



*Supplement to the "Ceylon Government Gazette"*  
*No. 6,325 of August 27, 1909.*

## GOVERNMENT NOTIFICATION.

IT is hereby notified for general information that His Excellency the Officer Administering the Government in Executive Council, in exercise of the power vested in him by section 7 of "The Ceylon Telegraph Ordinance, 1908," has been pleased to make the following rules for the conduct of telegraphs, with effect from July 1, 1909, and to substitute them from that date for the rules published as a Supplement to the *Ceylon Government Gazette* No. 6,289 of January 29, 1909.

By His Excellency's command,

Colonial Secretary's Office,  
Colombo, August 19, 1909.

H. L. CRAWFORD,  
Acting Colonial Secretary.

## SECTION XI.—POST OFFICE TELEGRAPHS.

### SUB-SECTION I.—GENERAL.

1. Telegraph Offices in Ceylon are distinguished as follows:—

- (a) Postal Telegraph Offices.
- (b) Railway Telegraph Offices.

2. **Business Hours.**—Telegrams are accepted at all Postal Telegraph Offices during the hours noted against them in the List of Offices published in sub-section V. Senders, however, are warned that telegrams handed in less than one hour before closing time of the Office of Destination may have to be detained until the following day.

A telegram will be accepted during the hours when an office is closed, if the terminal office is open or its attention can be gained, on payment of extra fees. If both the offices of origin and destination are closed, the extra fees shall be Rs. 2, but if only one of them is closed Re. 1. When several telegrams are handed in together by the same person at an office which is closed, a single fee only will be payable in respect of that office. Should it be found impossible to obtain the attention of a terminal office which is closed, and for which an extra fee has been paid, the extra fee in respect of that office will be refunded. The extra fee, however, which has been paid in respect of an office, which has accepted a telegram for transmission during the hours in which it is closed will in no case be refunded.

(ii.) The Railway Telegraph Offices mentioned in sub-section V. accept Inland Telegrams during the hours noted against them in that sub-section, and always subject to the necessities of Railway traffic.

(iii.) No Foreign (sub-section III.) or Press (Rules 111 to 116) Telegrams, no telegrams in code [Rule 16 (c), (d), (e)], cipher [Rule 16 (f)], foreign or vernacular languages [Rule 16 (a)], and no Multiple Telegrams (Rules 99 to 102) can be sent from, or addressed to, a Railway Telegraph Office.

3. **Telegram forms**, unbound and in reasonable numbers, are supplied free at all Telegraph and Post Offices.

*Note.*—Books containing 100 forms for either Inland or Foreign Telegrams can be purchased at the principal Postal Telegraph Offices, price with or without counterfoils, 25 cents each.

4. **Complaints.**—All complaints should be addressed to the *Superintendent, Telegraph Check Office, Colombo.*

### SUB-SECTION II.—RULES FOR INLAND TELEGRAMS.

#### General.

5. **Inland telegrams** are those exchanged between places in Ceylon, and are subject to the regulations laid down from time to time by the Government of Ceylon.

6. **The accuracy of telegrams is not guaranteed**, and the sender and receiver must accept all risks arising from non-delivery, errors, or delays.

7. **Legibility and Forms.**—To secure accuracy and rapidity of transmission senders of telegrams are advised to write them in a clear and unmistakable hand and on the proper forms, which can be obtained free of charge at all Telegraph and Post Offices (Rule 3). Telegrams written on plain paper are, however, accepted at all offices.

**8. Offices where Inland Telegrams are accepted.**—Inland Telegrams are accepted—

(1) At all Postal Telegraph Offices and Post Offices in Ceylon.

(2) At all Railway Telegraph Offices mentioned in the list published in sub-section V., subject to the restrictions in Rule 2 (iii.).

**9. Post Offices, which are not in telegraphic connection with Telegraph Offices, receive Inland Telegrams and despatch them by post to a Telegraph Office. Such telegrams are sent registered and postage free by first post.**

**10. Inland Telegrams may also be posted by the sender to the nearest Telegraph Office, together with Telegraph or postage stamps sufficient for their payment, and in this case a receipt for the amount will be returned post free to the sender. In the case of a telegram sent by post to a Telegraph Office, under this or the preceding rule, with stamps of insufficient value, the deficiency will be recovered from the addressee (Rule 61).**

**11. Railway Telegraph Offices.**—All Inland Telegrams, subject to the restrictions in Rule 2 (iii.), can be sent from any Postal Telegraph Office to any Railway Telegraph Office mentioned in the list published in sub-section V. or *vice versa* without additional charge.

**12. Objectionable Telegrams.**—Telegraph Offices are required to refuse to accept any telegram which may be of a decidedly objectionable or alarming character. Should the character of a telegram be open to doubt, the matter shall be referred to the Postmaster-General.

**13. False Telegrams.**—Whoever knowingly causes to be transmitted by telegraph, or tenders to any public officer employed in the Telegraph Department any false message for transmission with intent to defraud, injure, or annoy any person, or to spread any false rumour which may be detrimental to the Government or to the interests of the public, shall be punished with imprisonment of either description for a term which may extend to one year or with fine, or with both (section 465, Ceylon Penal Code).

**14. General Classification.**—Inland Telegrams are divided into four classes :—

(a) State (or Government) Telegrams (Rules 33 to 39).

(b) Service Telegrams (Rule 40 to 43).

(c) Private Telegrams.

(d) Press Telegrams (Rules 111 to 116).

All these telegrams are transmitted in the order in which tendered.

#### Mode of Writing, &c.

**15. Characters.**—Inland Telegrams must be written legibly in characters which have their equivalents in telegraphic signals. These characters or signals are the following :—

(a) *Letters* :—A, B, C, D, E, É, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.

The combination "ch" counts as one character of the Morse alphabet, except in code and letter cipher (Rules 16 (d) and 36), when it counts as two.

(b) *Figures* :—1, 2, 3, 4, 5, 6, 7, 8, 9, 0.

There are no telegraphic signals for Roman numerals, such as I., II., &c.

(c) *Stops and other Signs* :—Full stop (.), Comma (;), Semicolon (;), Colon (:), Note of Interrogation (?), Note of Exclamation (!), Apostrophe ('), Hyphen or dash (-), Brackets or Sign of a Parenthesis ( ), Inverted Commas (" " ), Bar of Division (/), Underline (—).

**(d) Special Instructions and Conventional Signs (see Rules 19 to 21) :—**

Abbreviated Form.	English Meaning.
BPD ..	Boat Paid (Rule 72).
BPDN ..	Boat Paid Double (Rule 72).
Reply Paid ..	Reply Paid—rupees or cents (Rule 82).
TC ..	Collation or Repetition (Rule 92).
PC ..	Telegrams with Telegraphic Acknowledgment of Receipt (Rule 95).
Express ..	Express (Rules 103 and 104).
XP ..	Express Paid (Rule 105).
XP. Rs. ..	Express Paid—rupees or cents (Rule 105).
Post ..	Post (Rules 104, 107, and 108).
PR ..	Post Registered (Rule 108).
Open ..	To be delivered Open (Rule 70).
MP ..	To be delivered into the hands of the addressee himself (Rule 69).
MTF ..	More to follow (Rule 112 (8)).
TR ..	To be kept at Telegraph Office till called for (Rule 71).
GP ..	To be kept at Post Office till called for (Rule 71).

**16. Language, &c.**—Subject to the restrictions in Rule 2 (iii.), the text of Private Telegrams may be in plain language, in code language, or in figure cipher, or partly in one and partly in the other. Letter cipher is not admitted in Private Telegrams.

(a) Plain language is that which offers an intelligible sense in English or in any foreign language or in either of the vernacular languages subject to the conditions of Rule 15.

(b) By “ Telegrams in Plain Language ” is understood those of which the text is written entirely in plain language. Nevertheless, the presence of code addresses, exchange quotations, commercial marks, of the letters representing the signals of the International Code of Signals employed in maritime telegrams, of abbreviated expressions currently employed in ordinary or commercial correspondence, such as *rsvp.*, *job.*, *cf.*, *cif.*, *caf.*, *svp.*, *c'o.*, *b'l.*, *mo.*, *vpp.*, *am.*, *pm.*,  $\%$ , or any other analogous expressions, the meaning of which is understood at the Office of Origin, does not alter the character of a telegram in plain language.

(c) Code language is that which is composed of words which do not form intelligible phrases in one or more of the languages authorized for telegraphic correspondence in plain language. The words, whether genuine or artificial, must be formed of syllables capable of pronunciation according to the current usage of one of the following languages :—*English, French, German, Italian, Dutch, Spanish, Portuguese, or Latin.* Artificial words must not contain the accented letters ä, á, â, ã, ö, ü. Genuine Ceylon vernacular words are also admissible.

(d) Words in code language must not contain more than ten characters according to the Morse alphabet (Rule 15), the combinations æ, aa, ao, œ, ue, being counted as two letters each. The combination “ch” is also counted as two letters in artificial words.

(e) Combinations which do not fulfil the conditions of clauses (c) and (d) are not admitted, neither are compounds composed of two or more words in plain language contrary to the usage of the language (see also Rule 47 *et seq.*).

(f) Figure cipher language is that which is composed either of Arabic figures, or of groups or series of Arabic figures having a secret meaning.

(g) In telegrams, in which the text is written entirely in plain language, each single word, and each authorized compound are counted, respectively, at the rate of one word for each fifteen characters according to the Morse alphabet, plus one word for the excess, if any.

(h) Words in plain language inserted in the text of a mixed telegram, *i.e.*, composed of words in plain language and words in code language, are each counted at the rate of one word for each indivisible series of ten characters which they contain.

(i) If the mixed telegram contains in addition cipher language, the passages in cipher are counted according to the stipulations of Rule 51.

(j) If the mixed telegram is composed only of passages in plain language and of passages in cipher language, the passages in plain language are counted according to the stipulations of clause (g), and the passages in cipher language according to those of Rule 51.

(k) The address in telegrams, of which the text is written wholly or partly in code language, is charged according to the stipulations of Rule 49 and clause (g). The sender's name is charged for according to the same stipulations, those of Rule 49, clause (a), excepted.

(l) Registered abbreviated addresses are treated as plain language [clause (g)] when occurring in the *address* or as the *sender's name* in both Plain and Code Language Telegrams, and also in the *text* of Plain Language Telegrams. When in the *text* of a Code Language Telegram, they are treated according to clause (h).

**17. Erasures, &c.**—Every interlineation or insertion, reference, erasure, or re-written word must be authenticated by the sender or by his representative.

**18. Parts of a Telegram.**—The different parts forming an Inland Telegram should be written in the following order:—

(a) The Address (Rules 22 to 29).

(b) The Text.

(c) The Sender's Name (Rule 30).

**19. Special Instructions.**—The sender should write upon the form, in the space provided, his instructions regarding prepayment of reply, if any. Other instructions regarding delivery at destination, acknowledgment of receipt, collation (or repetition), open delivery, or delivery only to the addressee himself, &c., may be written in any blank space at the end of the text of the telegram (but see Rules 105, 107, and 108).

**20.** In the case of a Multiple Telegram, the Special Instructions which concern each addressee should be written immediately before his name; but in the case of a Collated Multiple Telegram, it is sufficient if the Special Instruction for collation precedes the first address.

**21.** Special Instructions may be written in the abbreviated forms given in Rule 15 (d). In this case the Counter Clerk should place each of them between double dashes, thus = TC =. The Special Instructions are not charged for. With the exception of the Special Instructions for prepayment of reply (Reply paid Rs. —), for express charges (Express, XP, XP Rs. —), and for delivery by post (Post), none of the Special Instructions mentioned in Rules 15, 19, and 20 can be given in respect of telegrams sent from or addressed to Railway Telegraph Offices.

**22. Address.**—The name of the Office of Destination (or the office to which the telegram is to be transmitted) is counted as one word, irrespective of the actual number of words and initials which it may contain. For instance, "Nuwara Eliya" will count as one word. Care should be taken that the office to which the telegram is to be transmitted is written as given in the list of Telegraph Offices published in sub-section V.

23. The address must contain all the particulars necessary to ensure the delivery of the telegram without search or inquiry.

24. In the case of towns, the address must contain the name and the number of the house, or, in the absence of these particulars, the profession of the addressee, or give any other useful information.

25. When a telegram is addressed to one person care of another, the address must contain immediately after the name of the real addressee the words "Care of," C/o, or any other equivalent.

26. **Insufficient Address.**—Telegrams, the addresses of which do not satisfy the conditions laid down in the preceding rules, are nevertheless accepted and transmitted at the sender's risk.

27. In all cases the sender has to bear the consequences of an insufficient address, which, after the telegram has been despatched, can neither be completed nor altered, except by a Paid Service Advice (Rule 41).

28. **Abbreviated Addresses.**—The addressee's name and address may be written in a preconcerted or abbreviated form, but the right of an addressee to have a telegram thus addressed delivered to him is subject to an arrangement made between such addressee and the Telegraph Office which has to deliver the telegram.

29. Abbreviated addresses may be registered under the following conditions:—

(1) Application for the registration of such addresses should be made to the officer in charge of the Telegraph Office at which it is proposed to register an address. The Telegraph Department cannot arrange for the registration of an address at any place out of Ceylon.

(2) No registered address may consist of more than one word in addition to the name of the town where registration is effected.

(3) The word should contain not more than ten letters, and should be easy to read and easy to telegraph. Proper names can only in rare cases be accepted, and in no case can a proper name be registered for a person of a different name.

(4) The names of professions, trade, countries, states, towns, telegraph stations, well-known streets, and registered newspapers may not be used as registered addresses.

(5) Numbers may not be registered.

(6) To prevent inconvenience to the public, the Telegraph Department has to reject words which, either in writing or in telegraph symbols, so closely resemble other registered words as to be liable to be mistaken for them. It is desirable, therefore, that any application should not merely offer one word for acceptance, but should give several words from which a selection may be made.

(7) No address may be registered at one Telegraph Office for the delivery of telegrams from another Telegraph Office.

(8) A registered address is available for telegrams from other countries, as well as for Inland Telegrams.

(9) The Telegraph Department reserves to itself the right to cancel an address. In such a case a part of the registration fee, proportionate to the unexpired period, is returned or a new address may be substituted, free of charge, for the one cancelled.

(10) In the event of a change in the title of a firm for which an address is recorded, the consent, in writing, of all the partners of the firm must be produced before the records can be altered.

(11) The fee for registration of an abbreviated address is Rs. 10 per calendar year, payable in advance on January 1 or on any date on which registration may be effected before July 1; for registration on or after that date the fee is Rs. 5. The fee for registration should be paid to the officer in charge of the Telegraph Office at which registration is effected.

(12) An additional fee of Rs. 5 is charged for every change of the word selected, or for every transfer to another Telegraph Office, but not for change of residence within the delivery limits of the Registering Office, or for change of name or title of firm or person so long as the identity is the same (*see condition 10*), and it is not a case of transfer from one firm to another, if it is a case of transfer, the full fees are charged.<sup>1</sup>

(13) The Telegraph Department accepts no responsibility in respect of the delivery of any telegram having an abbreviated address if such address has not been registered or is inadmissible for registration under the foregoing rules, or for delay in delivering such telegram. Registration is essential in all cases of persons who frequently receive telegrams addressed to them by an abbreviated name, and Telegraph Officials can decline to deliver such telegrams if, after notice has been given, the address has not been registered.

**30. Sender's Name or Designation.**—The sender's name or designation may be in an abbreviated form in customary use, or may be replaced by a registered address, or may be omitted altogether.

**31. Signature.**—The true signature and address of the sender (which is not charged for or transmitted) must always be written at the foot of the telegram. The sender of a Private Telegram can always be called upon to prove that the signature attached to it is genuine.

**32.** In the case of telegrams from a mercantile firm, if the name of the firm is written, it should be accepted, but if stamped it should be attested by the signature, or initials, of a responsible member of the firm.

### State Telegrams.

**33. Definition.**—A State Telegram is a telegram sent by an official, whose name appears in the following schedule, on official business. Applications for leave of absence and arrangements regarding an officer's travelling accommodation do not come under the head of official business, nor does any business connected with local bodies, such as Municipalities, Local Boards, Boards of Improvement, Sanitary Boards, Road Committees, &c. :—

#### Schedule.

His Excellency the Governor	The Colonial Auditor
The Private Secretary to H. E. the Governor	The Government Agents
The Aide-de-Camp to H. E. the Governor	The Assistant Government Agents
The Lieutenant-Governor	The Chief Headmen*
The Colonial Secretary	The Principal Collector of Customs
The Members of the Legislative Council	The Collectors of Customs
The Principal Assistant Colonial Secretary	The Assistant Collectors of Customs*
The Controller of Revenue	The Sub-Collectors of Customs*
The Colonial Treasurer	The Director of Public Instruction
The Commissioner of Stamps	The Conservator of Forests
	The Assistant Conservators of Forests
	The Director of Irrigation

<sup>1</sup> An abbreviated address, registered by a firm for "all time" under the rules in force prior to January 1, 1904, cannot be transferred to any other firm as an "all time" address. If it is transferred, it will have to be registered yearly and paid for as laid down in condition 11.

The Irrigation Engineers  
 The Chief Justice  
 The Puisne Justices  
 The Attorney-General  
 The Solicitor-General  
 The District Judges  
 The Commissioners of Courts of Requests  
 The Police Magistrates, Official and Unofficial  
 The Crown Counsel  
 The Archæological Commissioner  
 The Fiscals and Deputy Fiscals  
 The Registrar of the Supreme Court  
 The Deputy Registrars of the Supreme Court  
 The Inquirers into Crime\*  
 The Presidents of Village Tribunals\*  
 The Principal Civil Medical Officer  
 The Provincial Surgeons  
 The Government Medical Officers\* (2)  
 The Inspector-General of Police  
 The Superintendents of Police  
 The Assistant Superintendents of Police  
 The Inspectors of Police\* (1)  
 The Police Officers in Charge of Stations\* (1)  
 The Inspector-General of Prisons  
 The Assistant Superintendents of Prisons  
 The Postmaster-General and Director of Telegraphs  
 The Assistant Postmaster-General  
 The Second Assistant Postmaster-General  
 The Accountant, General Post Office  
 The Assistant Accountant, General Post Office  
 The Superintendent of Telegraphs  
 The Assistant Superintendents of Telegraphs  
 The Traffic Manager (Telegraph)  
 The General Manager of the Railway  
 The Engineer, Way and Works  
 The Locomotive, Carriage, and Wagon Superintendent  
 The Traffic Superintendent  
 The Assistant General Manager and Accountant  
 The Chief Construction Engineer

The Chief Resident Engineers of Railway Extensions and Surveys  
 The Resident Engineer, Way and Works\* (4)  
 The District Engineers, Way and Works\* (4)  
 The District Locomotive Superintendents\* (4)  
 The District Traffic Superintendents\* (4)  
 The Station Masters\* (4)  
 The Registrar-General  
 The Provincial Registrars  
 The Assistant Provincial Registrars\*  
 The Registrars of Births, Deaths, and Marriages\*  
 The Registrars of Lands\*  
 The Surveyor-General  
 The Assistant Surveyor-General  
 The Superintendents of Surveys  
 The Assistant Superintendents of Surveys\*  
 The Superintendent of the Colombo Observatory  
 The Director of Public Works  
 The Provincial Engineers  
 The District Engineers\*  
 The Factory Engineer  
 The Mechanical Engineer\*  
 The Commandant, Ceylon Volunteer Force  
 The Staff Officer, Ceylon Volunteer Force  
 The Adjutants, Ceylon Volunteer Force  
 The Settlement Officer, Waste Lands Ordinance  
 The Colonial Storekeeper  
 The Government Printer  
 The Government Veterinary Surgeon  
 The Director, Colombo Museum, and Marine Biologist  
 The Director, Royal Botanical Gardens, Peradeniya  
 The Masters Attendant  
 The Inspector of Mines  
 The Superintendent, Cooly Camp, Ragama\* (3)  
 The Government Analyst  
 The Stock Inspectors\*  
 The Treasury Officer, Chilaw\*

#### Notes.

Officers marked \* are restricted in the use of the telegraph to communications with their Official Superiors, with the Government Agent of the Province, or Assistant Government Agent of the District, and with such other officers as appear in the footnotes attached to their names.

(1) Inspectors of Police and Police Officers in charge of Stations may also telegraph free to each other and to Government Medical Officers and Railway Officers as regards epidemics, serious crime, and the movements of habitual criminals.

(2) Government Medical Officers may also telegraph free as regards epidemics.



(3) The Superintendent of the Cooly Camp, Ragama, may also telegraph free to Estate Superintendents to advise them of outbreaks of infectious diseases amongst coolies, or of quarantine precautions to be taken on estates.

(4) Railway Officials marked (4) may also telegraph free to Police and Medical Officers as regards serious crime, accidents, or obstructions on the Railway.

34. Telegrams should, except where extreme precision is important, be expressed in as few words as are consistent with clearly conveying the intended meaning; and mere auxiliary or connective words, which can obviously be filled in by the receiver, should be omitted.

35. The telegraph is not to be used as a substitute for official correspondence, but as an accessory to it, and where no inconvenience or detriment to the public interests would be caused by employing the ordinary postal service, the use of the telegraph is prohibited. The sender of a State Telegram is, in the original instance, the judge whether it should be sent, but the Telegraph Check Office will bring to notice of the Director of Telegraphs any cases where State Telegrams are unnecessarily sent, and the sender will, should the Government so decide, be required to pay the cost of such telegrams.

36. **Language.**—The text of State Telegrams may in all cases be composed of secret language (*i.e.*, code and cipher). Cipher language may be formed either of groups or series of figures, or of groups or series of letters, having a secret meaning; but a combination in the same telegram of figures and of letters, having a secret meaning, is not admitted.

State Telegrams must be marked *State* by the sender. If not marked *State*, they will be treated as Private Telegrams.

37. **Collation.**—State telegrams, when they are written in figure or letter cipher, are always repeated in their entirety (Rule 94) by the Receiving Office in the same manner as is done with "collated" telegrams (Rule 91). When partly written in cipher, the cipher portions only are repeated.

38. **Abbreviated Addresses.**—A list of the abbreviated addresses of Government Officials to be used in telegrams, either State or Private, is given in the following schedule.

The conditions for the registration of abbreviated addresses laid down in Rule 29 do not apply to the abbreviated addresses of Government Officials. These are registered free of charge, and without any restriction as to the number of words used. Applications for the registration of abbreviated addresses of Government Officials must be made to the Director of Telegraphs by the Heads of Departments concerned.

List of abbreviated addresses to be used in Inland State Telegrams :—

Acct. ..	..	Accountant, General Post Office
A. Acct. ..	..	Assistant Accountant, General Post Office
A. C. ..	..	Archæological Commissioner
A. C. Rev... ..	..	Assistant Controller of Revenue
A. C. Sec. ..	..	Assistant Colonial Secretary
A. D. C. ..	..	Aide-de-Camp to H. E. the Governor
Auditor ..	..	Colonial Auditor
Asst. Auditor	..	Assistant Colonial Auditor
A. G. A. ..	..	Assistant Government Agent
A. G. M. ..	..	Assistant General Manager and Accountant
A. D. C. Genl.	..	Aide-de-Camp to Major-General
Asst. Forest	..	Assistant Conservator of Forests
Asst. Harbour	..	Assistant Resident Engineer, Harbour Works
A. C. Tr. ..	..	Assistant Treasurer
Ay. G. ..	..	Attorney-General
Asst. North	..	Assistant Superintendent of Police, Fort, Colombo
A. P. M. G.	..	Assistant Postmaster-General

2nd A. P. M. G.	..	Second Assistant Postmaster-General
A. P. R.	..	Assistant Provincial Registrar
A. S.	..	Assistant Superintendent of Telegraphs
A. S. R.	..	Assistant Superintendent, Railway Telegraphs
A. S. Police	..	Assistant Superintendent of Police
A. S. T.	..	Assistant Superintendent in charge of Telephones
A. O. D.	..	Army Ordnance Department
A. P. D.	..	Army Pay Department
A. S. C.	..	Army Service Corps
A. T. S.	..	Assistant Traffic Superintendent, Railway
Botanic	..	Director, Royal Botanic Gardens
Customs	..	Principal Collector of Customs
C. A. V.	..	Officer Commanding Artillery Volunteers
C. C. E.	..	Chief Construction Engineer
C. J.	..	Chief Justice
C. L. B.	..	Chairman, Loan Board
C. M. I.	..	Officer Commanding Mounted Infantry
C. R.	..	Commissioner of Requests
C. R. A.	..	Royal Artillery, Officer Commanding
C. R. E.	..	Royal Engineers, Officer Commanding
C. Rev.	..	Controller of Revenue
C. Sec.	..	Colonial Secretary
C. Tr.	..	Colonial Treasurer
C. V.	..	Officer Commanding Ceylon Volunteers
D. A. A. G.	..	Deputy Assistant Adjutant-General
D. E.	..	District Engineer, Public Works Department
Dy. Customs	..	Deputy Collector of Customs
D. E. W.	..	District Engineer, Way and Works
D. F.	..	Deputy Fiscal
D. Irr.	..	Director of Irrigation
D. J.	..	District Judge
D. L. S.	..	District Locomotive Superintendent
D. P. I.	..	Director, Public Instruction
D. P. W.	..	Director, Public Works
D. T. S.	..	District Traffic Superintendent
E. W. W.	..	Engineer, Way and Works
F. E.	..	Engineer, Government Factory
F. A. D. P. W.	..	Financial Assistant to Director, Public Works
Fiscal	..	Fiscal
Forest	..	Conservator of Forests
G. A.	..	Government Agent
G. M.	..	General Manager
G. M. O.	..	Government Medical Officer
G. O. C.	..	General Officer Commanding
Harbour	..	Resident Engineer, Harbour Works
I. A.	..	Irrigation Assistant
I. E.	..	Irrigation Engineer
Intelligo	..	Naval Intelligence Officer
I. O.	..	Irrigation Officer
I. G. H.	..	Inspector-General of Hospitals
Ipr. Police	..	Inspector of Police
I. Schools	..	Inspector of Schools
J. M. O.	..	Judicial Medical Officer, Colombo
L. C. S.	..	Locomotive, Carriage, and Wagon Superintendent
Mariner	..	Officer Commanding the Royal Naval Camp, Diyatalawa
Mayor	..	Municipality
M. E.	..	Mechanical Engineer
M. O.	..	Medical Officer
M. A.	..	Master Attendant
Museum	..	Director, Colombo Museum
Navy	..	British Senior Naval Officer

Obs.	..	..	The Superintendent, Colombo Observatory
O. C. Regt.	..	..	Officer Commanding Regiment
P. A. C. S.	..	..	Principal Assistant Colonial Secretary
P. Mag.	..	..	Police Magistrate
P. M. G.	..	..	Postmaster-General
P. C. M. O.	..	..	Principal Civil Medical Officer
P. E.	..	..	Provincial Engineer
P. R.	..	..	Provincial Registrar
Police	..	..	Inspector-General of Police
Post	..	..	Postmaster
Prisons	..	..	Inspector-General of Prisons
P. S. to H. E.	..	..	Private Secretary to H. E. the Governor
P. Sur.	..	..	Provincial Surgeon
Printer	..	..	Government Printer
R. A. S.	..	..	President, Royal Asiatic Society
R. B. D.	..	..	Registrar of Births and Deaths
R. E. (and initials of Extension or Survey)	..	..	Chief Resident Engineer, Railway Extensions and Surveys
R. E. W.	..	..	Resident Engineer, Way and Works
R. G.	..	..	Registrar-General
R. L.	..	..	Registrar of Lands
Ry. Stores	..	..	Railway Stores
R. S. C.	..	..	Registrar, Supreme Court
S.	..	..	Superintendent of Telegraphs
S. G.	..	..	Solicitor-General
S. O. L.	..	..	Settlement Officer, Waste Lands Ordinance
Staff	..	..	Chief Staff Officer
Survey	..	..	Surveyor-General
S. P. J.	..	..	Senior Puisne Justice
2nd P. J.	..	..	Second Puisne Justice
3rd P. J.	..	..	Third Puisne Justice
S. M.	..	..	Station Master
S. M. O.	..	..	Senior Medical Officer
S. Police	..	..	Superintendent of Police
S. Prisons	..	..	Superintendent of Prisons
Stores	..	..	Colonial Storekeeper
T. M. T.	..	..	Traffic Manager, Telegraphs
T. S.	..	..	Traffic Superintendent, Railway

*Full Addresses.*

Accountant, General Post Office	..	..	Acct.
Aide-de-Camp to H. E. the Governor	..	..	A. D. C.
Aide-de-Camp to Major-General	..	..	A. D. C. Genl.
Archæological Commissioner	..	..	A. C.
Army Ordnance Department	..	..	A. O. D.
Army Pay Department	..	..	A. P. D.
Army Service Corps	..	..	A. S. C.
Assistant Accountant, General Post Office	..	..	A. Acct.
Assistant Colonial Auditor	..	..	Asst. Auditor
Assistant Colonial Secretary	..	..	A. C. Sec.
Assistant Treasurer	..	..	A. C. Tr.
Assistant Conservator of Forests	..	..	Asst. Forest
Assistant Controller of Revenue	..	..	A. C. Rev.
Assistant General Manager and Accountant, Ceylon Government Railway	..	..	A. G. M.
Assistant Government Agent	..	..	A. G. A.
Assistant Provincial Registrar	..	..	A. P. R.
Assistant Postmaster-General	..	..	A. P. M. G.
Assistant Resident Engineer, Harbour Works	..	..	Asst. Harbour
Assistant Superintendent of Police, Fort, Colombo	..	..	Asst. North
Assistant Superintendent of Telegraphs	..	..	A. S.

Assistant Superintendent, Railway Telegraphs ..	A. S. R.
Assistant Traffic Superintendent, Railway ..	A. T. S.
Assistant Superintendent of Police ..	A. S. Police
Assistant Superintendent in charge of Telephones ..	A. S. T.
Attorney-General ..	Ay. G.
British Senior Naval Officer ..	Navy
Chairman, Loan Board ..	C. L. B.
Chief Construction Engineer ..	C. C. E.
Chief Justice ..	C. J.
Chief Resident Engineer, Railway Extensions and Surveys ..	R. E. (and initials of Extension or Survey)
Chief Staff Officer ..	Staff
Colonial Auditor ..	Auditor
Colonial Secretary ..	C. Sec.
Colonial Treasurer ..	C. Tr.
Commissioner of Requests ..	C. R.
Conservator of Forests ..	Forests
Colonial Storekeeper ..	Stores
Controller of Revenue ..	C. Rev.
Deputy Assistant Adjutant-General ..	D. A. A. G.
Deputy Collector of Customs ..	Dy. Customs
Deputy Fiscal ..	D. F.
Director, Colombo Museum ..	Museum
Director of Irrigation ..	D. Irr.
Director, Public Instruction ..	D. P. I.
Director, Public Works ..	D. P. W.
Director, Royal Botanic Gardens ..	Botanic
District Engineer, Public Works Department ..	D. E.
District Engineer, Way and Works ..	D. E. W.
District Judge ..	D. J.
District Traffic Superintendent ..	D. T. S.
Engineer, Government Factory ..	F. E.
Engineer, Way and Works ..	E. W. W.
Financial Assistant to Director, Public Works ..	F. A. D. P. W.
Fiscal ..	Fiscal
General Manager ..	G. M.
General Officer Commanding ..	G. O. C.
Government Agent ..	G. A.
Government Medical Officer ..	G. M. O.
Government Printer ..	Printer
Inspector-General of Hospitals ..	I. G. H.
Inspector-General of Police ..	Police
Inspector-General of Prisons ..	Prisons
Inspector of Police ..	Ipr. Police
Inspector of Schools ..	I. Schools
Irrigation Assistant ..	I. A.
Irrigation Engineer ..	I. E.
Irrigation Officer ..	I. O.
Judicial Medical Officer, Colombo ..	J. M. O.
Locomotive, Carriage, and Wagon Superintendent ..	L. C. S.
Master Attendant ..	M. A.
Mechanical Engineer ..	M. E.
Medical Officer ..	M. O.
Municipality ..	Mayor
Naval Intelligence Officer ..	Intelligo
Officer Commanding Artillery Volunteers ..	C. A. V.
Officer Commanding Ceylon Volunteers ..	C. V.
Officer Commanding Mounted Infantry ..	C. M. I.
Officer Commanding Regiment ..	O. C. Regt.
Officer Commanding the Royal Naval Camp, Diyatalawa ..	Mariner
Police Magistrate ..	P. Mag.
Postmaster ..	Post

Postmaster-General .. ..	P. M. G.
President, Royal Asiatic Society .. ..	R. A. S.
Principal Assistant Colonial Secretary .. ..	P. A. C. S.
Principal Civil Medical Officer .. ..	P. C. M. O.
Private Secretary to H. E. the Governor .. ..	P. S. to H. E.
Provincial Engineer .. ..	P. E.
Provincial Registrar .. ..	P. R.
Principal Collector of Customs .. ..	Customs
Provincial Surgeon .. ..	P. Sur.
Railway Stores .. ..	Ry. Stores
Registrar of Births and Deaths .. ..	R. B. D.
Registrar of Lands .. ..	R. L.
Registrar-General .. ..	R. G.
Registrar, Supreme Court .. ..	R. S. C.
Resident Engineer, Harbour Works .. ..	Harbour
Royal Artillery, Officer Commanding .. ..	C. R. A.
Royal Engineers, Officer Commanding .. ..	C. R. E.
Second Assistant Postmaster-General .. ..	2nd A. P. M. G.
Second Puisne Justice .. ..	2nd P. J.
Senior Medical Officer .. ..	S. M. O.
Senior Puisne Justice .. ..	S. P. J.
Settlement Officer, Waste Lands Ordinance .. ..	S. O. L.
Solicitor-General .. ..	S. G.
Station Master .. ..	S. M.
Superintendent of Police .. ..	S. Police
Superintendent of Prisons .. ..	S. Prisons
Superintendent of Telegraphs .. ..	S.
Superintendent, Colombo Observatory .. ..	Obs.
Surveyor-General .. ..	Survey
Third Puisne Justice .. ..	3rd P. J.
Traffic Superintendent, Railway .. ..	T. S.
Traffic Manager, Telegraphs .. ..	T. M. T.

**39. Clear-the-Line Telegrams.**—On emergent occasions of great importance the officers named below may “clear the line” within the limits of Ceylon, *i.e.*, may suspend the receipt and despatch of all telegrams, until the one for which the line is cleared is passed on. Such “clear-the-line” telegrams shall be accepted only if signed by one of the said officers. The power to “clear the line” shall not be delegated, and “clear-the-line” telegrams signed “by order” shall not be accepted.

Any of the said officers may, in sending a “clear-the-line” telegram, authorize a “clear-the-line” reply, but no “clear-the-line reply” shall be accepted in the absence of such authority, except from an officer authorized to send such a telegram. The words “*clear the line*” should be written before the text :—

The Governor.

The Private Secretary.

The Colonial Secretary.

The Principal Assistant Colonial Secretary.

Heads of Departments for communication with the Governor or the Colonial Secretary, but not for any other communication whatever.

### Service Telegrams.

**40. Service Telegrams** are divided into Service Telegrams properly so called and Service Advices. The former classification includes those on the service of the Government Telegraph and Postal Departments, which are sent free to and from any Telegraph Office.

Paid Service Advices are Service Telegrams exchanged between Telegraph Offices under Rules 41 and 42.

### **Paid Service Advices.**

41. The sender and addressee (or the authorized representative of either of them) of any telegram already transmitted or in course of transmission may, during the period of preservation of records (Rule 117), and after they have proved, if necessary, their right and their identity, cause inquiry to be made or instructions to be given respecting it by telegraph. They may also, in order to make or obtain corrections, cause a telegram, which they have sent or received, to be repeated, entirely or in part, by the Office at Destination, or by the Office of Origin, or by a Transit Office. In all such cases they have to deposit the following amounts :—

(a) The cost of the telegram making the request.

(b) The cost of a telegram for the reply, if a reply by telegraph is necessary.

Those which are sent at the request of the addressee, in order to obtain the repetition of a passage suspected to be erroneous, imply always a telegraphic reply, and the insertion of the indication = Reply paid = is not necessary. In other cases in which a telegraphic reply is requested, this indication must be employed.

42. Rectifying, completing, or cancelling telegrams, and all other communications relating to a telegram already transmitted or in course of transmission, when they are addressed to a Telegraph Office, must be exchanged exclusively between these offices under the form of Paid Service Advices at the cost of the sender or addressee making the demand, except in the case of telegrams sent from or addressed to Railway Telegraph Offices, in which case they must be in the form of ordinary telegrams at the cost of the sender or the addressee.

43. The charges for Service Advices necessitated through errors of the telegraph service are refunded under Rules 124 (g) and 127. When the words to be repeated are written in a doubtful manner, the Office of Origin consults, in the first instance, the sender. If he cannot be found, the Office of Origin adds to the repetition a note "writing doubtful."

### **Counting of Words.**

44. **What is counted.**—All that the sender writes upon the form to be transmitted to his correspondent is included in calculating the charge, with the exception of the Special Instructions referred to in Rule 19 and the name of the Telegraph Office of Origin, which are transmitted free. No other words may be transmitted unless paid for.

45. **Stops, &c.**—Dashes which only serve to separate, upon the form, the different words or groups of a telegram are neither charged for nor transmitted. Signs of punctuation, apostrophes, and hyphens are only transmitted, and consequently charged for, on the formal request of the sender.

46. **Preamble.**—Words, numbers, and signs added by Telegraph Officials for official purposes are not charged for. The hour and minute (Ceylon Standard time) at which a telegram is handed in, when tendered for despatch, are added by the Telegraph Office and transmitted free.

47. **Combinations or alterations of words** contrary to the usage of the language are not admitted (except in the case of registered abbreviated addresses under Rule 29, Condition 3). The same applies to combinations or alterations sought to be concealed by reversing the order of letters or syllables. Nevertheless, the name of towns and countries, patronymics

(family names) of one and the same person, the names of places, squares, boulevards, streets, and any other kind of public places, the names of vessels, whole numbers, fractions, decimal or fractional numbers, written entirely in words, and compound words, admitted as such in the *English* or *French* languages, and which can, if a question arises, be justified by reference to a dictionary, may be respectively written as single words, without either apostrophe or hyphen.

The words *halfpenny*, *twopence*, *threepence*, &c., up to *elevenpence*, may be written as single words.

48. The following are examples of combinations of words admissible and inadmissible as single words :—

(a) *Examples of Combinations admissible as Single Words.*

Cowhide	Rapeseed
Gingellyseed	Sheepskin

(b) *Examples of Combinations inadmissible as Single Words.*

Tapestry patterns	Wheatcargo
Counteroffer	Beerboxes
Bankaction	Dischargingday
Wireanswer	Steamercargo
Innerharbour	Coastsailing
Boursecredit	Hullsteamer
Sailinsurance	Alright
Steamcoals	Allright
Tuesdaymorning	

49. The following are each counted as one word only :—

- (a) The name of the Telegraph Office of Destination when written as given in sub-section V. (Rule 22).
- (b) Every code word which fulfil the requirements of Rule 16, clauses (c) and (d).
- (c) Every isolated character, letter, or figure, including the initials of persons and of such abbreviations as *C. C. S.* or *R. A.*, which are treated as isolated letters, however written by the sender, as well as every sign of punctuation, apostrophe, or hyphen, transmitted at the request of the sender.
- (d) Underline.
- (e) Parentheses (the two signs which serve to form).
- (f) Inverted commas, *i.e.*, the two signs placed at the commencement and end of one and the same passage.

50. **Use of Apostrophes and Hyphens.**—Words separated by an apostrophe and words joined by a hyphen are counted as so many separate words.

51. **Figures, Letter Cipher, Commercial Marks, &c.**—Groups of figures<sup>r</sup> or of letters, commercial marks composed of figures and letters are counted as one word for each five figures or letters which they contain, *plus* one word for any excess. Each of the combinations æ, aa, ao, œ, ue, and ch is counted as two letters. When commercial marks form part of the text of a telegram, the sender should certify them to be such at the foot of the form.

To avoid error, senders of telegrams are invited to write numbers in words rather than in figures.

52. **Signs, &c., used with Figures or Letters.**—Decimal points or full stops, commas, colons, dashes, and bars of division are each counted as a figure or a letter in the group in which they occur. This also applies to each letter added to groups of figures to form ordinal numbers, as well as to

letters or figures added to the number of a house in an address, even in the case of an address in the text or in the signature (*i.e.*, "Person from") of a telegram.

**53. Abbreviations.**—Common titles which, in their full form, are expressed by a single word, such as *Captain*, *Reverend*, and *Esquire*, may be written in their usual abbreviated forms, such as *Capt.*, *Rev.*, and *Esq.*, each of which counts as one word. Similarly, common abbreviations of single words, such as *Rs.* (for *Rupees*), *lbs.* (for *pounds*), are admissible, and count each as one word.

**54. Examples of Counting.**—The following examples show how the rules for counting words are to be interpreted :—

	Number of Words.
Leveson-Gower ( <i>family name</i> ) .. .. .	2
Levesongower ( <i>family name</i> ) .. .. .	1
John Henry ( <i>Christian names</i> ) .. .. .	2
Johnhenry ( <i>Christian names</i> ) .. .. .	2
A. Gower ( <i>initial and family name</i> ) .. .. .	2
Agower ( <i>evasion : inadmissible</i> ) .. .. .	—
Responsibility ( <i>14 characters</i> ) .. .. .	1
Misrepresentation ( <i>17 characters</i> ) .. .. .	2
Prince of Wales ( <i>ship</i> ) .. .. .	3
Princeofwales ( <i>ship</i> ) .. .. .	1
Readdressed .. .. .	1
Re-addressed .. .. .	2
Dont .. .. .	1
Don't .. .. .	2
Mother-in-law .. .. .	3
Motherinlaw .. .. .	1
All right .. .. .	2
All-right .. .. .	2
Allright .. .. .	2
Alright ( <i>misspelt : inadmissible</i> ) .. .. .	—
44½ ( <i>5 characters</i> ) .. .. .	1
444½ ( <i>6 characters</i> ) .. .. .	2
444·5 ( <i>5 characters</i> ) .. .. .	1
444·55 ( <i>6 characters</i> ) .. .. .	2
44/2 ( <i>4 characters</i> ) .. .. .	1
44/ ( <i>3 characters</i> ) .. .. .	1
¾8 ( <i>4 characters</i> ) .. .. .	1
2 % ( <i>4 characters</i> ) .. .. .	1
17th .. .. .	1
1529th .. .. .	2
10 Rs. 10 cts. .. .. .	4
10 Rs. 10 .. .. .	3
Rs. 10, 10 (or) Rs. 10/10 .. .. .	2
11 h 30 .. .. .	3
11, 30 .. .. .	1
eight/10 .. .. .	2
5/twelfths .. .. .	2
May/August .. .. .	3
30 <sup>a</sup> ( <i>30 to power a</i> )* .. .. .	4
15 × 16 ( <i>15 multiplied by 6</i> )* .. .. .	4
Two hundred and thirty four .. .. .	5

\* The telegraph is not able to reproduce such expressions as 30<sup>a</sup>, 15 × 16, &c. Senders of telegrams must therefore replace them by the full signification, thus : 30 to power a ; 15 multiplied by 6, &c.



	Number of Words.
Twohundredandthirtyfour (23 characters) .. ..	2
E .. ..	1
E.M. (isolated letters, initials of Christian names) .. ..	2
EM (initials of two Christian names, wrong combination) .. ..	2
15 A (number of house) .. ..	1
15-3 or 15/3 (number of house) .. ..	1
R.A. .. ..	
RA } (for Royal Artillery) .. ..	2
Ra .. ..	
C.C.S. .. ..	
CCS } (for Ceylon Civil Service) .. ..	3
Ces .. ..	
Emvchi (6 characters. Secret letters in State Telegrams, or Commercial marks) .. ..	2
197a/199a (Commercial mark; a group of 9 characters) .. ..	2
AP/M (Commercial mark, or secret language in State Telegrams; a group 4 characters) .. ..	1
3/M (Commercial mark; a group 3 characters) .. ..	1
G.H.F. (Commercial mark, or secret language in State Telegrams; a group of 3 characters) .. ..	1
G.H.F. (Commercial mark, or secret language in State Telegrams; a group 6 characters) .. ..	2
G.H.F. (without final stop) (Commercial mark, or secret language in State Telegrams; a group of 5 characters) .. ..	1
G.H.F. 45 (Commercial mark; a group of 5 characters) .. ..	1
G.H.F. 45 (Commercial mark; a group of 8 characters) .. ..	2
G/O. (for General Order) .. ..	3
G.O. (for General Order) .. ..	2
The business is <u>very urgent</u> come <u>without delay</u> (8 words and 2 <u>underlines</u> ) .. ..	10
Received news of you indirectly (very bad) telegraph imme- diately. (9 words and 1 passage within parenthesis) .. ..	10
Received letter from Pera reliable source which says "conversion business hindered by syndicate bankers." (14 words and a passage in inverted commas) .. ..	15
Cts. (for "cents") .. ..	1
Co. (for "Company") .. ..	1
Etc. (for "etcetera") .. ..	1
Mr. (for "Mister") .. ..	1
Mrs. (for "Mistress") .. ..	1
No. (for "Number") .. ..	1
d. (for "pence") .. ..	1
s. (for "shillings") .. ..	1
cwt. (for "hundredweight") .. ..	1

### Charges.

55. The charges between any two offices in Ceylon are as follows :—

Unit number of words .. ..	10
Unit rate .. ..	25 cents
Each additional two words or less .. ..	5 cents
Address .. ..	Charged for

### Payment of Charges.

56. Charges how paid.—All charges on telegrams must be prepaid in cash or Telegraph Stamps.\*

\* Sovereigns and half sovereigns are accepted, if tendered, at the equivalent of Rs. 15 and Rs. 7.50 respectively.

**57. Stamps.**—Telegraph Stamps are of the following values :—5 cents, 10 cents, 12 cents, 20 cents, 25 cents, 40 cents, 50 cents, 60 cents, 75 cents, Re. 1, Rs. 2-50, Rs. 5, Rs. 10, Rs. 25, and Rs. 50.

**58. Affixing Stamps.**—The stamps must be affixed by the sender to the telegram form in the space allotted for the purpose, and he should see that the stamps are defaced by the Counter Clerk with the name and date stamp of the office.

**59. Damaged Stamps.**—Stamps which have been obliterated, defaced, torn, cut, or otherwise rendered imperfect, or which have any letter, figure, or design written, printed, or impressed upon them otherwise than by the authority of Government before being affixed, cannot be recognized in payment of telegrams.

*Note.*—The perforation of stamps with initials or other identifying marks traced in minute holes is not prohibited.

**60. Receipt.**—A receipt containing particulars of the number of the telegram and the charges paid will be granted for each telegram tendered for transmission at a Telegraph or Post Office. Senders of telegrams should examine their receipts to see if they are correct.

**61. Recovery of Bearing and other Charges from Addressee.**—In every case where charges have to be collected on delivery (Rule 10), the telegram is only handed to the addressee upon payment of the amount due.

**62. Undercharges** made in error, and charges and expenses not recovered from the addressee in consequence of his refusal to pay them, or the impossibility of finding him, must be made good by the sender.

**63. Overcharges** made in error are returned to those entitled to them. No refund, however, is made of the value of the stamps in excess affixed by the sender, unless he applies for it to the *Superintendent, Telegraph Check Office, Colombo*, under Rules 124 (h) and 127.

#### **Interruption of Telegraph Communication, Transmission in Duplicate.**

**64.** When an interruption to the regular means of telegraphic communication occurs during the transmission of a telegram, the office beyond which the interruption exists, or an office situated further back and having at its disposal an alternative telegraph route, immediately sends the telegram by such a route, or failing that, by special messenger or by post (*registered*, if possible).

**65.** An office which has recourse to means of transmission, other than telegraphic, addresses the telegram, according to circumstances, either to the nearest Telegraph Office able to re-transmit it, or to the Office of Destination, or to the addressee himself. As soon as communication is re-established, the telegram is transmitted afresh by telegraph, unless its receipt has been previously acknowledged, or unless, on account of an exceptional accumulation of traffic, this re-transmission would be manifestly prejudicial to the general service.

#### **Cancellation.**

**66.** If the sender of an Inland Telegram or his authorized representative wishes to cancel it before transmission has begun, he can do so, and the charges, less a fee of 15 cents, will be returned. Provided that, if the telegram has been stamped by the sender and the stamps have been obliterated, the charges shall be refunded under Rule 124 (i) only on application being made to the *Superintendent, Telegraph Check Office, Colombo*, within the period prescribed by Rule 127. If the telegram is in course of transmission, or has

already been despatched, it can be cancelled only by a Paid Service Advice addressed under Rule 41 to the Office of Destination. If, in addition, the sender wishes to be informed by telegraph in what manner his request has been acted upon, he must deposit the cost of the return telegram, otherwise he is informed by post. If the telegram has been delivered to the addressee, the latter is informed of its cancellation, unless the Service Advice contains instructions to the contrary.

### Delivery at Destination.

**67. According to Address and Order.**—Telegrams are, according to their addresses, either delivered at the residence of the addressees or kept at the Telegraph Office or Post Office till called for. They are in all cases sent out for delivery at their destination in the order of receipt and priority.

**68. Free Delivery Limits.**—Telegrams are delivered free of charge within three miles of a Telegraph Office. Beyond this Free Delivery Limit Telegrams are sent by post without charge, or by such other means as the sender may arrange and pay for (Rules 103 to 108). For telegrams to be delivered by boat, see Rule 72.

**69. Persons to whom Telegrams may be delivered.**—A telegram taken to the addressee's place of residence may be delivered either to the addressee, the adult members of his family, any person in his service, to his lodgers or guests, or to the porter of the hotel or house, unless the addressee has named in writing a special person, or the sender has requested by writing on the form the Special Instruction (*MP*)—see Rule 15 (*d*)—that the telegram may be delivered only into the hands of the addressee himself. In this case the Office of Destination writes the instruction “addressee only” in full on the envelope and gives the necessary instructions to the messenger. [But see Rule 21.]

**70. Open Delivery.**—The sender may also request that the telegram may be delivered open by writing on the form the Special Instruction “Open”—see Rule 15 (*d*). This request is reproduced on the copy handed to the addressee, which is delivered without an envelope, simply folded, with the address written on the back. [But see Rule 21.]

**71. Telegrams to be kept till called for.**—When the telegram bears the Special Instruction *To be kept at the Telegraph Office till called for* or (*TR*) [see Rule 21], it is delivered to the addressee or to his duly authorized representative over the telegraph counter. Telegrams bearing the Special Instruction *To be kept at the Post Office till called for* or (*GP*) [see Rule 21] are handed to the Post Office by the Telegraph Office of Destination. The latter are, as regards delivery and period of preservation, subject to the same rules as postal correspondence.

**72. Delivery by Boat.**—When an Inland Telegram has to be delivered on board a ship which cannot be reached without a boat (*i.e.*, when the ship is not alongside a wharf, pier, or jetty), or at a place which cannot be reached without a boat, the boat hire must be paid by the addressee if the sender omits to prepay it. The indication *Boat hire paid* or (*BPD*), or *Boat hire paid double* or (*BPDN*)—if the sender has paid the boat hire and wishes the telegram sent on board at night—should be entered on the form. Boat hire prepaid but not expended will be refunded (Rules 124 (*f*) and 127). A list of fixed express charges for boat hire for certain places in Ceylon is given below. Night charges apply to all telegrams handed in at the Office of Origin

between 5 P.M. and 5 A.M. Boat hire cannot be prepaid at Railway Telegraph Offices :—

Port.	Charge.	
	By Day. Rs. c.	By Night. Rs. c.
Batticaloa .. .. .	0 75 ..	1 0
Colombo .. .. .	0 50 ..	0 80
Galle—Inside Harbour .. .. .	0 25 ..	0 50
Galle—Outside Harbour .. .. .	0 50 ..	1 0
Hambantota .. .. .	0 50 ..	0 75
Jaffna . . . . .	5 0 ..	5 0
Kalkuda .. .. .	0 50 ..	1 0
Kankasanturai .. .. .	1 50 ..	1 50
Point Pedro .. .. .	0 75 ..	1 50
Trincomalee .. .. .	0 50 ..	1 0

73. **Reply given to Messenger.**—Except in the case of delivery by the ordinary post beyond the free delivery limit, the messenger who delivers an Inland Telegram may be entrusted with the reply, provided he be not detained for this purpose more than five minutes. The fact of the reply having been given to the messenger, and the amount paid to him, should be mentioned on the back of the form on which the addressee signs for the receipt of the telegram; but the Department accepts no responsibility for any loss or delay sustained through any neglect or default of the messenger, or on account of any necessary reference to the sender in connection with the charges or legibility of the telegram.

74. **Re-direction.**—Telegrams can be re-directed to a second address, either by an official of the Telegraph Office, or by an agent of the addressee. When official re-direction of telegrams is required, a notice to that effect must be given to the Telegraph Office concerned; printed forms for the purpose can be obtained from the local Telegraph Office. The person who gives notice is responsible for any charges that may be incurred. No additional charge will be levied for re-direction, if the two addresses are within the same town, but if in different towns the full inland rate will be charged for the re-direction. If the sum due has not been paid at the office where the telegram has been re-directed, the amount will be recovered from the addressee before delivery. State telegrams will be re-directed free.

75. Instructions left at the Telegraph Office regarding the re-addressing or re-direction of telegrams will be considered to be in force for a month only, after that period they will be liable to the fees prescribed by Rule 81.

76. Inland Telegrams may also be re-transmitted to India at the request of the addressee or some responsible resident acting on the addressee's behalf. In that case the full charge for the telegram from Ceylon to India will, when possible, be recovered from the addressee. Requests for re-transmission must be made in writing, and any one making such request must undertake to pay the charges which may not be collected by the Delivery Office. When no such undertaking accompanies a request to re-transmit, the telegram will be posted\* and the sender advised. Telegrams returned unopened with a new address in India will be similarly dealt with.

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\* A mail boat leaves Colombo daily for Tuticorin, and re-addressed telegrams which are to be posted to India will be forwarded by post to Tuticorin. There will be no charge for postage. (See Rules 106 and 107.)

**77. Undelivered Telegrams.**—When a telegram cannot be delivered, the Office of Destination, after a brief delay, sends a Service Telegram to that effect to the Office of Origin, and the sender is informed, except in the case of—

- (a) Telegrams addressed *To await arrival, Telegraphe Restant, Poste Restante, or Care of Telegraph (or Post) Office*; and
- (b) Telegrams to places beyond the free delivery radius, which have been duly posted and are subsequently returned as undelivered by the Post Office to the Telegraph Office which posted them.

In cases (a) and (b) when a charge has to be collected, the Service Advice of non-delivery is sent by post at the expiration of the period for retaining such correspondence.

**78.** When in consequence of an inexact or insufficient address, or of the addressee's absence or refusal, any charges due have not been paid at destination, the amount of these charges is mentioned in the Service Telegram, and the sender is bound to make them good.

**79.** If the messenger finds no one at the address given who will consent to receive a telegram for the addressee, a notice is left at the residence indicated, and the telegram is brought back to the Telegraph Office, to be delivered to the addressee, or to any person authorized by him to take delivery of it upon application from either. When the addressee duly advised as above of the arrival of the telegram does not take delivery within 24 hours, non-delivery is reported in accordance with Rule 77.

**80. Unclaimed Telegrams.**—Telegrams unclaimed or not delivered are not kept after two weeks by the Office of Destination.

**81. Directions about Delivery.**—For the registration of standing instructions regarding the delivery of telegrams during fixed hours the same fee as for the registration of an abbreviated address is levied (*vide* Rule 29). If the fee for a registered abbreviated address has already been paid, that fee will cover the registration of special delivery instructions. The above charge is not made in the case of Government Officials regarding State Telegrams.

### **Special Telegrams.**

#### *(A) Prepaid Replies.*

**82.** The sender of a Private Telegram or of a State Telegram addressed to a person, who is not entitled to send a Free State Telegram in reply, may prepay a reply, but the amount so prepaid shall not be less than 25 cents, and must not contain any fraction of 5 cents. The sender of a Reply-paid Telegram should write the words "Reply paid" in the space provided on the form (Rule 15 (d) and 21).

**83.** At destination the Telegraph Office delivers to the addressee a Reply Telegram Form, which entitles him to send free of charge from any Postal Telegraph Office in Ceylon or from any Railway Telegraph Office mentioned in sub-section V., and within the value of the amount prepaid, a telegram to any destination in Ceylon. Two or more Reply Telegram Forms may be used in payment of one Inland Telegram, but one Reply Telegram Form may not be used in payment of two or more telegrams. A Reply Telegram Form can prepay the cost of a telegram and its reply if necessary.

**84.** If the reply exceeds the amount notified in the Reply Telegram Form, the difference must be paid in cash or stamps by the sender of the reply (Rule 56). If, on the other hand, the amount notified on the Reply Telegram Form exceeds that of the reply, the difference, if it be not less than 50 cents, will be

refunded to the sender of the original telegram on application to the *Superintendent, Telegraph Check Office, Colombo*. No refund will be given on a Reply Telegram Form which has been prepaid by another Reply Telegram Form, and not by cash or stamps.

85. A Reply Telegram Form is available for only two months (date of issue included), after which it lapses.

86. When the addressee has not made use of the Reply Telegram Form, or has refused it, the money deposited for the reply can be refunded to the sender under the conditions of Rules 124 (d) and 127.

87. Should it be impossible to effect delivery of a Reply-paid Telegram, the Office of Destination sends a Service Telegram to that effect, and the sender is informed (Rule 77). The Reply Telegram Form remains attached to the telegram during the period of retention fixed by Rule 80, after which it is sent to the Telegraph Check Office, Colombo, to await any application for refund of the amount repaid that may be preferred by the sender according to Rule 127.

88. When a telegram to which a reply is prepaid is addressed to a place where there is no Telegraph Office, the telegram and Reply Telegram Form are forwarded to destination from the nearest Telegraph Office by ordinary post, free of charge.

89. It is not compulsory for the addressee to send a reply. The duty of the Office of Destination consists simply in the delivery of the Reply Telegram Form for the amount prepaid, and the addressee is at liberty to do what he pleases with it.

90. The sender of a State Telegram addressed to a Government Official who is entitled to send a Free State Telegram in reply cannot prepay a reply. In the case of a State Telegram addressed to a person who is not entitled to send a Free State Telegram in reply, any sum deposited by the sender under Rule 82 must be intended for no other purpose than to cover the cost of a return telegram.

*(B) Collated (or Repeated) Telegrams.*

91. *Collation* consists in the entire telegram (including the preamble) being repeated back immediately on its receipt by each office concerned in its transmission.

92. The sender of any telegram can require it to be *collated* or *repeated* to ensure correctness. In this case he must write the Instruction *T.C.* (Rules 15 (d) and 21). Collation cannot be required in respect of a telegram sent from or addressed to a Railway Telegraph Office.

93. The charge for collation is equal to one-fourth the charge for the telegram. In calculating this charge, fractions of 5 cents are reckoned as 5 cents.

94. State and Service Telegrams written in secret language are invariably collated free of charge (Rule 37).

*(C) Acknowledgments of Receipt.*

95. The sender of a telegram can require that a notice of the date and time at which his telegram is delivered to the addressee shall be notified to him as soon as possible after its delivery. He should write on the form the abbreviation (PC), see Rule 15 (d). When the telegram is forwarded to its final destination by post, deposited *poste restante*, or delivered to any intermediate agency, this notice mentions the date and time of such forwarding, deposit, or delivery. This Acknowledgment of Receipt may be

addressed to him at any place he may name. An Acknowledgment of Receipt cannot be required in respect of a telegram sent from or addressed to a Railway Telegraph Office.

**96.** The charge for an Acknowledgment of Receipt by telegraph is the minimum charge for an Inland Telegram.

**97.** In the case of non-delivery provided for in Rule 77, the Acknowledgment of Receipt is preceded by the Service Advice required by that rule. The Acknowledgment of Receipt is detained during the period prescribed in Rule 80, or is transmitted after the delivery of the telegram, if that becomes possible. At the expiration of this period, if the telegram has not been delivered, the charge for the Acknowledgment of Receipt is refunded to the sender of the telegram under the conditions of Rule 124 (f), if he has not already applied for such refund.

**98.** An Acknowledgment of Receipt, when it reaches the Office of Origin or the office indicated in the telegram (Rule 95), is notified to the sender. When the Acknowledgment of Receipt has reference to a telegram which has been re-addressed (Rule 74), the Office of Origin recovers if necessary from the sender any charges that may be due.

*(D) Multiple Telegrams.*

**99. Addressed to one Telegraph Office.**—Except as provided for in Rule 109, a telegram addressed to several persons in the same locality or in different localities served by the same Telegraph Office, or to the same person at several addresses in the same locality or in different localities served by the same Telegraph Office, is charged for as a single telegram; but a copying fee of 25 cents per 100 chargeable words, *plus* 25 cents for the excess, is charged for each destination after the first. Multiple Telegrams cannot be sent from or addressed to Railway Telegraph Offices [see Rule 2 (iii.)].

Copies of a Multiple Telegram will only be delivered by post from the Terminal Telegraph Office when addressed to places beyond the telegraph lines. Such copies cannot be posted to places where there are Telegraph Offices.

**100. Addressed to more than one Telegraph Office.**—A telegram addressed to several persons, or to the same person, in localities where delivery is to be effected by different offices, is charged for as so many separate telegrams, and shall be written on separate telegram forms. Telegrams addressed to offices which are also local Telegraph Offices within the free delivery radius of the Central Office are, however, treated as laid down in Rule 99. Press Telegrams addressed to more than one Telegraph Office are invariably treated as in Rule 99 (see Rule 111).

**101.** In the case provided for in Rule 99, each copy of the telegram delivered will bear its own particular address only.

**102.** Replies cannot be prepared on Multiple Telegrams.

*(E) Telegrams to be delivered by Post or Express.*

**103. Post or Express.**—Telegrams addressed to places where there are no Telegraph Offices may be delivered at destination, according to the request of the sender, either by post or by special messenger.

104. The address of telegrams to be conveyed beyond the telegraph lines should be written as follows :—

(a) If the message is to be posted from the nearest Telegraph Office :—  
To John Doe, Esq.,  
Gammaduwa. *Post* Matale.

(b) If the message is to be sent by special messenger :—  
*Office of Origin and Service Instructions* : Colombo = *XP. Rs. two* =  
To John Doe, Esq.,  
Welimada. *Express* Bandarawela.

The Instructions (*Post*) or (*XP. Rs. Two*) are not charged for (Rules 21 and 44).

105. Express or portage charges must be prepaid by the sender. The following are the rates charged beyond the limits of free delivery from a Telegraph Office :—

For day delivery, *i.e.*, for telegrams handed in at the Office of Origin between 5 A.M. and 5 P.M. :—

	Cents.
Over 3 miles and not exceeding 4 miles ..	40
Each additional mile or fraction of a mile ..	20

For night delivery, *i.e.*, for telegrams handed in at the Office of Origin between 5 P.M. and 5 A.M., double the above charges.

If the sender wishes that a telegram handed in between 5 P.M. and 5 A.M. (on which express messenger charges have to be paid) should not be sent out for delivery until daylight, he can pay day delivery rates and write *D.M.* (*i.e.*, Deliver Morning) in the Official Instructions.

For boat hire, see Rule 72.

If the correct distance is shown in the Official Distance Book, the sender must pay the charge in accordance with the above rates, and the telegram bears the sender's Special Instruction *Express Paid* or (*XP*) only. If the correct distance is not shown in the Official Distance Book, the sender must pay such sum as he thinks sufficient at the above rates, and the telegram must bear the Special Instruction *Express Rs.—* (or *XP—Rs.—*). If the sum deposited is found to be insufficient at the Office of Destination, the difference is recovered from the addressee before delivery.

106. **Postage.**—No charge is made for postage on a telegram addressed to a place in Ceylon where there is no Telegraph Office, or to a place out of Ceylon to which Ceylon Inland Postal rates apply, *e.g.*, India, but on telegrams to be posted to a place beyond the limits of the Ceylon Inland Postal Tariff the following additional charges must be paid to cover postage and registration :—

(i.) On a telegram to be posted to the United Kingdom or any British Possession which has joined the Penny Postal Union,\* 6 cents if the message is to be posted unregistered, and 16 cents if it is to be posted registered.

(ii.) On a telegram to be posted to a country which has not joined the Penny Postal Union, 15 cents if the message is to be posted unregistered, and 25 cents if it is to be posted registered.

Telegrams to be posted to a place beyond the limits of the Ceylon Inland Postal Tariff cannot be accepted at a Railway Telegraph Office.

107. **Inland Telegrams posted from Ceylon to India.**—Inland Telegrams to be posted to India may be addressed to Colombo, from which place a daily mail boat leaves for Tuticorin.

\* These British Possessions are named in the schedule of Foreign Postage Rates section.



*Example.*

To (person): Young,  
Royal Hotel,  
Tuticorin. *Post* Colombo.

*Text.*—Start by first steamer.  
*From* W. Collins.

The charge for such a telegram is the usual Inland rate, and, as stated in Rule 106, there is no charge for postage. The word *Post* is also not charged for (Rules 21 and 44).

**108. Inland Telegrams posted from Ceylon Ports.**—An Inland Telegram telegraphed to a Ceylon port to be posted under Rule 106 to a place beyond Ceylon limits must have the name of the port entered in the address, and the Instructions *Post* or *Post Registered* (Rules 15 (*d*), 19, and 21) before the name of the Telegraph Office from which it is to be posted.

*Example.*

To Mrs. Johnson,  
20, Cambridge Terrace,  
Hyde Park,  
London. *Post* Colombo.

*Text.*—Afraid my letter missed mail. Am quite well.  
*From* Johnson.

The charge for such a telegram would be the usual Inland rate, *plus* 6 cents or 15 cents for postage under Rule 106. If the sender desires the message to be registered before being posted, he should insert the Special Instruction *Post Registered* (or *PR*) before the name of the Telegraph Office from which it is to be posted. The charge for postage and registration would then be 16 cents or 25 cents under Rule 106.

**109.** Telegrams as in the preceding rule may also be multiple (Rule 99), but in such case the sender must pay the copying fee for each additional address, and also an additional fee for each for postage, or for postage and registration, as the case may be, according to the charges laid down in Rule 106. But such telegrams cannot be addressed partly to persons beyond the sea, and partly to persons at the port itself. If the sender wants the telegram also delivered to a person at the port itself, he must send it as a separate telegram.

Multiple Telegrams cannot be sent from a Railway Telegraph Office [see Rule 2 (iii.)].

**110. Employment of Post.**—In case of telegrams for places over three miles distant from the Telegraph Office of Destination that office is entitled to post such telegrams—

- (a) In the absence of directions in the telegram as to the means of delivery to be employed ; or
- (b) When there is an unpaid claim against the addressee for delivery charges on a previous telegram, which he has refused to pay.

Telegrams for places over three miles distant from the Telegraph Office of Destination must be posted by that office—

- (a) When such has been the request expressly made by the sender (Rule 103) or the addressee (Rule 75). The office of destination may, however, effect delivery by special messenger, even for telegrams bearing the Instruction *Post*, if the addressee has expressed a desire to receive his telegrams by special messenger, and has guaranteed to pay the charges.

- (b) When the Office of Destination has no more rapid means of delivery at its disposal.

### Press Telegrams.

111. Rates.—The following are the rates charged for Press Telegrams:—

Unit number of words .. .. .	100
Unit rate .. .. .	Re. 1.00
Each additional group of 50 words or less .. .. .	„ 0.50
Address .. .. .	Charged for

Multiple Press Messages will be charged for as in Rule 99, whether all the addressees are in the same town or not.

112. Conditions.—A Press Telegram to be accepted at Press rates must fulfil the following conditions:—

- (1) It must be addressed to a newspaper, the name of which has been registered by the Director of Telegraphs. A list of such registered newspapers is published in sub-section VI. Application for the registration of newspapers should be made to the Director of Telegraphs.
- (2) It must be addressed to the newspaper in accordance with its registered title, and to the town at which the newspaper is registered as being printed and published.
- (3) It must contain only intelligence which is clearly intended for publication in the strict sense of the term, and must not contain letters to the editor, advertisements, ordinary notices of births, marriages, and deaths, or anything for the publication of which a money payment is usually made.
- (4) It must be written in plain *English* so as to be intelligible to the Transmitting Offices, and must contain nothing of concealed meaning either in code language or cipher. Ordinary English words may be abbreviated.
- (5) If a Press Telegram be addressed to the editor, publisher, manager, or any other person connected with the newspaper by name or designation, it is chargeable at the full Inland rates (see condition (2)).
- (6) Whenever demanded a copy of every newspaper in which a Press Telegram is published must be furnished to the Telegraph Office from which that Press Telegram was delivered.
- (7) Long News Messages should be broken up into pages of about 75 words each. All the pages must be numbered consecutively, and each of them, except the last, should conclude with the words "More to follow" or (M T F). The last page should conclude with the words "End of Message." These words and numbers are not charged for. The name of the sender should be written at the top of each page, and the last word of each page should be repeated at the top of the next page. The interval of the handing in of the different pages should not exceed an hour. When this interval is exceeded, the pages handed in late will be treated as a fresh message and charged accordingly. In telegrams addressed to more than one newspaper, the full list of addresses need only be furnished with the first page, and each of the consecutively numbered pages will be considered to be addressed to all the newspapers.

*Note.*—Attention is specially directed to the necessity of writing as legibly as possible.

- (8) When a Press Message is addressed to more than one office, a sufficient number of copies of the text should, when practicable, be supplied to allow of its being telegraphed simultaneously to each office. Information as to the number of copies required can always be obtained beforehand from the Telegraph Office from which the news is to be sent.
- (9) In order that the Department may be able to make the necessary arrangements for the transmission of long Press Messages, it is necessary that twenty-four hours' notice in writing should be given to the Traffic Manager of Telegraphs or to the Chief Telegraph Master, Colombo, of the intention to send any Press Message containing more than 200 words. Such notice must give the following particulars :—  
(i.) The office and the time at which the message will be handed in ;  
(ii.) its length ; and (iii.) its addresses. When several Press Messages are tendered by the same person and at one time, such messages shall be counted together and dealt with as a single message for the purposes of this rule. Neglect to give the above notice will render such Press Messages liable to delay in transmission.

Press Telegrams in respect of which notice as required by condition (10) above has been given may be accepted at the rates given in Rule 111, even though tendered outside business hours. Press Telegrams tendered after business hours, of which no notice as required by condition (10) above has been given, will only be accepted on payment, in addition to the rates given in Rule 111, of the fees laid down for Private Telegrams in Rule 2.

Press Telegrams cannot be sent from or addressed to Railway Telegraph Offices.

**113. Stops.**—In Press Telegrams, where the sense so often depends upon the punctuation, specially in the case of long messages, full stops will be signalled free of charge, but this privilege will not be extended to other signs of punctuation.

**114.** The Press Telegram rates apply only to telegrams which satisfy all the conditions of Rule 112, and any subsequent claim made by the Telegraph Department for the difference between Press and full Inland rates must be satisfied immediately on demand.

**115. Press Telegrams accepted without Prepayment.**—Press Telegrams may be accepted without prepayment of charges from correspondents, provided that any newspaper which may desire the facility obtains previous sanction from the Director of Telegraphs and complies with the following conditions :—

- (i.) A deposit of such amount as may from time to time be fixed by the Director shall be lodged with him as security for the credit given.
- (ii.) The accounts for the messages sent without prepayment, which will be rendered by the *Superintendent, Telegraph Check Office, Colombo*, monthly, shall be paid within one week of the date on which they are rendered.

**116. Delivery.**—Press Telegrams are sent out for delivery as soon as received, by day or by night.

#### R e c o r d s .

**117. Period of Preservation.**—The originals of telegrams and documents relating to them are kept for two days only in Postal Telegraph Offices, after which time they are sent to the *Telegraph Check Office, Colombo*, where they are preserved for three months from the month following that in which the telegram was handed in, and then destroyed.

**118. Secrecy.**—The originals or copies of telegrams can only be communicated to the sender or to the addressee after proof of identity, or to the authorized representative of either of them.

**119. Copies.**—The sender or the addressee of a telegram, or the authorized representative of either, has a right to be furnished with a certified copy of the original telegram or of the copy delivered at destination on application to the Telegraph Office within two days, or to the *Superintendent, Telegraph Check Office, Colombo*, within the period of preservation (Rule 117). This right lapses after the expiration of the time fixed for preserving the records.

**120.** A fixed charge of 25 cents is made for every copy furnished in conformity with Rule 119, if the telegram does not exceed 100 words. Over 100 words, this charge is increased by 25 cents for each 100 or fraction of 100 words.

**121.** Copies cannot be supplied unless the senders, the addressees, or their authorized representatives furnish the necessary information to enable the telegrams to which their requests refer to be found.

**122. Extended Preservation.**—On the ground of pending or contemplated judicial proceedings, application may be made by an interested party to the *Superintendent, Telegraph Check Office, Colombo*, for the preservation of specified telegrams exchanged between other persons. Such application must be made within the period of preservation, and such telegrams will then be preserved for a period of three months beyond the ordinary date for destruction under Rule 117; at the expiration of this further period they will, in default of a renewed application, be destroyed. It must be understood that the duty of the Telegraph Department in the matter is confined to making the search and preserving the telegrams if found. No information as to the result of the search will be furnished, and any telegrams answering the description given, which may be found, will be produced only on the order of a competent Court of law or other competent authority.

**123. Fees for searching for Telegrams.**—Should the particulars furnished be insufficient to enable the Check Office at once to trace the telegrams applied for under either Rule 119 or Rule 122, the cost of searching for them must be deposited by the applicant. A fee of Re. 1 is charged for searching through the telegrams of any Telegraph Office for one day: thus, if it be required to examine the telegrams of two Telegraph Offices over a period of five days, the searching fee will be Rs. 10.

### Refunds.

**124. Private Telegrams.**—Refunds of the following charges on Private Telegrams are made to those who originally paid them on receipt of an application for such refund or of a complaint against the service:—

- (a) The full charge paid for every telegram which, through the fault of the Telegraph Service, has failed to reach its destination.
- (b) The full charge paid for every telegram which has been subjected to a delay of over twenty-four hours through the fault of the Telegraph Service.
- (c) The full charge paid for every Collated Telegram (Rule 92) which, owing to errors made in transmission, has manifestly failed to accomplish its object, unless the errors have been rectified by Paid Service Advices under Rule 41. No refund is granted for errors made in transmission of uncollated telegrams.

In the cases provided for in clauses (a), (b), and (c) the refund applies only to the charge of the actual telegrams not delivered, delayed, or mutilated, including the supplementary charges not utilized, but not to telegrams necessitated or rendered useless by such non-delivery, delay, or mutilation.

- (d) The full amount of every sum prepaid for a reply (Rule 82) when the addressee has not made use of the Reply Telegram Form or has refused it (Rule 86), or, when the Reply Telegram Form has been used, the difference, if it be not less than 50 cents, between the value of the Reply Telegram Form and the cost of the reply (Rule 84).
- (e) The full amount of every sum prepaid for a reply to a telegram which has not been delivered (Rule 87). The sender should forward with his application for refund (see Rule 127) the receipt granted for the original telegram and the report of non-delivery received by him.
- (f) The full charges for every telegram with prepaid reply which has manifestly been unable to fulfil its object owing to a service irregularity which warrants the return of the charges for the reply ; also the full charges for every prepaid reply which has manifestly been unable to fulfil its object owing to a service irregularity which warrants the return of the charges for the original telegram.
- (g) The supplementary charges pertaining to any special service which has not been rendered, as well as the charge for the corresponding supplementary instructions.
- (h) The full charge paid for every Paid Service Advice sent under Rules 41 and 42, if the repetition shows that the word or words repeated were transmitted incorrectly at first.
- (i) The full charge for every other Paid Service sent under Rules 41 and 42, necessitated by an error of the Telegraph Service.
- (j) The value of excess stamps affixed by the sender (Rule 63).
- (k) The value of the stamps affixed to a telegram cancelled before transmission, less a fee of 15 cents (Rule 66).

125. No refund is made for the telegram which has given occasion to a request for correction, nor are any refunds made for rectifying or completing telegrams exchanged direct between the sender and addressee (Rule 42).

126. In case of a partial refund on account of a Multiple Telegram, the total charge collected is divided by the number of copies, and the quotient represents the charge appertaining to each copy, the telegram itself counting, in this respect, as one copy.

127. (1) Every claim for refund and every complaint respecting telegrams shall be addressed to the *Superintendent, Telegraph Check Office, Colombo*, within two months from the date of the telegram.

(2) Every such claim and complaint shall be accompanied by documentary evidence, namely :—

- (a) In case of non-delivery or of delay, by a written statement from the Office of Destination, or from the addressee ;
- (b) In case of alteration or omission, by the copy of the telegram delivered to the addressee ;
- (c) In case of an unused Reply Telegram Form (Rule 86), by the Reply Telegram Form delivered to the addressee ;
- (d) In case of Paid Service Advices (Rule 43), by the receipts for the repetition message and the correction memorandum granted in connection therewith by the Telegraph Office of Delivery ;

- (e) In case of telegrams stamped in excess by the sender (Rule 63), or stamped and cancelled before transmission has begun (Rule 66), by the receipt (Rule 60) granted for the telegram ; and  
 (f) When made by the sender, the receipt for the telegram.

**Special Cases of Refunds.**—When no doubt exists as to an overcharge having been made on an Inland Private Telegram by the mistake of an official at any Telegraph Office, the overcharge is to be at once refunded by such office (Rule 63).

**Ready Reckoner for Charges on Inland Telegrams.**

Words.	Amount. Rs. c.	Words.	Amount. Rs. c.	Words.	Amount. Rs. c.
10	0 25	41	1 5	72	1 80
11	0 30	42	1 5	73	1 85
12	0 30	43	1 10	74	1 85
13	0 35	44	1 10	75	1 90
14	0 35	45	1 15	76	1 90
15	0 40	46	1 15	77	1 95
16	0 40	47	1 20	78	1 95
17	0 45	48	1 20	79	2 0
18	0 45	49	1 25	80	2 0
19	0 50	50	1 25	81	2 5
20	0 50	51	1 30	82	2 5
21	0 55	52	1 30	83	2 10
22	0 55	53	1 35	84	2 10
23	0 60	54	1 35	85	2 15
24	0 60	55	1 40	86	2 15
25	0 65	56	1 40	87	2 20
26	0 65	57	1 45	88	2 20
27	0 70	58	1 45	89	2 25
28	0 70	59	1 50	90	2 25
29	0 75	60	1 50	91	2 30
30	0 75	61	1 55	92	2 30
31	0 80	62	1 55	93	2 35
32	0 80	63	1 60	94	2 35
33	0 85	64	1 60	95	2 40
34	0 85	65	1 65	96	2 40
35	0 90	66	1 65	97	2 45
36	0 90	67	1 70	98	2 45
37	0 95	68	1 70	99	2 50
38	0 95	69	1 75	100	2 50
39	1 0	70	1 75		
40	1 0	71	1 80		

### SUB-SECTION III.—RULES FOR FOREIGN TELEGRAMS.

FOUNDED ON THE INTERNATIONAL TELEGRAPH CONVENTION.

*Note.*—The articles and regulations quoted in brackets after the numbers of the rules denote the corresponding rules in the International Telegraph Convention. Points not specifically provided for in these rules are dealt with in the manner prescribed in the Convention.

#### General.

**128. Foreign Telegrams** are those which are sent to, or received from, places beyond the limits of Ceylon. Such telegrams are subject to the regulations laid down by the *International Telegraph Convention*, to which the Government of Ceylon is a party. None of the parties to the Convention accept any responsibility on account of Foreign Telegrams. (For tariffs and rates, see Rules 202 and 203.)

**129. Legibility and Forms.**—To secure accuracy and rapidity of transmission, senders of telegrams are advised to write them in a clear and unmistakable hand, and on the proper forms, which can be obtained free of charge at all Telegraph Offices (Rule 3). Where possible it is advisable that telegrams should be typewritten. Telegrams written on plain paper are, however, accepted at all offices.

**130. Offices where Foreign Telegrams are accepted.**—Telegrams for places beyond the limits of Ceylon are accepted at Postal Telegraph Offices only.

**131. [Art. 7 and Reg. XLV., 1 and 2.] Objectionable Telegrams.**—The parties to the Convention reserve to themselves the right of stopping the transmission of any Private Telegram which may appear dangerous to the security of the State, or contrary to the laws of the country, to public order, or decency. The Terminal or any Intermediate Office may exercise this control on condition of immediately advising the Office of Origin. [Reg. XLV., 4.] Telegrams intended for a re-forwarding agency referred to in Rule 162, and which have been wrongly accepted, must be stopped by the Office of Delivery.

**132. Postmasters in Ceylon** will refuse to transmit any telegram which appears to be of the above character, and in case of doubt will refer the matter to the Postmaster-General.

**133. [Art. 8.]**—Each of the Contracting Governments reserves to itself the right to suspend the International Telegraph Service for an indefinite period, if it deem necessary, either generally, or only upon certain lines and for certain classes of correspondence.

**134. [Art. 5.] General Division.**—Telegrams are divided into four classes :—

- (a) State (or Government) Telegrams (Rule 170).
- (b) Service Telegrams (Rule 176).
- (c) Private Telegrams.
- (d) Press Telegrams (Rules 285 to 290).

[Reg. XXXII., 1.]—In transmission, State Telegrams take precedence of other telegrams, Service Telegrams take precedence of Private Telegrams, and Private Telegrams take precedence of Press Telegrams (Rule 285 (2)).

### Writing and Acceptance of Private Telegrams.

135. [Art. 6 and Reg. VI., 1, 2.]—The text of telegrams may be in plain or secret language, the latter being subdivided into code and cipher language. Each of these languages may be employed alone or conjointly with the others in the same telegram.

All the Administrations admit, in all their relations, telegrams in plain language. They may decline to forward or to receive for delivery private telegrams composed either wholly or in part in secret language; but they must allow these telegrams to pass in transit, unless the service be suspended. (Rule 133.)

136. [Reg. VII., 1.]—Plain language is that which offers an intelligible sense in one or more of the languages authorized for international telegraphic correspondence. The following are the languages authorized for Foreign Telegrams in plain language subject to the conditions of Rule 146 :—

Annamite	Italian
Arabic	Japanese
Armenian	Latin
Bohemian	Malay
Bulgarian	Norwegian
Croatian	Persian
Danish	Polish
Dutch	Portuguese
English	Roumanian
Finnish	Russian
Flemish	Ruthenian
French	Servian
German	Siamese
Greek	Slavonic
Hebrew	Spanish
Hungarian	Swedish
Illyrian	Turkish

Telegrams from Ceylon to India and *vice versa* may be in the vernacular languages of Ceylon or India or in any of the above languages.

In Private Telegrams in any language other than plain English or the vernacular languages of Ceylon or India the sender shall certify at the foot of the form (or at the back if more convenient) that the message does not contain combinations or alterations of words contrary to the usage of the language (see Rule 197).

137. [Reg. VII., 2.]—By “ Telegrams in Plain Language ” is understood those of which the text is written entirely in plain language. Nevertheless, the presence of code addresses, exchange quotations, commercial marks, letters representing the signals of the International Code of Signals employed in maritime telegrams, of abbreviated expressions currently used in ordinary or commercial correspondence, such as *rsup*, *job*, *cfi*, *cif*, *caf*, *sup*, *c/o*, *b/l*, or any other analogous expressions, the meaning of which is understood in the



country of origin, does not alter the character of a telegram in plain language.

**138.** [Reg. VIII., 1.]—**Code language** is that which is composed of words which do not form intelligible phrases in one or more of the languages authorized for telegraphic correspondence in plain language.

**139.** [Reg. VIII., 2.]—The words, whether genuine or artificial, must be formed of syllables capable of pronunciation according to the current usage of one of the following languages :—*English, French, German, Italian, Dutch, Spanish, Portuguese, or Latin.* Artificial words must not contain the accented letters ä, á, â, é, ñ, ö, ü.

**140.** [Reg. VIII., 3.]—Words in code language must not contain more than ten characters according to the Morse alphabet (Rules 146 and 147), the combinations æ, aa, ao, œ, ue, being counted as two letters each. The combination "ch" is also counted as two letters in artificial words. In Indo-Ceylon Telegrams the use of vernacular words is admissible as code.

**141.** [Reg. VIII., 4.]—Combinations which do not fulfil the conditions of Rules 139 and 140 are considered as belonging to letter cipher language—Rule 142 (1)—and charged accordingly. Compounds composed of two or more words in plain language, combined contrary to the usage of the language, are on no account admitted (see also Rule 197 *et seq.*).

In Private Telegrams worded in code language the sender shall certify at the foot of the form (or at the back if more convenient) that the code words are not combinations of two or more words in plain language contrary to the usage of the language.

**142.** [Reg. IX., 1.]—**Cipher language** is that which is composed—

- (1) Either of Arabic figures, of groups or series of Arabic figures having a secret meaning, or of letters (excluding the accented letters ä, á, â, é, ñ, ö, ü), groups, or series of letters having a secret meaning.
- (2) Of words, names, expressions, or combinations of letters not fulfilling the conditions of plain language (Rules 136 and 137), or of code language (Rules 138 to 141).

**143.** [Reg. IX., 2.]—The employment in one group of figures and letters having a secret meaning is not admitted. It is desirable to avoid the use of letter cipher as far as possible, as it is less easy to transmit than pronounceable groups of letters, and is, therefore, more liable to error. In cases where it is necessary to employ letter cipher it should be arranged in groups of five letters, in order to facilitate transmission.

**144.** [Reg. IX., 3.]—The groups referred to in Rule 137 are not considered as letter cipher, *i.e.*, as letters having a secret meaning.

**145.** [Reg. VIII., 2.]—Codes intended for correspondence in code language may be submitted to the telegraph administrations designated for the purpose, in order to allow those interested to obtain an assurance that the words contained in codes fulfil the conditions of the above rule. In Ceylon, code makers may submit their code to the Director of Telegraphs for submission to the Committee of Control.

146. [Reg. X., 1.] **Characters.**—Telegrams must be legibly written in characters which have their equivalents in the official table of telegraph signals, and which are in use in the country where the telegram is presented.

147. [Reg. X., 2.]—The following are the characters in use in Ceylon :—

(a) *Letters* :—A, B, C, D, E, É, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.

[Reg. XXXI.]—Except in code and cipher language the combination “ ch ” counts as one character of the Morse alphabet, so also do the twin vowels “ aa,” “ æ,” “ ao,” “ œ,” and “ ue,” commonly used to represent the continental modified vowels â, ä, ê, ö, and ü.

(b) *Figures* :—1, 2, 3, 4, 5, 6, 7, 8, 9, 0.

[Reg. X., 2.]—There are no telegraphic signals for Roman numerals, such as I., II., &c.

(c) *Signs of Punctuation, &c.* :—Full stop (.), Comma (,), Semicolon (;), Colon (:), Note of Interrogation (?), Note of Exclamation (!), Apostrophe (’), Hyphen or dash (-), Brackets or Signs of a Parenthesis ( ), Inverted Commas (“ ”), Bar of Division (/), Underline (—).

(d) [Reg. X., 2.]—Special Instructions and Conventional Signs :—

French.	Abbreviated Form.	English Meaning.
Réponse payée	.. RP x	.. Reply paid x words (Rule 239)
Collationnement	.. TC	.. Collation or repetition (Rule 246)
Accusé réception télégraphique (télégramme avec)	.. PC	.. Telegram with telegraphic acknowledgment of receipt (Rule 251)
Accusé réception postal (télégrammé avec)	.. PCP	.. Telegram with postal acknowledgment of receipt (Rule 251)
Faire suivre	.. FS	.. Telegram to follow addressee (Rule 255)
Express	.. Express	.. Express (Rule 272)
Express payé	.. XP	.. Express paid (Rule 276)
Express payé x	.. XP x	.. Express paid x francs (Rule 273)
Express payé télégraphe	.. XPT	.. Express paid telegraph (Rules 274 and 275)
Express payé lettre	.. XPP	.. Express paid, post (Rules 274 and 275)
Jour	.. J	.. To be delivered during the day only (Rule 224)
Nuit	.. Nuit	.. To be delivered at night
Poste	.. Poste	.. Post (Rules 226 and 270)
Poste recommandée	.. PR	.. Post registered (Rules 226 and 270)
Ouvert	.. Ouvert	.. To be delivered open (Rule 229)
Mains propres	.. MP	.. To be delivered into the hands of the addressee himself (Rule 228)
Télégraphe Restant	.. TR	.. To be kept at Telegraph Office till called for (Rules 222 and 235)
Poste Restante	.. GP	.. To be kept at Post Office till called for (Rules 222, 226, and 236)

French.	Abbreviated Form.	English Meaning.
Poste Restante recommandée	... GPR ..	To be registered and kept at Post Office till called for (Rule 226)
x Adresses	.. TM x ..	x Addresses (Rule 264)
Communiquer toutes adresses	.. CTA ..	Communicate all addresses (Rule 268)
x Jours	.. — ..	x Day s

**148.** [Reg. X., 3.] **Erasures, &c.**—Every interlineation, or insertion, reference, erasure, or re-written word must be authenticated by the sender or by his representative.

**149.** [Reg. XI.] **Parts of a Telegram.**—The different parts forming a Foreign Telegram should be written in the following order :—

- (a) Special Instructions (Rules 150 to 152).
- (b) The Address (Rules 153 to 165).
- (c) The Text (Rules 166 and 174).
- (d) The Sender's Name (Rules 167 and 174).

**150.** [Reg. XII.] **Special Instructions.**—The sender should write upon the form, in the place provided for the purpose, such of the Special Instructions prescribed in Rule 147 (d) as he may desire to make use of.

**151.** [Reg. XII., 2.]—In the case of a Multiple Telegram, the Special Instructions which concern each addressee should be written immediately before his name ; but in the case of a Collated Multiple Telegram it is sufficient if the Special Instruction for Collation (Rule 246) precedes the first address.

**152.** [Reg. XII., 3.]—Special Instructions may be written in the abbreviated forms allowed in Rule 147 (d). In this case the Counter Clerk should place each of them between double dashes, thus : “ = Rp x =, = T. C. =, ” and so written they are counted each as one word only (Rule 186 (7) ). When they are written in plain language, they should be in *French*.

**153.** [Reg. XIII., 1.] **Address.**—Every address must contain at least two words, the first designating the addressee, the second indicating the name of the Telegraph Office of Destination. The latter should be spelt as in the *Official List of Offices (Nomenclature des bureaux télégraphiques)*—see Rule 186.

**154.** [Reg. XIII., 2.]—The address must contain all the particulars necessary to ensure the delivery of the telegram to the addressee. These particulars, with the exception of names of persons, should be written in *French* or in the language of the country of destination.

**155.** [Reg. XIII., 3.]—The address of Private Telegrams must be such that delivery to the addressee can be effected without search or inquiry.

**156.** [Reg. XIII., 3.]—For large towns the name of the street and the number of the house must be given, or, in the absence of these particulars, the profession of the addressee, or any other useful information.

**157.** [Reg. XIII., 3.]—Even for small towns the name of the addressee must if possible be accompanied by additional particulars to guide the office of destination in case of alteration of the proper name.

**158.** [Reg. XIII., 4.]—When a telegram is addressed to one person care of another, the address must contain, immediately after the name of the real addressee, one of the indications “ *chez,* ” “ *aux soins de,* ” “ *C/o,* ” “ *with,* ” “ *care of,* ” or any other equivalent.

159. [Reg. XIII., 5.]—The name of the Telegraph Office of Destination must be placed after the words in the address which serve to designate the addressee and his place of residence when given. It must be written as it appears in the first column of the official *Nomenclature*. This name can only be followed by that of the territorial subdivision or of the country, or by both of these. In the latter case, it is the name of the territorial subdivision which must immediately follow that of the Telegraph Office of Destination.

160. [Reg. XIII., 6.]—When the name of the Office of Destination has not yet been published in the Official *Nomenclature*, the sender must complete the address by the name of the country or of the territorial subdivision, or by any other information which he considers sufficient for the forwarding of his telegram, which, however, is only accepted at the sender's risk. This rule applies to the Office of Origin also.

161. **Telegraph Offices in the neighbourhood of London.**—In telegrams addressed to Telegraph Offices in the neighbourhood of London, the names of which appear in the Official List of Offices (Rule 153), it is not necessary to add the word London in the address. Telegrams for places\* in London itself, the name of which do not appear in the Official List of Offices (Rule 153), cannot be accepted unless addressed *London* as the name of the Terminal Office.

162. [Reg. XIII., 9.] **Insufficient Address.**—Telegrams, the addresses of which do not satisfy the conditions laid down in Rules 153 and 160, are refused.

[Reg. XIII., 9.]—Telegrams addressed to a telegraph re-forwarding agency, which is known to be organized for the purpose of evading payment of the full rate chargeable for the transmission of telegrams without intermediate re-transmission between the Office of Origin and their ultimate destination, are also refused.

163. [Reg. XIII., 10.]—In all cases of insufficient address telegrams must only be accepted at the sender's risk, if he persists in demanding transmission.

[Reg. XIII., 11.]—In all cases the sender has to bear the consequences of an insufficient address.

164. [Reg. XIII., 7.] **Abbreviated Addresses.**—The address may be written in a preconcerted or abbreviated form, but the right of an addressee to have a telegram thus addressed delivered to him is subject to an arrangement made between such addressee and the Telegraph Office which has to deliver the telegram. For conditions for the registration of abbreviated addresses in Ceylon, see Rule 29. †

\* These are :—Acton, Anerley, Balham, Barnes, Blackheath, Catford, Chingford, Chiswick, Ealing, Edmonton, Finchley, Hampstead, Hanwell, Hendon, Hornsey, Lewisham, Leyton, Leytonstone, Merton Bridge, Mortlake, Norwood, Penge, Plaistow, Putney, Roehampton, Southgate, Stratford, Streatham, Sydenham, Tooting, Tottenham, Walthamstow, Wandsworth, Wanstead, West Ham, Whetstone, Wimbledon, and Woodford.

† Senders of Foreign Telegrams to England under preconcerted or abbreviated addresses are warned that unless such addresses are registered, not only with the Indo-European and Eastern Telegraph Companies, but also with the British Post Office, there is a risk of non-delivery, especially in the event of interruptions on one route requiring telegrams to be diverted to another. Registration at the Eastern or Indo-European Companies' offices is not recognized by the British Post Office. Telegrams should not be sent *via* Turkey to preconcerted or abbreviated addresses in England unless such addresses have been registered by the British Post Office. Claims for refunds on telegrams are rejected by the authorities in England when addresses have not been duly registered.

**165.** Registered abbreviated addresses are treated as plain language (Rule 188) when occurring in the *address* or as the *sender's name* in both Plain and Code Language Telegrams, and also in the *text* of Plain Language Telegrams. When in the *text* of a Code Language Telegram, they are treated according to Rule 190.

**166.** [Reg. XIV., 1.] **Text.**—The text of a telegram may be omitted.

**167.** [Reg. XIV., 2.]—The sender's name is not obligatory; it may be written by the sender in an abbreviated form in customary use or replaced by a registered address.

**168.** **Signature.**—The true signature and address of the sender (which are not charged for or transmitted) must always be written at the foot of the telegram. In the case of telegrams from a mercantile firm, if the name of the firm is written, it should be accepted, but if stamped, it should be attested by the signature, or initials, of a responsible member of the firm.

**169.** [Reg. XIV., 3.]—The sender of a Private Telegram is bound to prove his identity, if requested to do so by the Office of Origin.

### State Telegrams.

**170.** [Art. 5, 1.] **Definition.**—State (or Government) Telegrams are generally defined in the International Telegraph Convention to be those which emanate from the Chief of the State, Ministers, Commanders-in-Chief of Land or Sea Forces, and Diplomatic or Consular Agents of the Contracting Governments, as well as the replies to such telegrams. The rates for State Telegrams quoted in the table of charges for Foreign Telegrams can be claimed by the above-mentioned Officials of those Governments only which are named in the footnotes attached to those respective rates.

**171.** [Reg. XV., 2.] **Replies to State Telegrams.**—The right to send a reply as a State Telegram is established by the production of the original State Telegram.

**172.** [Reg. XV., 3.] **From Consular Agents.**—Telegrams from Consular Agents engaged in commerce are only considered as State Telegrams when they are addressed to State Officials and are connected with the business of the State. Nevertheless, telegrams which do not fulfil the last named conditions are accepted by the offices and transmitted as State Telegrams, but these offices immediately report them to their own administration.

**173.** [Reg. XV., 4.] **Language.**—The text of State Telegrams may in all circumstances be composed of secret language.

**174.** [Reg. XV., 5.]—State Telegrams which do not fulfil the conditions of Rules 136 to 145 are not refused, but are notified by the office which discovers the irregularities to its own Administration.

**175.** [Reg. XV., 6.]—State Telegrams when they are written wholly or partly in secret language (code, or figure, or letter cipher) are repeated in their entirety by the Receiving Office in the same manner as is done with Collated Telegrams (Rules 247 and 248).

### Service Telegrams.

**176.** [Art. 5, 2.]—Service Telegrams are those which emanate from the Telegraph Administrations of the Contracting States, and which relate either to the International Telegraph Service or to objects of public interest agreed upon between the said Administrations.

[Reg. XVI.]—Service Telegrams are divided into Service Telegrams properly so called and Service Advices. All Service Telegrams are transmitted free, except in the cases specified in Rules 177 and 178.

### Paid Service Advices.

177. [Reg. XVII., 1.]—The sender and addressee (or the authorized representative of either of them) of any telegram already transmitted or in course of transmission may, during the period of preservation of the records, *i.e.*, ten months, and after they have proved, if necessary, their right and their identity, cause inquiry to be made, or instructions to be given, respecting such telegram by telegraph. They may also, in order to make or obtain corrections, cause a telegram which they have sent or received to be repeated, entirely or in part, by the Office of Destination or by the Office of Origin or by a Transit Office. In all such cases they have to deposit the following amounts :—

- (a) The cost of the telegram making the request.
- (b) The cost of a telegram for the reply if a reply by telegraph is necessary.

In the case of a repetition asked for by the addressee, he must pay the full charge for each word to be repeated.

Those which are sent at the request of the addressee in order to obtain the repetition of a passage suspected to be erroneous imply always a telegraphic reply, and the insertion of the indication = R.P x = is not necessary. In other cases in which a telegraphic reply is requested this indication must be employed.

178. [Reg. XVII., 2.]—Rectifying, completing, or cancelling telegrams and all other communications relating to a telegram already transmitted or in course of transmission, when they are addressed to a Telegraph Office, must be exchanged exclusively between the offices under the form of Paid Service Advices at the cost of the sender or the addressee making the demand.

179. [Reg. XVII., 6.]—The charges for the above-mentioned Service Advices are refunded under the condition fixed by rule 299 when the advices are necessitated by errors of the Telegraph Service.

180. [Reg. XVII., 7.]—When the words of which the repetition is requested are written in a doubtful manner, the Office of Origin consults, in the first instance, the sender. If he cannot be found, the Office of Origin adds to the repetition a note : “ Writing doubtful.”

181. [Reg. XVII., 8.]—The various communications mentioned above may be made by post through the agency of the Telegraph Offices of Origin or Destination. They are sent under registered covers at the cost of the person who makes the request, and who should in addition pay the cost of a reply by post, when he demands one.

### Counting of Words.

182. [Reg. XVIII., 1.] **What is counted.**—All that the sender writes upon the form, to be transmitted to his correspondent, is charged for, and consequently included in the number of words. Nevertheless, dashes which only serve to separate upon the form the different words or groups of a telegram are neither charged for nor transmitted. Signs of punctuation, apostrophes, and hyphens are only transmitted, and consequently charged for, on the formal request of the sender.

**183.** When signs of punctuation, instead of being used singly, are repeated one after the other, they are charged for as groups of figures (Rule 166).

**184.** [Reg. XVIII., 2.] **Preamble.**—The name of the Office of Origin, the date and time of acceptance, the instructions as to the route, and the words, numbers, or signs which constitute the preamble, and are added by the Telegraph Office for official purposes, are not charged for; such of these particulars as reach the Office of Delivery appear on the copy delivered to the addressee.

All telegrams are timed by Ceylon Standard time, which is 5½ hours in advance of Greenwich time.

**185.** [Reg. XVIII., 3.]—The sender may insert the particulars referred to in Rule 184 wholly or in part in the *text* of his telegram, but in that case they will be charged for.

**186.** [Reg. XIX., 1.]—In all languages the following are each counted as one word :—

1. In the address :—

(a) The name of the Telegraph Office of Destination when written as given in the first column of the *Official Nomenclature of Offices* or *Nomenclature des bureaux télégraphiques* (Rule 153), and completed, if necessary, by the particulars also given in that column.

(b) The names of territorial subdivisions or countries respectively, if they are written as given in the said *Nomenclature*, or of their alternative names as given in its preface.

(c) Initial letters standing for prenames, Christian names, titles, &c. The joining together of such letters into groups is inadmissible.

(2) In telegraph money orders the name of the postal issuing office, the name of the postal paying office, and that of the locality where the payee resides.

(3) Every code word which fulfils the requirements of Rules 138 to 140.

(4) Every isolated character, letter, or figure, as well as every sign of punctuation, apostrophe, or hyphen, transmitted at the request of the sender (Rule 182).

(5) Underline.

(6) Parenthesis (the two signs which serve to form).

(7) Inverted commas, *i.e.*, the two signs placed at the commencement and end of one and the same passage.

(8) Special Instructions written in the abridged form authorized in Rule 147 (d).

When the different parts of each of the expressions charged for as one word and indicating—

(1) The office of destination ;

(2) The territorial subdivision ;

(3) The country of destination ;

(4) The names indicated above appearing in telegraphic money orders—  
are not written as one word, the Counter Clerk joins them up.

**187. Plain Language.**—In telegrams in which the text is written entirely in plain language, each single word and each authorized compound are counted respectively at the rate of one word for each fifteen characters according to the Morse alphabet, *plus* one word for the excess, if any.

In Private Telegrams in any language other than plain English or the vernacular languages of India or Ceylon, the sender shall certify at the foot of the form (or at the back if more convenient) that the message does not

contain combinations or alterations of words contrary to the usage of the language (Rule 197).

188. In Plain Language Telegrams, registered abbreviated addresses (Rule 165), whether used as the address (Rule 193) or in the place of the sender's name or occurring in the text are always treated as words in plain language, and counted at the rate of fifteen characters to the word.

189. [Reg. XIX., 4.] **Code Language.**—In code language the maximum length of a word is fixed at ten characters, counted in accordance with provisions of Rule 140.

190. [Reg. XIX., 4.] **Mixed Telegrams.**—Words in plain language inserted in the text of a mixed telegram, *i.e.*, composed of words in plain language and words in code language, are each counted at the rate of one word for each indivisible series of ten characters which they contain.

This rule applies also to proper names, including registered addresses (Rule 165).

191. [Reg. XIX., 4.]—If the mixed telegram contains in addition cipher language, the passages in cipher are counted according to the stipulations of Rule 195.

192. [Reg. XIX., 4.]—If the mixed telegram is composed only of passages in plain language and of passages in cipher language, the passages in plain language are counted according to the stipulations of Rule 187, and the passages in cipher language according to those of Rule 195.

193. [Reg. XIX., 5.]—The address in telegrams, of which the text is written wholly or partly in code language, is charged according to the stipulations of Rules 186 and 187. The sender's name is charged for according to the same stipulations, those of Rule 186, clauses 1 (*a*) and (*b*), excepted.

194. [Reg. XIX., 6.] **Use of Apostrophes and Hyphens.**—Words separated by an apostrophe or joined by a hyphen are counted as so many separate words.

195. [Reg. XIX., 7.] **Figures, Letter Cipher, and Commercial Marks.**—Groups of figures or of letters, commercial marks composed of figures and letters are counted as one word for each five figures or five letters which they contain, *plus* one word for any excess. Each of the combinations æ, aa, ao, œ, ue; and ch is counted as two letters. When commercial marks form part of the text of a telegram, the sender should certify them to be such at the foot of the form.

196. [Reg. XIX., 7.] **Signs used with Figures or Letters.**—Decimal points, or full stops, commas, colons, dashes, and bars of division are each counted as a figure or a letter in the group in which they occur. This also applies to each letter added to groups of figures to form ordinal numbers, as well as to letters or figures added to the number of a house in an address, even in the case of an address in the text or in the signature (*i.e.*, "Pe son from") of a telegram.

197. [Reg. XIX., 8.] **Combinations or alterations of words contrary to the usage of the language are not admitted (Rule 141).** The same applies to combinations or alterations sought to be concealed by reversing the order of letters or syllables. Nevertheless, the names of towns and countries, patronymics (family names) of one and the same person, the names of places, squares, boulevards, streets, and other kinds of public places; the names of vessels, whole numbers, fractions, decimal or fractional numbers, written entirely in words, and compound words admitted as such in the *English* or



*French* languages, and which can, if a question arises, be justified by reference to a dictionary, may be respectively written as single words without either apostrophe or hyphen (Rule 194).

198. [Reg. XIX., 9.] **Counting by Office of Origin decisive.**—The counting of words by the Office of Origin is decisive both for purposes of transmission and of the international accounts. When, however, a telegram contains combinations or alterations of words of one of the languages of the country of destination, or of a language other than those of the country of origin, contrary to the usage of such language, the Office of Destination is empowered to recover from the addressee the amount of the undercharge. In this case the telegram is not delivered to the addressee until he has paid the undercharge. If the addressee should decline to pay, a Service Advice is sent to the Office of Origin, explaining the cause of non-delivery, and mentioning the amount of the undercharge due. Should the sender, duly notified of the reason for non-delivery, agree to pay the undercharge, a Service Advice is sent to the Office of Destination, which then delivers the telegram.

In applying this rule in Ceylon the language of the country is considered to be *English*. The rule applies also to the vernaculars in case of telegrams from India (Rules 136 to 140).

199. [Reg. XIX., 10.] **Inadmissible Groups or Words.**—When the Office of Origin discovers, after the charge has been collected, that a telegram contains either inadmissible combinations or alterations of words, or of expressions or words which, although not fulfilling the conditions of plain or code language, have been charged for as belonging to those languages, it applies to these expressions or words, for the calculation of the undercharge to be recovered from the sender, the rules to which they should have been respectively subjected. The combinations or alterations are counted in accordance with the number of words which they would contain if they were written in the usual manner.

200. The Office of Origin acts in the same manner when the irregularities are brought to its notice by a Transit Office or by the Office of Destination. Nevertheless, neither of these two latter offices may delay the forwarding or delivery of the telegram, except in the case provided for in Rule 198.

201. [Reg. XX., 1.] **Examples of Counting.**—The following examples show how the rules for counting words are to be interpreted:—

		Number of Words.	
		In	In
		Address.	Text.
New York*	.. ..	1	2
Newyork	.. ..	1	1
Frankfurt Main*	.. ..	1	2
Frankfurtmain	.. ..	1	1
Sanct Poelten*	.. ..	1	2
Sanctpoelten	.. ..	1	1
Emmingen, Bz. Hannover*†	.. ..	1	2
Emmingen Württemberg*†	.. ..	1	2
New South Wales*	.. ..	1	3
Newsouthwales	.. ..	1	1
XP, 2·50 ( <i>Special Instructions in abridged form</i> )	.. ..	1	—

\* In the address these several expressions are joined together by the Counter Clerk if the sender has not already done it himself.

† *Bz Hannover* and *Württemberg* following *Emmingen* serve to complete the designation of two offices of the same name, and are so printed in the first column of the official *Nomenclature* (Rules 153 and 186).

	Number of Words.
Van de Brande .. .. .	3
Vandebrande ( <i>name of person</i> ) .. .. .	1
Du Bois .. .. .	2
Dubois ( <i>name of person</i> ) .. .. .	1
Belgrave square .. .. .	2
Belgravesquare ( <i>contrary to the usage of the language</i> ) .. .. .	2
Hyde park .. .. .	2
Hydepark ( <i>contrary to the usage of the language</i> ) .. .. .	2
Hydepark square* .. .. .	2
Hydeparksquare ( <i>contrary to the usage of the language</i> ) .. .. .	2
St. James street .. .. .	3
Saintjames street .. .. .	2
Rue de la Paix .. .. .	4
Rue delapaix .. .. .	2
Responsabilité ( <i>14 characters</i> ) .. .. .	1
Kriegsgeschichten ( <i>15 characters</i> ) .. .. .	1
Inconstitutionnalité ( <i>20 characters</i> ) .. .. .	2
Wie geht's ( <i>instead of wie geht es</i> ) .. .. .	3
A-t-il .. .. .	3
C'est-a-dire .. .. .	4
Anjourd'hui .. .. .	2
Anjourdhui .. .. .	1
Porte-monnaie .. .. .	2
Portemonnaie .. .. .	1
Prince of Wales ( <i>ship</i> ) .. .. .	3
Princeofwales ( <i>ship</i> ) .. .. .	1
$\frac{3}{4}$ 8 ( <i>4 characters</i> ) .. .. .	1
44 $\frac{1}{2}$ ( <i>5 characters</i> ) .. .. .	1
444 $\frac{1}{2}$ ( <i>6 characters</i> ) .. .. .	2
444·5 ( <i>5 characters</i> ) .. .. .	1
444·55 ( <i>6 characters</i> ) .. .. .	2
44/2 ( <i>4 characters</i> ) .. .. .	1
44/ ( <i>3 characters</i> ) .. .. .	1
2% ( <i>4 characters</i> ) .. .. .	1
2 P % .. .. .	3
2 % ( <i>5 characters</i> ) .. .. .	1
2 P ‰ .. .. .	3
54-58 $\frac{1}{2}$ ( <i>5 characters</i> ) .. .. .	1
17 me ( <i>4 characters</i> ) .. .. .	1
17th ( <i>4 characters</i> ) .. .. .	1
Le 1529me ( <i>1 word and 1 group of 6 characters</i> ) .. .. .	3
The 1529th ( <i>1 word and 1 group of 6 characters</i> ) .. .. .	3
Dixcinquante .. .. .	1
10 francs 50 centimes (or) 10 fr. 50 c. .. .. .	4
10 shillings 10 pence (or) 10s. 10d. .. .. .	4
10 Rs. 10 cts. .. .. .	4
10 fr. 50 $\frac{1}{2}$ .. .. .	3
10s. 10 .. .. .	3
10 Rs. 10 .. .. .	3
fr. 10·50 .. .. .	2
s. 10, 10 .. .. .	2
Rs. 10, 10 (or) Rs. 10/10 .. .. .	2
11h. 30 .. .. .	3
11-30 .. .. .	1
Eight/10 .. .. .	2
Huit/10 .. .. .	2
5/douziomes .. .. .	2

\* In this case the expression *Hydepark*, written as a single word, counts as only one word, because the word *park* forms an integral part of the name of the square.

	Number of Words.
5/twelfths .. .. .	2
May/August .. .. .	3
5 <sup>dis</sup> (number of house) .. .. .	1
15A (number of house) .. .. .	1
15-3 or 15/3 (number of house) .. .. .	1
30 <sup>a</sup> (30 exposant a)* .. .. .	3
30 <sup>a</sup> (30 to power a)* .. .. .	4
15 × 6 (15 multiplié par 6)* .. .. .	4
15 × 6 (15 multiplied by 6)* .. .. .	4
Two hundred and thirty-four .. .. .	5
Two hundred and thirty-four (23 characters) .. .. .	2
Troisdeuxtiers .. .. .	1
Unneufdixièmes .. .. .	1
Deux mille cent quatre-vingt-quatorze .. .. .	6
Deuxmillecentquatrevingtquatorze (32 characters) .. .. .	3
E .. .. .	1
Emvthf (6 characters) .. .. .	2
Emvchf (6 characters) .. .. .	2
G.H.F. (Commercial mark or secret language; a group of 3 characters) .. .. .	1
G.H.F. (Commercial mark or secret language; a group of 6 characters) .. .. .	2
G.H.F. (without final stop) (Commercial mark or secret language; a group of 5 characters) .. .. .	1
G.H.F. 45 (Commercial mark; a group of 5 characters) .. .. .	1
G.H.F. 45 (Commercial mark; a group of 8 characters) .. .. .	2
E M (Isolated letters, initials of Christian names) .. .. .	2
EM (Initials of two Christian names, wrong combination) .. .. .	2
197 <sup>a</sup> /199 <sup>a</sup> (Commercial mark; a group of 9 characters) .. .. .	2
AP/M (Commercial mark or secret language; a group of 4 characters) .. .. .	1
3/M (Commercial mark; a group of 3 characters) .. .. .	1
The business is <u>very urgent</u> ; <u>ccme without delay</u> (8 words and 2 underlines) .. .. .	10
Received news of you indirectly (very bad) telegraph immediately. (9 words and 1 passage within parenthesis) .. .. .	10
Received letter from Pera reliable source which says "Conversion business hindered by syndicate bankers." (14 words and a passage in inverted commas) .. .. .	15

### Tariffs and Charges.

202. [Art. 10 and Reg. XXVII., 5, 6, Reg. XXII., and Reg. XLI., 1.] **Tariffs.**—The franc is the monetary unit employed in Foreign Tariffs, and all accounts with Foreign Administrations are settled in gold. Charges in Ceylon are collected at the standard rate of Rs. 15 = £1. = 25 francs. The Tariffs for telegrams are made up of the shares of the different Administrations concerned, which may alter them from time to time. The Tariffs vary also according to the route employed (Rules 210 to 214).

203. [Reg. XXIII., 1.] **Charge by the Word.**—The charge for a telegram is by the word pure and simple, and the minimum charge is for a telegram of two words (Rules 153, 166, and 167). Tables showing the rates per word to foreign countries are published in sub-section IV.

\* The telegraph is not able to reproduce such expression as 30<sup>a</sup>, 15 × 6, &c. Senders of telegrams must, therefore, replace them by the full signification, thus: 30 to power a, 15 multiplied by 6, &c.

204. [Reg. XXIX., 1.] **Prepayment of Charges.**—The charges for telegrams must be prepaid, with the exception of the additional charges on telegrams to follow (Rule 260), the charge for delivery by special messenger (Rule 271), and extra charges for alterations or illegal combinations of words discovered by the Office of Destination (Rule 198), all of which are recovered from the addressee.

Sovereigns and half sovereigns are accepted, if tendered, at the equivalent of Rs. 15 and Rs. 7·50, respectively.

205. [Reg. XXIX., 2.] **Receipts.**—The sender of a telegram can claim a receipt showing the amount paid. Senders of telegrams should examine their receipts to see if they are correct.

206. [Reg. XXIX., 4.] **Recovery of Bearing and other Charges from Addressee.**—In every case where charges have to be collected on delivery, the telegram is only handed to the addressee upon payment of the amount due.

207. **Cash or Stamps.**—At offices authorized to accept Foreign Telegrams the charges must be paid in cash or stamps. (For particulars, see Rule 56.)

208. [Reg. XXX., 1.] **Undercharges** made in error, and charges and expenses not recovered from the addressee, in consequence of his refusal to pay them, or the impossibility of finding him, must be made good by the sender, except when the rules provide otherwise. (See Rule 261).

209. [Reg. XXX., 2.]—**Overcharges** made in error are returned to those entitled to them. No refund, however, is made of the value of the stamps in excess affixed by the sender, unless he applies for it to the *Superintendent, Telegraph Check Office, Colombo*, and sends with his application the receipt granted for the telegram.

### Route.

210. [Reg. XLI., 1.]—The main routes by which telegrams may be transmitted are indicated in the Tariff Tables published in sub-section IV. Particulars of other routes and rates can be obtained by application to the Chief Telegraph Master, Colombo.

211. [Reg. XLI., 2.]—The sender who wishes to prescribe the route should write the corresponding direction on the telegram. The sender may specify the actual route to be followed or mark the telegram *Best Route* or *Cheapest Route*. Indications as to route are transmitted free (Rule 184).

212. [Reg. XLI., 3.]—When the sender has prescribed the route to be followed, the Telegraph Offices concerned are bound to carry out his wishes, unless the route named be interrupted, or transmission by it seems likely to involve serious delay, in which cases the sender cannot raise any objection to the employment of another route.

213. [Reg. XLI., 4.]—If, on the contrary, the sender does not prescribe the route, the telegram is sent by the best working route for which sufficient charges have been received. Where the charges are the same, the offices where routes diverge will decide by which to forward the telegram.

214. When the forwarding of a telegram can be effected by several routes belonging exclusively to the same Administration, it rests with that Administration, in the case of private correspondence, to decide, in the best interests of senders, in which direction the telegram shall be forwarded over its lines. The senders cannot, in this case, specially demand the employment of one of these routes.

### **Interruption of Telegraph Communication, Transmission in Duplicate.**

**215.** [Reg. XLII., 1.]—When an interruption to the regular means of telegraphic communication occurs during the transmission of a telegram, the office beyond which the interruption exists, or an office situated further back and having at its disposal an alternative telegraph route, immediately sends the telegram by such a route, or, failing that, by special messenger or by post (*registered* if possible).

**216.** If it is found that a telegram cannot be sent to its destination owing to interruption of the specified route taking place after the telegram was accepted, the sender will be communicated with, and asked to pay the additional charge if he wishes his telegram diverted to a more expensive route.

**217.** [Reg. XLII., 3.]—An office which has recourse to means of transmission other than telegraphic, addresses the telegram according to circumstances, either to the nearest telegraph office able to re-transmit it, or to the Office of Destination, or to the addressee himself, when this re-transmission takes place within the limits of the State of Destination. As soon as communication is re-established, the telegram is transmitted afresh by telegraph, unless its receipt has been previously acknowledged, or unless, on account of an exceptional accumulation of traffic, this re-transmission would be manifestly prejudicial to the general service.

### **Cancellation of a Telegram at the Request of the Sender.**

**218.** [Reg. XLIV.] **Before Transmission.**—The sender of a telegram or his authorized representative can, on proving his identity, stop its transmission, if in time.

**219.** [Reg. XLIV., 2.]—When he cancels it before transmission has begun, the charges are returned, less a fee of 15 cents.

**220.** If the stamps have already been defaced, the refund can be made only by the *Superintendent, Telegraph Check Office, Colombo*, to whom the receipt should be sent with an application for refund.

**221.** [Reg. XLIV., 3.] **After Transmission.**—If the telegram has been transmitted by the Office of Origin, the sender's only means of requesting its cancellation is by a Paid Service Advice forwarded in accordance with Rule 177 and addressed to the Office of Destination. The sender must pay, at his option, the cost of either a telegraphic or postal reply to the notice of cancellation. So far as is practicable, this Service Advice is transmitted in succession to the offices through which the original telegram has transited until it overtakes the latter. If the telegram has been delivered to the addressee, the latter is informed of its cancellation unless the Service Advice contains instructions to the contrary. The office which cancels the telegram, or which delivers the notice of its cancellation to the addressee, advises the Office of Origin accordingly. The information is given by telegraph if the sender has paid for a telegraphic reply to the notice of cancellation, otherwise it is sent by post as a paid letter. If the telegram is cancelled before having reached the Office of Destination, the charges for the original telegram, for the Service Advice of cancellation, and for any telegraphic reply prepaid to such advice in respect of the distance not traversed, will be refunded to the sender on application to the *Superintendent, Telegraph Check Office, Colombo*.

**Delivery at Destination.**

222. [Reg. XLVI., 1.] **According to Address.**—Telegrams are delivered according to their address either at the residence of the addressee or *Poste Restante* or *Télégraphe Restant* (Rules 226, 235, and 236).

223. [Reg. XLVI., 2.] **Order.**—Telegrams are, in all cases, delivered at or sent to their destinations in the order of their receipt and priority.

224. [Reg. XLVI., 3.] **Free Delivery Limits.**—Telegrams addressed to a place of residence within the delivery limits of the Telegraph Office are at once taken to their addresses. Telegrams, however, which contain the Special Instruction *Jour* or *Day* (Rule 147 (d)) are not delivered during the night. Those which are received during the night are only obligatorily delivered at once when they bear the instruction “Nuit” or “Night,” or when the office of arrival is able to recognize that they are really urgent. In Ceylon telegrams are delivered free of charge within three miles of a Telegraph Office. Beyond that limit the post is employed without charge, unless a special means of delivery has been paid for by the sender, or requested by the addressee (Rule 280 (a)). In Colombo Foreign Telegrams are not, as a rule, sent out for delivery between the hours of 9 P.M. and 6 A.M., except to persons who have specially requested that their telegrams be delivered to them during these hours.

225. **Reply given to Messenger.**—In Ceylon the telegraph messenger who delivers a telegram may be entrusted with the reply, provided he be not detained for this purpose more than five minutes. The fact of the reply having been given to the messenger, and the amount paid to him, should be mentioned on the back of the form on which the addressee signs for the receipt of the telegram. The Telegraph Department accepts no responsibility for any loss or delay sustained through any neglect or default of the messenger or on account of any necessary reference to the sender in connection with the charges or legibility of the telegram.

226. [Reg. XLVI., 4.] **Delivery by Post.**—Telegrams which have to be deposited at the Post Office, *i.e.*, *Poste Restante* or = GP = (or *Poste Restante recommandée* or = GPR =) are sent immediately to the Post Office by the Telegraph Office of Destination under the conditions fixed by Rules 278 and 279. In Ceylon all Foreign Telegrams which have to be posted to destination are posted as registered letters.

227. **Delivery on Ship.**—When a telegram in Ceylon has to be delivered on board a ship, which cannot be reached without a boat (*i.e.*, when not alongside of a wharf, pier, or jetty), the cost of boat hire must be paid by the addressee (Rule 271), if the sender omits to prepay it. (For charges, see Rule 72.)

228. [Reg. XLVII., 1, 2.] **Persons to whom Telegrams may be delivered.**—A telegram taken to the addressee's place of residence may be delivered either to the addressee, the adult members of his family, any person in his service, to his lodgers or guests, or to the porter of the hotel or house, unless the addressee has named in writing a special person, or the sender has requested, by writing in the space provided on the form the Special Instruction *Mains propres*, or = MP = (Rule 147 (d)), that the telegram be delivered only into the hands of the addressee himself. In this case the Office of Destination writes the instruction “Addressee only” in full on the envelope, and gives the necessary instructions to the messenger.

229. [Reg. XLVII., 1, 2.] **Open Delivery.**—The sender may also request that the telegram be delivered open by writing, in the space provided on the form, the Special Instruction *Ouvert* or “Open” (Rule 147 (d)). This request

is reproduced on the copy handed to the addressee, which is delivered in Ceylon without an envelope, simply folded, with the address written on the back.

**230.** [Reg. XLVII., 3.] **Undelivered Telegrams.**—When a telegram cannot be delivered, the Office of Destination, after a brief delay, sends a Service Advice to the Office of Origin, stating the cause of non-delivery and repeating the address exactly as received. If necessary, this advice is completed by stating the reason for refusal (Rule 198) or by indicating the charges to be claimed from the sender (Rules 258 and 272). No advice is sent under this rule where a telegram duly posted under Rule 281 is returned by the Post Office as undelivered, or on telegrams addressed *To await arrival*, *Télégraphe restant*, or *Poste Restante*, except when a charge has to be collected, when the Service Advice of non-delivery is sent by ordinary paid letter at the expiration of the period for retaining such correspondence.

**231.** [Reg. XLVII., 4.]—The Office of Origin verifies the correctness of the address, and, if it has been mutilated, rectifies it immediately by a Service Advice. If required, this Service Advice contains instructions necessary to correct any errors committed, such as, “send on to destination,” “cancel telegram,” &c.

**232.** [Reg. XLVII., 5.]—If the address has not been mutilated, the Office of Origin communicates, if practicable, the notice of non-delivery to the sender. A notice of non-delivery is only re-transmitted by telegraph if the sender of the original telegram has asked that his telegrams may be re-directed to him by telegraph (Rule 261). In all other cases the notice is re-directed by post in the form of a paid letter if the sender is known. The receiver of a notice of non-delivery can only complete, rectify, or confirm the address of the original telegram by a paid telegram in the form of a Paid Service Advice (Rule 177).

**233.** [Reg. XLVII., 6.]—If it becomes possible to deliver a telegram after transmitting advice of non-delivery, without having received one of the rectifying advices referred to in Rules 231 and 232, the Office of Destination sends a second Service Advice to the Office of Origin stating that the message has been delivered. This information is communicated to the sender if he has received notice of non-delivery. This second advice is not sent when delivery is notified by telegraphic acknowledgment of receipt (Rule 252).

**234.** [Reg. XLVII., 7.]—If the messenger finds no person who will consent to receive the telegram for the addressee, a notice is left at the address given, and the telegram is taken back to the Telegraph Office to be delivered to the addressee or any person authorized by him to take delivery of it, upon application from either. When the addressee advised as above of the arrival of a telegram does not take delivery within 24 hours, non-delivery is reported in accordance with Rule 230.

**235.** [Reg. XLVII., 9.] **Telegraphe Restant.**—When a telegram is addressed *Télégraphe Restant*, it is delivered to the addressee or his duly authorized representative over the telegraph counter.

**236.** [Reg. XLVII., 10.] **Poste Restante.**—Telegrams addressed *Poste Restante* and those which are to be delivered by post are, as regards delivery and period of preservation, subject to the same rules as postal correspondence.

**237.** [Reg. XLVII., 11.]—Any telegram which cannot be delivered to the addressee by the end of six weeks is, subject to the provisions of Rule 236, not kept.

**238. Directions about Delivery.**—For the registration of standing instructions regarding the delivery of telegrams during fixed hours, the same fee as for the registration of an abbreviated address is levied (*vide* Rule 29). If the fee for a registered abbreviated address has already been paid, that fee will cover the registration of special delivery instructions. The above charge is not made in the case of Government Officials regarding State Telegrams.

### Special Telegrams.

#### (A) Prepaid Replies.

**239.** [Reg. XLIX., 1.]—The sender of a telegram can prepay the reply which he requests from his correspondent by writing on the form, in the space provided, the Special Instruction *Réponse Payée* or Reply Paid or = RP =, adding the number of words he wishes to prepay, thus: *Réponse Payée x* or Reply Paid *x* or = RP*x* =. The charge for the reply is calculated on the supposition that it will follow the same route as the original telegram.

**240.** A reply of less than two words cannot be prepaid (Rules 153, 166, and 167).

**241.** [Reg. L., 1.]—At the place of destination the Delivery Office delivers to the addressee a Reply Telegram Form or voucher of a value corresponding to the cost of a telegram of a number of words equal to that given in the Special Instructions, intended for the Office of Origin of the Reply Paid Telegram, and to be sent by the same route as the latter. This Reply Telegram Form carries the right of sending within the limit of its value a telegram to any destination whatever from any Telegraph Office of the Administration whose office has issued the Reply Telegram Form or voucher. Two or more Foreign Reply Telegram Forms may be used to frank one Foreign Telegram, but one Reply Telegram Form may not be used to frank two or more telegrams.

**242.** [Reg. L., 2.]—If the reply exceeds the amount notified in the Reply Telegram Form, the difference must be paid in cash or stamps by the sender of the reply. If, on the other hand, the amount notified in the Reply Telegram Form exceeds that of the reply, the difference is refunded by the *Superintendent, Telegraph Check Office, Colombo*, to the sender of the original telegram, if he apply for it within three months from the date of issue of the Reply Telegram Form, and provided that such difference is at least equal to 50 cents. This refund is only made on the authority of the Administration which delivered the original telegram. If the telegram with deposit for reply originated in Ceylon, the refund of the unused portion is made to the sender by the *Superintendent, Telegraph Check Office, Colombo*.

**243.** [Reg. L., 3.]—The Reply Telegram Form may be used in payment for a telegram during a period of forty-two days following the date of its issue.

**244.** [Reg. L., 4.]—When the addressee has not made use of the Reply Telegram Form for any reason whatever, or has refused it, the money deposited for the reply can be refunded to the sender under the conditions of Rule 299 (*g*). In case of a Reply Telegram Form delivered in Ceylon, the addressee should, before the expiration of three months from the date of issue, send the Reply Telegram Form to the Telegraph Check Office as above, accompanied by a claim for refund in favour of the sender.

**245.** [Reg. L., 5.]—When from any cause a Reply Paid Telegram cannot be delivered, the Reply Telegram Form remains attached to the telegram during the period of retention fixed by Rule 237. At the end of this period the Administration of destination will initiate the refund of the amount of the



Reply Telegram Form to the sender, if the amount paid is at least equal to 50 cents. The amount of the Reply Telegram Form is nevertheless refunded to the sender, if he apply for it before the expiration of this period. In this case the Delivery Office cancels the Reply Telegram Form, and the telegram endorsed accordingly is preserved during the prescribed period (Rule 237).

(B) *Collated (or Repeated) Telegrams.*

246. [Reg. LI., 1.]—The sender of a telegram can require that it be collated (or repeated). In this case he should write in the space provided on the form the Special Instruction *Collationnement* or “collation” or = TC =.

247. [Reg. LI., 2.]—State and Service Telegrams written in secret language are invariably collated free of charge.

248. [Reg. LI., 3.]—Collation consists in the entire telegram (including the preamble) being repeated back immediately on its receipt by each office concerned in its transmission.

249. [Reg. LI., 4.]—The charge for collation is equal to one-fourth of that of a telegram of the same length by the same route, fractions of 5 cents being reckoned as 5 cents.

(C) *Acknowledgments of Receipt.*

250. [Reg. LII., 1.]—The sender of a telegram can require that a notice of the date and time at which his telegram is delivered to the addressee shall be notified to him as soon as possible after its delivery. When the telegram is forwarded to its final destination by post, deposited *poste restante*, or delivered to some intermediate agency, this notice mentions the date and time of such forwarding, deposit, or delivery.

251. [Reg. LII., 2.]—The notice is sent by telegraph if the sender writes, in the space provided on the form, the Special Instruction *Accusé réception*, or “Acknowledgment of Receipt,” or = PC =, and pays a charge equal to that of a telegram of five words for the same destination by the same route. It is sent by post if the sender writes, in the space provided on the form, the Special Instruction *Accusé Réception postal*, or Postal Acknowledgment of Receipt, or = PCP =, and pays a charge of 15 cents for postage.

252. [Reg. LIII., 3.]—In the case of non-delivery, provided for in Rule 230, the Acknowledgment of Receipt is preceded by the Service Advice required by that rule. The Acknowledgment of Receipt is detained during the period prescribed in Rule 237, or is transmitted after the delivery of the telegram, if that becomes possible. At the expiration of this period, if the telegram has not been delivered, the Administration of origin officially initiates the refund of the charge for the Acknowledgment of Receipt.

253. [Reg. LIII., 4.]—A Postal Acknowledgment of Receipt contains the same information as a Telegraphic Acknowledgment of Receipt. It is sent by the Office of Delivery to that of Origin in a prepaid envelope endorsed “*Accusé de réception*” or “Acknowledgment of Receipt.”

254. [Reg. LIII., 5.]—The Acknowledgment of Receipt, Telegraphic or Postal, when it reaches the Office of Origin of the telegram, is notified to the sender. When the Acknowledgment of Receipt has reference to a telegram which has been re-addressed, the Office of Origin recovers from the sender, if necessary, the difference between the amount originally collected for the Acknowledgment of Receipt and the cost of the transmission actually effected. If the latter amount is less than the former by at least 50 cents, the difference is refunded to the sender at his request.

*(D) Telegrams to follow by order of the Sender.*

255. [Reg. LIV., 1.]—The sender can require by writing, in the space provided on the form, the Special Instruction *Faire Suivre*, or “To follow,” or = FS =, that the Office of Destination shall cause his telegram to follow the addressee.

256. [Reg. LIV., 2.]—If the sender of a telegram *Faire Suivre* or “To follow” requests a Telegraphic Acknowledgment of Receipt, he must be warned that in the event of the telegram having to follow the addressee beyond the limits of the country of destination, he will be liable to pay any sum that may be necessary to complete the cost of the Acknowledgment of Receipt, according to the distance actually traversed, independently of any charges for re-addressing his telegram, which may not have been collected on delivery.

257. [Reg. LIV., 3.]—When a telegram bears the Special Instruction *Faire Suivre* or “To follow” or = FS =, without further instructions, the Office of Destination writes the new address, if any, supplied at the residence of the addressee, and sends the telegram forward to its new destination. The same course is followed until the telegram is delivered or until no new address is furnished.

258. [Reg. LIV., 4.]—If delivery cannot be effected, and if no other address is furnished, the telegram is retained in the office, and its non-delivery reported as in Rule 230. The Service Advice of Non-delivery must show the amount of the charges to be recovered from the sender. This advice, when the non-delivery might have arisen through an error of transmission, must be sent through the last re-transmitting office in order that it may have an opportunity of making the necessary corrections.

259. [Reg. LIV., 5.]—If the Special Instruction *Faire Suivre* or “To follow” or = FS =, is accompanied by successive addresses, the telegram is transmitted to each of the destinations mentioned until the last, if necessary. In case of non-delivery, the last office treats it in accordance with the provisions of Rule 258.

260. [Reg. LIV., 7.]—The charge to be collected from the sender for a telegram *Faire Suivre* or “To follow” is simply the charge up to the first destination, all the addresses being counted in the number of words charged for. The supplementary charges are collected from the addressee. It is calculated by counting the number of words transmitted in each re-transmission.

*(E) Telegrams to be re-transmitted by order of the Addressee or his Agent.*

261. **Telegrams re-directed in Ceylon.**—The rules for telegrams “To follow” are applicable also to telegrams received for delivery in Ceylon. Should the addressee of a Foreign Telegram received for delivery in Ceylon have left the place to which it is addressed, it may be re-directed to a second address in Ceylon either by an official of the Telegraph Office or by an agent of the addressee. When official re-direction of telegrams is required, a notice to that effect must be given to the Telegraph Office concerned; printed forms for the purpose can be obtained from the local Telegraph Office. The person giving notice is responsible for any charges that may be incurred.

262. No additional charge will be levied for re-direction if two addresses are within the same town, but if in different towns, the full inland rate will be charged for the re-direction. If the sum due has not been paid at the office where the telegram has been re-directed, the amount will be recovered from the addressee before delivery. State Telegrams will be

re-directed free. Instructions left at the Telegraph Office regarding the re-addressing or re-direction of telegrams will be considered to be in force for a month only, after that period they will be liable to fees prescribed by Rule 238.

**263. Telegrams re-addressed to India.**—Foreign Telegrams arriving in Ceylon may also be re-transmitted to India at the request of the addressee or some responsible resident acting on the addressee's behalf. In that case the full charge for the telegram from Ceylon to India will, when possible, be recovered from the addressee. Requests for re-transmission must be made in writing, and any one making such request must undertake to pay the charges which may not be collected by the Delivery Office. When no such undertaking accompanies a request to re-transmit, the telegram will be posted\* and the sender advised. Telegrams returned unopened with a new address to India will be similarly dealt with.

(F) *Multiple Telegrams.* †

**264.** [Reg. LVI., 1.] A Multiple Telegram may be addressed, either to several persons in the same locality or in different localities served by the same Telegraph Office, or to the same person at several addresses in the same locality or in different localities served by the same Telegraph Office, if the Special Instruction *x Adresses* or *x Addresses* or = *TM x* = (Rule 147 (d)), which enters into the number of words charged for, be written in the space provided on the form (Rule 151). The name of the Office of Destination appears only once, namely, at the end of the address.

In telegrams addressed to several addresses, the particulars concerning the place of delivery, such as Exchange, Railway Station, Market, &c., must be written after each address, or if they relate to several successive addresses, after the last of these addresses.

**265.** [Reg. LVI., 2.]—If the address of a Multiple Telegram contains any supplementary instructions, it is written in accordance with Rule 151.

**266.** [Reg. LVI., 3.]—For Multiple Telegrams, in addition to the charge per word, a charge of 30 cents is collected for each copy not containing more than one hundred chargeable words. The number of copies is equal to the number of the addresses, less one.

**267.** For copies containing over one hundred chargeable words the charge is 30 cents per one hundred words or fraction of hundred words. The charge for each copy is calculated separately, taking into account the number of words which it will contain.

**268.** [Reg. LVI., 4.]—In the cases specified in Rule 264, each copy of the telegram delivered will bear its own particular address only, and the indication "*x Adresses*" or "*x Addresses*" or = *TM x* = must not appear in it, unless the sender has requested the contrary. The latter request must be included in the number of words charged for, and written before the address of each addressee which it concerns, as follows :—*Communiquer toutes adresses* or "Communicate all addresses" or = *CTA* =.

\* A mail boat leaves Colombo daily for Tuticorin, and re-addressed telegrams which are to be posted to India will be forwarded by post to Tuticorin. There will be no charge for postage (*vide* note to Rule 76). (See Rules 106 and 107.)

† Multiple Telegrams cannot be sent *via* the North Atlantic cables:

*(G) Telegrams to be delivered by Post or by Express.*

269. [Reg. LVII., 1.] **Post or Express.**—Telegrams addressed to places where there are no International Telegraph Offices may be delivered at destination, according to the request of the sender, either by post or by special messenger, but delivery by special messenger cannot be demanded except for those States which have organized a system of delivery more rapid than the post, and have notified to the other States the arrangement provided for such service (Rule 277). The sender may also request that his telegram may be sent by telegraph as far as an office which he indicates, and thence by post to destination.

270. [Reg. LVII., 3.]—The address of telegrams to be conveyed beyond the telegraph lines must be preceded by the instruction denoting the method of conveyance to be employed, whether post or express.

271. [Reg. LVIII., 1.]—The cost of conveyance beyond the delivery limits of Telegraph Offices by quicker means than the post in States where such service is organized are, as a rule, collected from the addressee. (For exceptions, see Rules 273, 274, and 276.)

272. [Reg. LVIII., 1.]—When a telegram which bears the Special Instruction *Exprès* or *Express* and has involved expense is not delivered, the Office of Destination enters in the Advice of Non-delivery referred to in Rule 230 the amount to be recovered from the sender on this account thus:—"PCV...." (amount due for special service).

273. [Reg. LVIII., 2.]—When the sender desires to prepay the cost of delivery by special messenger, and if he can himself indicate the amount to be collected under this head by the Telegraph Office of Origin, the telegram must bear the Special Instruction (charged for) *Exprès payé x* or *Express paid x*:—(or = *XP x*:—=). If the sum deposited is found to be insufficient, the difference is claimed from the addressee, but if it exceeds the actual cost, the difference is not refunded.

274. [Reg. LVIII., 3.]—A sender who does not know the cost of delivery by special messenger can relieve the addressee from the payment of any charge whatever, either by paying the charge of a telegram of five words to the same destination by the same route, or by paying a fee of 15 cents for postage, and by depositing in addition, by way of security, a sum to be fixed by the Office of Origin with a view to subsequent settlement. The telegram then bears the Instruction *Exprès payé télégraphe* or *Express paid telegraph* or = *XPT* = or *Exprès payé lettre* or *Express paid letter* or = *XPP* =. This instruction is written in the space provided on the form and is charged for.

275. [Reg. LVIII., 4.]—The Telegraph Office which receives for delivery a telegram with the Instruction *Exprès payé télégraphe* or *Express paid telegraph* or = *XPT* =, notifies to the Office of Origin by a Paid Service Advice the charge to be collected for portage. This information is given by a prepaid ordinary letter in cases where the Special Instruction is *Exprès payé lettre* or *Express paid letter* or = *XPP* =. On receipt of this information the Office of Origin settles with the sender.

276. [Reg. LVIII., 5.]—When the Administration of Destination has previously fixed and notified the amount of portage charges to be paid, payment by the sender is obligatory. In this case the telegram must bear in the space, provided on the form the Instruction *Exprès payé* or *Express paid* or = *XP* =, which is included in the number of words charged for (Rule 152), and there is no necessity for the Office of Destination to report to the Office of

Origin the actual cost of delivery. When the sender has paid the charges for delivery indicated, in certain cases, in the official *Nomenclature* of offices, the instruction to be employed is also *Exprés payé* or Express paid or = XP =.

277. All fixed charges for delivery notified by other Administrations are shown in the Tariff Tables published in sub-section IV.

278. [Reg. LIX., 1.] **Employment of Post.**—Telegrams to be forwarded by post are subject to the following additional charges :—

(a) Telegrams to be delivered within the limits of the country of destination : those bearing the Instruction *Poste recommandée*, or “ Post registered ” or = PR =, are subject to a fee of 15 cents to cover cost of registration.

(b) Telegrams to be re-forwarded to a country other than the country of telegraphic destination : the fee to be collected is 15 cents or 30 cents, according to whether they bear the Instruction = *Poste* or *Post* = or *Poste recommandée* or Post registered or = PR =, respectively.

279. [Reg. LIX., 2.]—The Telegraph Office of Destination is entitled to employ the post—

(a) In the absence of directions in the telegram as to the means of portorage to be employed ;

(b) When the means indicated differ from the mode adopted and notified by the Terminal Administration (Rules 276 and 277) ; or

(c) When a charge for delivery by special messenger would have to be paid for by an addressee who has previously refused to pay such charges.

280. [Reg. LIX., 3.]—The employment of the post is obligatory upon the Telegraph Office of Destination—

(a) When a request to this effect has been expressly made by the sender (Rule 269) or by the addressee (Rule 261). The Office of Destination may, however, employ a special messenger even for telegrams bearing the Instruction = *Posté* or *Post* = if the addressee has expressed a wish to receive his telegrams by special messenger.

(b) When the Office of Destination has no more rapid means at its disposal.

281. [Reg. LIX., 4.]—Telegrams of every kind, which have to be sent to their destination by post, are posted by the Telegraph Office of Destination without any charge being made to the sender or addressee, except in the cases provided for under Rules 278 (a) and (b).

282. All Foreign Telegrams, which have to be posted to destination in Ceylon, are sent by post registered (Rule 226).

283. [Reg. LIX., 5.] **Telegrams too late to be posted registered.**—When a telegram to be forwarded as a registered letter cannot immediately be registered, it is, in order to take advantage of a postal despatch, first posted as an ordinary letter, a duplicate being sent as a registered letter as soon as possible. This applies to all Foreign Telegrams posted in Ceylon. The second copy will always be marked *Duplicate*.

#### (H) Combination of Special Telegrams.

284. [Reg. LXII., 5.] In applying Rules 239 to 283, the facilities given to the public for prepaid replies, collated telegrams, acknowledgments of receipt, telegrams “ to follow,” multiple telegrams, and telegrams to places where there are no International Telegraph Offices, may be combined, the instructions in Rules 150 to 152 being duly observed.

### Foreign Press Telegrams at Reduced Rates.

285. [Reg. LXV., Reg. LXVI.] **United Kingdom.**—Telegrams containing news or intelligence for publication in newspapers are transmitted *via* Teheran or *via* Suez from the United Kingdom to Ceylon, and from Postal Telegraph Offices in Ceylon to the United Kingdom, at reduced rates,\* subject to the following conditions, namely :—

- (1) The newspapers, their correspondents or agents, shall address their telegrams to a registered newspaper,† which shall be prohibited from selling, distributing, or communicating such telegrams to clubs, exchanges, or newsrooms, or disposing of them for any purpose whatsoever, directly or indirectly, other than for publication in registered newspapers.‡
- (2) Telegrams at the reduced rates shall not be allowed to interfere with the transmission of telegrams at full rates, and, in order to ensure this, the transmission of such news telegrams may be deferred, suspended, or interrupted, until any State or Private Telegram, or any Press Telegram at full rates, which may be on hand, shall have been transmitted and completed.
- (3) No telegrams shall be transmitted at the reduced rate except for publication in a newspaper, and they shall be written in plain *English, French, or German*, or in the plain language in which is published the newspaper to which they are addressed, so as to be intelligible to the Transmitting Offices. Telegrams containing news or information not for publication, or containing code words or groups of letters or figures, or words of concealed meaning, shall be paid for at the full rates in force for Private Telegrams. Stock exchange and market quotations are admitted in Press Telegrams at reduced rates. The Telegraph Offices of Origin shall, in cases of doubt, assure themselves in communication with the sender, who is bound to give proof, that groups of figures appearing in the telegrams really represent exchange quotations.
- (4) Telegrams shall be accepted only from the authorized correspondent§ of a newspaper, and the news sent in such telegrams shall be duly published in the newspapers, or satisfactory reasons be given for non-publication, in the absence of which full rates will be chargeable.

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\* For reduced rates see sub-section IV. Newspapers desirous of availing themselves of the reduced Press rates are requested to signify to the *Director of Telegraphs* their adhesion to the above Press rules, and to furnish the name or names of their correspondents authorized to send telegrams at reduced rates, and also give the name or names of the papers to which they will be addressed.

† For the receipt of telegrams, but at Press rates only, each registered newspaper may have a code word registered free of charge, and correspondents may use, in the address of their telegrams, either this code indicator or the name of the newspaper. In no case will a code indicator be accepted until it has been officially notified by the Administration that registered it. A list of newspapers registered in Ceylon is given in sub-section VI.

‡ “Telegram Extras,” which are usually issued when news is received too late for publication in the ordinary issues of a newspaper, are admitted, as they are considered to be extra editions of the newspaper. They should, however, be headed as being issued by the newspaper.

§ Correspondents authorized to send Foreign Press Telegrams will be furnished with a “Card of Authority” by the *Director of Telegraphs*.

- (5) All Press Telegrams at the reduced rate shall be prepaid, except under special arrangements made by an authorized newspaper for a specially nominated correspondent.
- (6) The reduced rate for Press Telegrams shall apply only when all the above conditions have been satisfied, and any subsequent claim made for the difference between the reduced and full rates shall be satisfied immediately on demand.

286. [Reg. LXVI., 4.] **Multiple Press Telegrams.**—Press Telegrams can only bear a single supplementary instruction—that relating to Multiple Address Telegrams. The charge to be collected for the copies to be made by the Office of Destination is the same as that for ordinary Private Telegrams (Rules 266 and 267).

287. **How marked, &c.**—Press Telegrams must be marked *Press* by the senders, and the benefit of Press rates must be claimed by them at the time the telegrams are tendered for despatch.

288. **Other Places.**—On exactly the same conditions Press Telegrams can be sent to, or from, other places in respect of which rates have been arranged and published in the *Ceylon Post Office Guide*.\*

289. Except as provided in the four preceding rules, Press Telegrams to and from the above-named places at reduced rates come under the General Rules for Private Foreign Telegrams.

290. **Press Telegrams for India** are accepted at reduced rates under the same General Rules as for Foreign Press Telegram. The rates are as follows:—

	To India. Rs. c.	To Burma. Rs. c.
First thirty-two words ..	1 50	2 25
Every additional four words ..	0 20	0 28

### Records.

291. [Reg. LXIX.] **Period of Preservation.**—The originals of telegrams and documents relating to them are kept for two days only in Postal Telegraph Offices, after which time they are sent to the *Telegraph Check Office, Colombo*, where they are preserved for at least ten months from the month following that in which the telegram was handed in, and then destroyed.

292. [Reg. LXX., 1.] **Secrecy.**—The originals or copies of telegrams can only be communicated to the sender or to the addressee, after proof of identity, or to the authorized representative of either of them.

293. [Reg. LXX., 2.] **Copies.**—The sender or the addressee of a telegram, or the authorized representative of either, has a right to be furnished with a certified copy of such telegram or of the copy delivered at destination, if the latter has been preserved by the Administration of destination. This right lapses after the expiration of the time fixed for preserving the records.

294. [Reg. LXX., 3.]—A fixed charge of 25 cents is made for every copy furnished in conformity with Rule 293 if the telegram does not exceed 100 words. Over 100 words this charge is increased by 25 cents for each 100 or fraction of 100 words.

\* See sub-section IV.

295. [Reg. LXX., 4.]—Telegraph Administrations are not obliged to produce or give copies of the telegrams above-mentioned unless the senders, the addressees, or their authorized representatives furnish the necessary information to enable the telegrams, to which their requests refer, to be found.

296. **Extended Preservation.**—On the ground of pending or contemplated judicial proceedings, application may be made by an interested party to the *Telegraph Check Office, Colombo*, for the preservation of specified telegrams exchanged between other persons. Such application must be made within ten months of the dates of the telegrams, and such telegrams will then be preserved for a period of four months beyond the ordinary date fixed for destruction under Rule 291; at the expiration of this further period they will, in default of a renewed application, be destroyed. It must be understood that the duty of the Telegraph Department in the matter is confined to making the search and preserving the telegrams if found. No information as to the result of the search will be furnished, and any telegram answering the description given which may be found will only be produced on the order of a competent Court of law or other competent authority.

297. **Fees for searching for Telegrams.**—Should the particulars furnished be insufficient to enable the Check Office at once to trace the telegrams applied for under either Rule 293 or 296, the cost of searching for them must be deposited by the applicant. A fee of Re. 1 is charged for searching through the telegrams of any Telegraph Office for one day: thus, if it be required to examine the telegrams of two Telegraph Offices over a period of five days, the searching fee will be Rs. 10.

298. Applications for the originals or for copies of telegrams may be addressed to the Telegraph Office within two days of the date of handing in or receipt of such telegrams, or to the *Superintendent, Telegraph Check Office, Colombo*, within ten months (Rule 291).

#### Refunds.

299. [Reg. LXXI., 1.]—Refunds of the following charges are made to those who have paid them, on receipt of an application for such refund or of, a complaint against the service:—

- (a) The full charge paid for every telegram which, through the fault of the Telegraph Service, has failed to reach its destination.
- (b) The full charge paid for every telegram stopped in transmission owing to interruption of a route, and of which the sender has for this reason requested its cancellation.
- (c) The full charge paid for every telegram which, through the fault of the Telegraph Service, has either suffered a greater delay than it would have if sent by post, or which has not been delivered within 72 hours in the case of Private, or 36 hours in the case of State Telegrams and Paid Service Advices. The periods during which offices are closed, when that is the cause of the delay, and the time occupied in delivery by special messenger are not counted in calculating this delay.
- (d) The full charge paid for every *Collated Telegram* in secret language or of any telegram in plain language which, owing to errors made in transmission, has manifestly failed to accomplish its object, unless the errors have been rectified by Paid Service Advices under Rule 177.



- (e) The supplementary charges pertaining to any special service which has not been rendered, as well as the charge for the corresponding supplementary instructions.
- (f) The amount deposited for Paid Service Advices, requesting the repetition of a passage supposed to be incorrect if the repetition does not agree with the first transmission, with the reservation, however, that when some words have been correctly and some incorrectly transmitted in the original telegram, the charge for the words which relate exclusively to the words correctly transmitted in the first instance is not refunded. Nevertheless, the charge for the words correctly transmitted must be refunded, whatever may be the language in which the telegram is written, if the Administration concerned recognizes that the mistakes made prevented the sense of the words which had not been mutilated from being understood.
- (g) The full charge paid for every other Paid Service Advice, telegraphic or postal, sent under Rules 177 to 181, necessitated by an error of the Telegraph Service.
- (h) The full amount of every sum prepaid for a reply, when the addressee has not made use of the Reply Telegram Form or has refused it, and when before the expiration of *three* months from the date of issue this Reply Telegram Form is in the possession of, or has been returned to, the Telegraph Administration which granted it.
- (i) The charges in respect of the telegraph section not traversed when, owing to an interruption of the telegraph route, the telegram in question has been forwarded to its destination by post or by some other means. The charges incurred in replacing the original telegraphic route by any other means of transport are, however, deducted from the amount to be refunded.
- (j) The full charges for every telegram with prepaid reply which has manifestly been unable to fulfil its object owing to a service irregularity which warrants the return of the charges for the reply; also the full charges for every prepaid reply which has manifestly been unable to fulfil its object owing to a service irregularity which warrants the return of the charges for the original telegram.
- (k) The charge, when it amounts to 50 cents or more, of every word omitted in the transmission of a telegram, unless the error has been rectified by means of a Paid Service Advice under Rule 177.
- (l) The difference between the amount of a reply telegram form and the charge for the telegram prepaid by means of such reply telegram form, if this difference is equal to 50 cents at least.
- (m) The charge for every telegram stopped under Rules 131 and 133.
- (n) The proportion of charge due for every telegram cancelled by the sender (Rules 219 and 221).

**300.** [Reg. LXXI., 2.]—In the case of a partial refund on account of a Multiple Telegram, the total charge collected is divided by the number of copies, and the quotient represents the charge appertaining to each copy, the telegram itself counting in this respect as one copy.

**301.** [Reg. LXXI., 3.]—In the cases provided for in clauses (a), (b), (c), (d), (i), and (k) of Rule 299, the refund applies only to the charge of the actual

telegrams not delivered, or which have been cancelled, delayed, or mutilated, including any supplementary charges not utilized, but not to telegrams necessitated or rendered useless by such non-delivery, delay, or mutilation.

302. [Reg. LXXI., 4.]—When the errors due to the Telegraph Service have been rectified by means of Paid Service Advices under Rules 177 and 178 within the periods specified in Rule 299 (c), the refund applies only to the cost of these Paid Service Advices. No refund is due for the telegrams to which the Service Advices refer.

303. [Reg. LXXI., 5.]—No refund is made for rectifying telegrams which, instead of being exchanged between Telegraph Offices in the form of Paid Service Advices, have been exchanged direct between the sender and addressee.

304. [Reg. LXXI., 6.]—Rules 299 to 303 are not applicable to telegrams traversing the lines of non-adhering Administrations which refuse to accept the obligation of refunds. At the same time, the adhering Administrations which have participated in transmission give up their proportion of the charge when the right to a refund has been established.

305. [Reg. LXXII., 1.]—Every claim for refund must be made, under penalty of rejection, within five months from the date of handing in of the telegram.

306. [Reg. LXXII., 2.]—(1) Every claim for refund, and every complaint respecting telegrams, should be made by the sender to the Telegraph Administration under which the telegrams originated. Provided—

- (i.) That such application or complaint may also be presented by the addressee to the Administration of destination, which will then decide whether it will deal with it, or whether it should be forwarded to the Administration of origin ;
- (ii.) That in Ceylon all such applications and complaints should be addressed, except in the case mentioned in proviso (iii.) below, to the *Superintendent, Telegraph Check Office, Colombo* ;
- (iii.) That claims for refunds on Paid Service Advices (Rule 299 (j)) may, if made within two days from the date of the telegram, be presented at the Postal Telegraph Offices at which such advices were handed in.

(2) Every such claim and complaint shall be accompanied by documentary evidence, namely :—

- (a) In case of non-delivery or of delay, by a written statement from the Office of Destination or from the addressee ;
- (b) In case of alteration or omission, by the copy of the telegram delivered to the addressee ;
- (c) In case of an unused Reply Telegram Form (Rule 244), by the Reply Telegram Form delivered to the addressee ;
- (d) In case of telegrams sent from Ceylon, by the receipt (Rule 205) ;
- (e) In case of Paid Service Advices (Rule 179), by the correction memorandum granted in connection therewith by the Telegraph Office of Delivery.

**307.** [Reg. LXXII., 4.]—When a claim is admitted by the Administrations concerned, the refund is made to the applicant by the Administration of origin. The right to the refund lapses after a period of six months from the date of the letter by which the sender is informed that the refund has been granted.

**308.** [Reg. LXXI., 6.]—If the sender does not reside in the country where he handed in his telegram he can have his claim forwarded to the Administration of origin through the medium of another Administration. In this case the latter is deputed to make the refund, if need be.

**309.** No claim is admitted when a telegram not being in accordance with the conditions prescribed for observance by the public with regard to composition, language, legible writing, address, instructions for the conveyance of telegrams beyond the telegraph lines, &c., has been accepted for transmission at the sender's risk.