalf of such local funds may be treated just as other public correspondence would be treated by the same Officers, i. e., either franked from or to a privileged Office, or prepaid by service stamps; no attempt being made to recover from the local funds the postage charge on account of such correspondence.

N^o 2507
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POSTMASTER GENERAL'S OFFICE,
MADRAS, 9th October 1867.

From

Lieut^{nt} Col. A. C. Pears
Postmaster General,

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To

The Honble. P. A. Arbutnot,
Chief Secretary to Government,
Public Department,
Fort Saint George.

SIR,

I have the honor to forward copy
of a Circular Rocket from the Director
General of the Post Office in India N^o 32,
of the 26th Ultimo, regarding a proposal
for the revision of the existing Rules for the
treatment of official correspondence, and
request I may be favored with a note of
modifications or remarks which may
suggest themselves to Government.

I request the favor of an
early reply to enable me to forward
it

Forwarded by Mr. A. C. Pears
A. C. Pears

it with mine by the time mentioned
by the Director General C.

I have the honor to be,

Sir,
Your most obedient servant,

Wm. C. Cress
Postmaster General

No 25 May 1868 No. 140-141.
 07 June — No. 1401.
 074 Sept — " — 25-26.
 020 Dec 1868 — " — 112-113
 05 July 1869 No. 140-141

1867.
 De Alci Department.

From The Postmaster General,
 Madras.

To The Chief Secretary to Government,
 Public Department,
 Fort Saint George.

No. 2507

Dated 9th October 1867.
 Received

Answered 10th Oct. 1867.
 Subject: Indians
 No. 1618. Indians to be taken

The Commission of the Indian Commission is to be
 formed to inquire into the condition of the
 Indians in the various parts of the
 Madras Presidency. The Commission is to be
 composed of the following members:—
 The Chief Secretary to Government,
 The Postmaster General,
 The District Magistrate,
 The District Collector,
 The District Engineer,
 The District Surgeon,
 The District Judge,
 The District Magistrate,
 The District Collector,
 The District Engineer,
 The District Surgeon,
 The District Judge.

158-159
 1867

No. 1279- 10 October 1867.

The Commission in Council has
 no remarks to make with reference
 to the modifications suggested
 by the District General of the West
 Office of India in the District
 of official correspondence.

J. N.

To the Postmaster General, Madras.