



SUPPLEMENT TO THE
CEYLON GOVERNMENT
GAZETTE

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THE CEYLON POST OFFICE ORDINANCE, 1908.

RULES made by the Governor by virtue of the powers vested in him by sections 9, 10, 11, 18, 20, 23, 29, 30, 31, 32, 33, 35, 37, 38, and 39 of the Ceylon Post Office Ordinance, 1908, and by Article 93 of the Ceylon (State Council) Order in Council, 1931.

By His Excellency's command,

Ministry of Communications and Works,
Colombo, November 20, 1934.

MOHD. MACAN MARKAR,
Minister for Communications and Works.

INLAND POST RULES.

PRELIMINARY.

1. These rules may be cited as the Inland Post Rules, 1934, and shall be in force on and after the first day of December, 1934.

2. *Definition.*—The term "Postal Articles" shall in these rules be deemed to include the following six classes, for each of which a distinctive rate of postage is hereinafter prescribed :—

- (1) Letters.
- (2) Post Cards.
- (3) Printed matter open packets.
- (4) Parcels.
- (5) Periodicals registered as newspapers in Ceylon.
- (6) Periodicals registered as newspapers in the United Kingdom or a British Colony, when re-posted at one place in Ceylon for transmission to another place in Ceylon.

GENERAL RULES AS TO POSTING.

3. *Sender to affix Stamps.*—The stamp or stamps used for the prepayment of the postage due on any postal article shall be affixed to the article by the sender himself before it is posted.

4. *Spoilt or Defaced Stamps.*—(1) For the payment of postage no postage stamp whether adhesive, embossed, or impressed shall be used, which,—

- (a) has been obliterated, defaced, torn, cut, or otherwise rendered imperfect ;
- (b) has at the time of posting any word, letter, figure, or design written, printed, or impressed upon it, otherwise than by the authority of Government ; or
- (c) has been cut or otherwise separated from embossed or impressed envelopes letter cards, post cards, or wrappers ;

Provided that nothing in this rule shall be deemed to prohibit the perforation of postage stamps with initials or other identifying marks traced in minute holes.

5. The special registration envelopes provided by the Post Office, bearing embossed stamps denoting the registration fee, shall not be used for the transmission of unregistered postal articles.

6. *Certificate of Posting.*—(1) A certificate of posting may be obtained in respect of any postal article for which a receipt is not ordinarily given by the Post Office, if the following conditions are fulfilled :—

- (i.) The form provided for the purpose shall be filled up in ink and presented to an officer on duty at the Post Office along with the articles to be posted during the hours fixed for the posting of such articles.
- (ii.) There shall be set out in that form an exact copy of the addresses on the articles to which it relates and a postage stamp or stamps shall be affixed thereto in payment of a fee in accordance with the following rates :—

(a) In the case of unregistered letters, post cards, and packets (including registered newspapers and excluding value-payable articles and samples) posted by the same person at one time	}	Five cents for any number not exceeding three, of articles of any of these classes.
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(b) In the case of unregistered parcels (except value-payable) posted by the same person at one time	}	Five cents for any number not exceeding six, of articles of either or both of these classes
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(iii.) A separate form shall be used for each of the two foregoing classes of articles (a) and (b) with the heading " Certificate of posting for Letters " or " Certificate of posting for Parcels ", as the case may require, and the actual number of articles in respect of which the certificate is required shall be written in words at the foot of each form.

(2) The officer on duty shall compare the number of the articles presented and the addresses on them with the entries in the form and if the latter be correct, shall obliterate the postage stamps and impress the date stamp upon the form.

(3) The certificate so perfected shall then be delivered to the person who presented it

PART I.

STAMPS AND STAMPED STATIONERY.

7. *Postage Stamps, &c., sold.*—Every adhesive postage stamp shall be sold at the face value denoted thereon.

8. *Stamp Booklets.*—Booklets containing postage stamps shall be sold at the face value of the stamps contained therein.

9. (1) Post cards shall be sold in each case for the face value of the stamp or stamps which they bear.

(2) Stamped envelopes and wrappers shall be sold at the prices notified from time to time by the Postmaster-General in the Post Office Guide or the Post Office Daily List.

PART II.

POSTING, TRANSMISSION, AND RECALL.

LETTERS.

10. *Dimensions.*—No letter shall exceed two feet in length, one foot in width, or one foot in depth.

11. *Manner of paying Postage.*—The postage on all inland letters shall be prepaid by means of postage stamps affixed or impressed by a stamping die or franking machine

12. *Postage.*—The rates of postage on letters shall be as follows :—

For district letters not exceeding 2 ounces in weight . .	3 cents for each letter.
For all other inland letters	6 cents for every 2 oz.

13. Any article found in the letter post which may not be transmitted thereby shall, if admissible as a parcel, be transferred to the parcel post and surcharged at parcel rates of postage as a parcel irregularly posted.

POST CARDS.

14. (1) *Dimensions.*—Private post cards shall not be more than $5\frac{1}{2}$ by $3\frac{1}{2}$ inches or less than 4 by $2\frac{1}{2}$ inches in size, and shall not be of thinner or more flexible quality than the inland post cards issued by the Post Office ; but it shall not be obligatory to have the words " Post Card " printed on the address-side.

(2) The right-hand half of the address side of private post cards shall in all cases be reserved for the address of the recipient, for the stamp necessary for prepayment of postage, and for postal directions.

15. *Reply Paid Post Cards.*—All reply post cards of private manufacture shall display the title " Post Card " on the address side of the original half and the words " Post Card " and " Reply " on the half intended for the reply.

16. *Special Rules.*—(1) No post card shall be posted or transmitted which is folded, cut, or altered otherwise than by the perforation of the impressed stamp with initials, or is enclosed in a cover of any kind.

(2) Nothing shall be attached to a post card posted or intended for transmission except the following :—

- (a) Stamps in payment of postage ; or
- (b) A gummed label not exceeding 2 inches in length and $\frac{3}{4}$ inch in width and bearing the name and address of the person to whom the card is sent ; or
- (c) A similar label bearing the name and address of the sender of the card ; or
- (d) Engravings, illustrations, drawings, photographs, and printed matter on very thin paper and completely adherent to the card,

the articles specified in paragraphs (c) and (d) being affixed either to the back or the left-hand half of the address side.

(3) A post card may be sent by registered post. A reply-paid post card may also be registered but the half intended for the reply may not be registered in advance by the original sender of the reply post card.

17. *Penalty for Breach of Conditions.*—(1) Should any of the conditions laid down in the foregoing rule 16 be infringed the post card shall be treated as a letter but the amount of postage prepaid on the post card or if it is a reply post card on the first half thereof, shall be taken into account in assessing the postage to be charged on delivery.

(2) Nothing in this rule shall be deemed to exempt any person infringing any of the conditions aforesaid from liability to any other penalty prescribed by law.

18. *Manner of paying Postage.*—The postage on all inland post cards shall be prepaid by means of postage stamps affixed or impressed by a stamping die or franking machine in the top right hand corner immediately above the address.

19. *Postage.*—The postage on post cards shall be 3 cents on each card.

PRINTED MATTER OPEN PACKETS.

20. The printed matter post shall be used only for open packets not exceeding 2 pounds in weight.

21. *Postage.*—The rate of postage on printed matter open packets shall be 2 cents for every two ounces of the maximum weight of 2 pounds permitted by the foregoing rule.

22. A packet prepaid at the printed matter open packet rate which is found to contain any enclosure not admissible at that rate or which infringes any of the conditions for printed matter open packets prescribed by the Postmaster-General by virtue of the powers delegated to him, shall—

- (1) either be treated as an insufficiently paid post card or insufficiently paid letter and charged with double the deficiency due thereon ; or
- (2) be transferred to the parcel post and charged with a fine of 5 cents in addition to any deficiency in the postage due on it as a parcel

whichever of these two charges is the lower.

REGISTERED NEWSPAPERS.

23. *Dimensions.*—No copy or packet of copies of any newspapers shall be posted or transmitted which weighs more than 2 lb. or exceeds 2 ft. in length, and 1 ft. in width or depth or, if made up in the form of a roll, 30 in. in length and 4 in. in diameter.

24. *Special Conditions.*—(1) No newspaper registered in Ceylon shall be transmitted by post as a registered newspaper unless it complies with the following conditions :—

- (i.) The postage shall be prepaid by postage stamps affixed or duly impressed with a franking die or postal franker.
- (ii.) The newspaper shall bear in print in a conspicuous position on the front page the words “Registered as a newspaper in Ceylon”.
- (iii.) Every copy of a newspaper for transmission by post shall be so folded as to admit of the ready inspection of the title ; and every copy or packet of copies shall be posted either without a cover, or in a cover open at both ends and capable of being easily removed for the purpose of examination.
- (iv.) No packet containing any registered newspaper shall bear on its cover, and no registered newspapers posted without a cover shall bear on any part of it in addition to the usual printed matter appearing on it, any writing, statement, message, or particulars other than the following :—
 - (a) the names, addresses, and descriptions of the sender and the addressee with index or reference numbers and letters ;
 - (b) the words “with compliments” ;
 - (c) the title of the newspaper and a reference to its registration for transmission by post ;
 - (d) a reference to any place in the newspaper to which the attention of the addressee is directed ;
 - (e) a request for return in case of non-delivery.
- (v.) No paper other than an extra or supplement as defined in section 11 (3) of the Ordinance and no other article of any kind whatsoever shall be enclosed in or with any newspaper or packet of newspapers.

(2) If any one of the foregoing conditions is infringed, the newspaper or packet (unless admissible at the printed matter open packet rate) shall either be treated as an insufficiently paid letter and charged with double the deficiency due thereon or be transferred to the parcel post and charged with a fine of 5 cents in addition to any deficiency in the postage due on it as a parcel, whichever of these two charges is the lower.

25. *Postage.*—(1) The rate of postage to be prepaid on copies of publications registered for transmission at the inland newspaper rate, including any supplement thereto, shall be 2 cents for every copy not exceeding 8 oz. in weight with a further charge of 2 cents for every additional 8 oz. or fraction of 8 oz. of the weight of that copy: Provided that the postage payable on any copy shall not in any case exceed the postage payable on a printed matter open packet of the same weight.

(2) If two or more copies are sent in a single packet postage at the foregoing rates shall be paid in respect of each copy in the packet: Provided that the postage payable on any packet containing two or more copies shall not in any case exceed the postage payable on a printed matter open packet of the same weight.

26. (1) Periodicals registered as newspapers in the United Kingdom or in India or in any British Dominion or Colony other than Ceylon, when posted in Ceylon for transmission by the inland post—

- (i.) shall comply with conditions (i.), (iii.), (iv.), and (v.), set out in rule 24, and
- (ii.) shall be charged with postage at the rate of 6 cents for the first 6 oz. and 3 cents for each additional 6 oz. up to a maximum of 2 lb.

(2) In the event of failure to comply with any of the aforesaid conditions the provisions of rule 24 (2) shall apply to the packet containing such periodicals.

PARCELS.

27. *Weight and Size.*—(1) No parcel for transmission by the inland post shall exceed 20 lb. in weight or be of a kind which, owing to size, shape, manner of packing, or any other cause is incapable of being carried by post without serious inconvenience or risk.

(2) The dimensions of any such parcel shall not exceed the following :—

	Ft. in.
Greatest length	3 6
Greatest length and girth combined	6 0

28. *Contents.*—A parcel may contain one, but not more than one, letter or personal communication intended only for the addressee of the parcel itself.

29. *Manner of prepaying Postage.*—The postage on a parcel, and also the registration fee if the parcel is to be registered, shall be prepaid fully by means of postage stamps affixed or impressed thereon or, if the space available is insufficient, on a label firmly attached to the parcel.

30. *Postage.*—The rates of postage chargeable on inland parcels shall be as follows :—

For a parcel not exceeding 1 lb. in weight, 25 cents; and 10 cents for every additional lb. or fraction thereof, up to a maximum weight of 20 lb.

31. *Manner of Posting.*—(1) A parcel shall not be posted in a letter box, but shall be presented at the counter of a Post Office.

(2) Any parcel posted in a letter box shall—

- (i.) if the postage thereon has been fully prepaid at the rate applicable to a letter, printed matter open packet, newspaper, or parcel and admissible to that class, be forwarded as such; and
- (ii.) if the postage thereon is unpaid or insufficiently paid at the rate applicable to the cheapest class of postal articles to which it is otherwise admissible, be charged with double postage, or double the deficiency in the postage, at the rate applicable to that class.

BUSINESS REPLY CARDS AND ENVELOPES.

32. “Business Reply Cards” and “Business Reply Envelopes” addressed to any holder of a permit obtained in the manner hereinafter prescribed shall, subject to the provisions of these rules, be transmitted by the inland post without prepayment of postage, and shall not be regarded as unpaid-for matter.

33. The postage due on such cards and envelopes shall be calculated at the prepaid rates applicable to such classes of articles and collected from the addressee on delivery.

34. Persons desiring the privilege of having Business Reply Cards and Envelopes transmitted to them through the inland post without prepayment, shall obtain a permit from the Postmaster-General.

35. The fee for a permit shall be Rs. 10 and shall be paid in advance by the applicant. Such permit shall expire at the end of one year from date of issue but may be renewed for further periods of one year at a time on payment of a fee of Rs. 10 in respect of each such renewal.

36. Without prejudice to any other penalties prescribed in the Ordinance, the permit shall be liable to cancellation in the event of default in the payment of the postage due on such cards and envelopes as are transmitted to the permit-holder through the post.

37. Business Reply Cards and Envelopes shall conform in size, form, and quality to the conditions prescribed for post cards and letters of the Inland Post.

38. Business Reply Cards and Envelopes issued by the permit-holder shall bear on the address side such particulars and identifying marks as the Postmaster-General may from time to time prescribe.

LATE LETTERS.

39. *Late Fee.*—A late fee equal to the unit rate of postage on inland letters shall be charged on articles of the letter post tendered for inclusion in any mail after the hour prescribed for the closing of that mail.

RECALL OF ARTICLES POSTED.

40. *Procedure, Fee and Conditions.*—(1) Any inland postal article may during transmission by post be recalled without reference to the consent of the addressee, subject to the following conditions, namely :—

- (a) It shall be re-delivered only on the orders of (i.) the Postmaster-General or (ii.) any other officer of the Post and Telegraph Department authorized in that behalf by the Postmaster-General or (iii.) the Minister for Communications and Works, on an application for re-delivery made in writing to any of the authorities aforesaid, either direct or through any officer in charge of a Post Office.
- (b) Every application shall be made either by the sender of the postal article or by some person authorized in this behalf by the sender in writing.

- (c) A fee of one rupee shall be paid in postage stamps affixed to the application in respect of each postal article for the re-delivery of which to the sender an application is made.
- (d) Every application shall be accompanied by a statement (which may be enclosed in a sealed cover) of the reasons why re-delivery is sought. Such sealed cover shall be opened only by (i.) the Postmaster-General, (ii.) an Officer of the Post and Telegraph Department authorized by him in that behalf, or (iii.) the Minister for Communications and Works.
- (e) No postal article in course of transmission by post shall be re-delivered to any person other than the sender or some person authorized in that behalf by the sender in writing.

(2) Where any such application is presented in the first instance to the officer in charge of a Post Office, that officer shall—

- (a) forward the application and statement immediately to the Postmaster-General or the officer of the Post and Telegraph Department authorized by the Postmaster-General to deal with such application ; and
 - (b) if the postal article in question is in his own Post Office retain it instead of forwarding it to the addressee ; or
 - (c) if the postal article is not in his own Post Office, require the officer in charge of the Post Office of address to retain it in that office instead of delivering it to the addressee, and where any such request is made by telegraph, recover from the applicant the charges and other expenses incurred in transmitting the telegram.
- (3) The Postmaster-General or the officer to whom the application is forwarded, may—
- (a) if he is satisfied that the applicant is the sender and that the reasons given for the re-delivery are sufficient, order the article to be re-delivered to the applicant ; and
 - (b) in every other case, order the article to be transmitted at once to its address.

(4) The provisions of this rule shall apply to all postal articles, official as well as non-official : Provided that in the case of official postal articles no fee shall be charged, which is likely to be debited as public expenditure.

PART III.

DELIVERY.

41. *Services which cannot be claimed.*—Postmen shall not be bound to call a second time to receive postage or other sums due under the Ordinance or these rules or to give change.

42. *Articles to bear a definite Address.*—(1) No article shall be delivered by the Post Office unless it bears a definite address.

(2) Articles addressed in a general way, that is to say, addressed to a class of persons in contradistinction to a particular person or firm, or to initials or clearly fictitious names, shall be regarded as not bearing a definite address unless they are to the care of some definite person or firm, or unless the address specifies some definite place for delivery, such as a particular house or a particular number in a street, or a particular estate.

(3) Articles directed in a general way or to initials or clearly fictitious names shall not be delivered if addressed merely to a Post Office or “ Poste Restante ” or to the care of a Postmaster.

43. *Unpaid and insufficiently prepaid Letters and Post Cards.*—(1) If the postage on any letter or Post Card is not prepaid charges at double the postage due on it shall be recovered from the addressee before the letter or post card is delivered to him.

(2) If the postage prepaid on any letter or post card is insufficient, double the amount of the deficiency shall be recovered from the addressee before the letter or post card is delivered to him.

SPECIAL DELIVERY OF CORRESPONDENCE.

44. *At the Post Office of Address.*—(1) (a) On week days, including Post Office Holidays other than Sundays, postal articles addressed to persons residing within a town-delivery area shall be delivered free at the Post Office only to private book-holders, bag-holders, or box-holders and persons entitled to use the Poste Restante.

(b) On such days, after the mails have been sorted, other persons residing within a town delivery area may obtain delivery at the Post Office of unregistered postal articles, other than parcels, addressed to them, on payment of a search fee of 25 cents on each application whether any article be found or not.

(c) If postal articles addressed to a person who has two addresses (for instance, a business address and a private address) are required and search has to be made among articles belonging to two different postmen's beats or to two different sorting divisions, a separate fee at the aforesaid rate shall be charged for each search.

(d) A person residing beyond the limits of a town delivery area may on application at the Post Office from which his letters are delivered obtain, free of charge, any postal articles addressed to him subject to the condition that they are sorted ready for delivery when applied for.

(2) On Sundays, unregistered postal articles other than parcels shall be delivered to callers on payment of a search fee of 25 cents during the hours the office is open for telegraph business or during the half-hour after the sorting of mails is completed: Provided that in the case of any Post Office situated in Colombo the aforesaid period may be extended at the discretion of the Postmaster-General.

(3) One search fee covers postal articles addressed to Mr., Mrs., Miss, or Master of the same family at the same address.

45. *At an Intermediate Post Office.*—(1) Unregistered postal articles, other than parcels, may during transmission by post be stopped at any intermediate office where they are sorted for onward despatch, and be delivered to the addressee on his written application and production of proof of his identity to the satisfaction of the Postmaster and on payment by him of a search fee of Rs. 2 in respect of each search whether any article be found or not.

(2) One search fee covers postal articles addressed to Mr., Mrs., Miss, or Master of the same family at the same address.

EXPRESS DELIVERY.

46. *Express Delivery.*—(1) Registered and unregistered articles received at a Post Office where a separate staff is employed for the delivery of telegrams, will be delivered by express messenger to persons residing within the limits of the town delivery on the following conditions:—

(a) The word "Express" shall be boldly and legibly marked above the address on the left hand side of the cover, and the cover must also have a broad perpendicular line from top to bottom both in front and on the back.

(b) In addition to full ordinary postage an "Express" fee of 20 cents shall be prepaid by means of stamps affixed to each article.

(c) Unregistered "Express" articles may be handed in at any Post Office or may be posted in any letter box in the Island, but registered "Express" articles shall be handed in at a Post Office.

(d) "Express" articles will be sent out for delivery by special messengers as soon as the mails by which they arrive are dealt with and a telegraph messenger is available.

(e) "Express" articles which do not comply with conditions (a) and (b) or which after reasonable exertions the special messenger is unable to deliver, or which are addressed to persons residing outside the area to which the "Express" delivery system is restricted, will be dealt with as ordinary letter packets or parcels, as the case may be.

(2) Insured articles posted for express delivery, shall be subject to the conditions prescribed in paragraph (1) of this rule and to the further condition that in every such case only advice of the arrival of the article will be delivered by express messenger.

REDIRECTION.

47. *Redirection by the Public.*—(1) Any redirected letter, letter card, post card, printed matter open packet, or newspaper shall be retransmitted by post without additional charge, if in case of redirection by the addressee's agent such article is reposted not later than the day after delivery (Sundays and public holidays not being counted) and has not previous to redirection, been opened or tampered with.

(2) If an adhesive label be used for the purpose of indicating the new address, the name of the original addressee shall not be obscured.

(3) If the name is obscured, the article shall be liable to surcharge as an article on which postage has not been prepaid.

(4) Any redirected postal article which is reposted later than is required by the foregoing paragraph (1) of this rule, or which appears to have been opened or tampered with before being reposted shall be charged fresh postage at the rate applicable to its class.

(5) Every redirected parcel shall be liable for each redirection to an additional charge amounting to half the postage prepaid thereon, except in cases where both the original address and the substituted address are either served from the same delivery office or are within the same town delivery area, and where redirection of such parcels is made within

the period of free redirection allowed for letters : Provided however that no parcel which has been redirected and on which charges are due shall again be transmitted on a further redirection unless the charges already incurred have been paid.

(6) A parcel reissued either to the sender or the addressee from a Returned Letter Office shall similarly be liable to an additional charge amounting to half the postage prepaid thereon.

(7) (i.) A registered postal article, on being redirected, shall not be dropped into a letter box, but shall be handed in at a Post Office to be dealt with in the manner prescribed in that behalf.

(ii.) No additional registration fee shall be charged if the article is presented for re-registration not later than the day after delivery ; but if it is presented after that time, it shall be treated as freshly posted, and a fresh registration fee shall be payable.

(8) Any redirected registered article which instead of being given back to the Post Office to be dealt with in the prescribed manner is dropped into a letter box, shall be treated in all respects as a letter intended for registration, but irregularly posted.

(9) On delivery of a redirected postal article at the new address, the addressee shall give a receipt therefor, if required so to do by the officer in charge of the Post Office of delivery.

PART IV.

UNDELIVERED POSTAL ARTICLES.

48. *Definition.*—In these rules the expression “ Undelivered articles ” shall include all postal articles which remain undelivered either because the person to whom they are addressed cannot be found, or because the addresses are illegible or imperfect and the destination cannot be ascertained.

AT THE POST OFFICE OF ADDRESS.

49. (1) Undelivered articles the addresses on which are so illegible or imperfect that the destination cannot be ascertained and articles which do not bear a definite address or are directed to initials or clearly fictitious names shall be sent at once to the Returned Letter Office.

(2) Subject to the provisions of paragraph (4) of this rule, any undelivered article, on which the words “ Poste Restante ”, “ to await arrival ” or similar instructions have been written, shall remain in the Post Office to which its was addressed (i.) for a period of three months from the date of receipt, if that office is situated in a seaport town ; (ii.) for a period of one month in all other cases.

(3) No undelivered article shall ordinarily remain in a Post Office to which it has been redirected after it has been ascertained that the addressee cannot be found.

(4) (i.) The undelivered postal articles mentioned in column “ A ” of the schedule hereto shall remain at a Post Office and be liable to demurrage charges for the respective periods specified in column “ B ” of that schedule.

Schedule.

A. Kind of Article.	B Days.
(a) All inland parcels and value-payable parcels other than those addressed to the Poste Restante	15 days. The first 10 days free of charge and the subsequent 5 days subject to demurrage charges.
(b) All inland parcels and value-payable parcels addressed to the Poste Restante	30 days. The first 10 days free of charge and the subsequent 20 days subject to demurrage charges.

(ii.) Accrued demurrage charges on undelivered inland parcels shall in no case be waived and shall be collected from the sender on return.

(iii.) The demurrage charges shall be 10 cents per parcel for each day it remains undelivered after the expiry of the period during which it is held free of charge.

(5) After the expiration of the appropriate period specified in the foregoing schedule any parcel is liable to be returned to the office of origin for delivery to the sender free of return postage but subject to collection of any accrued demurrage charges.

(6) No undelivered postal article, of which the addressee has refused to take delivery, shall be detained in the Post Office to which it was addressed.

(7) An undelivered postal article, the addressee of which cannot be found, and to which the foregoing provisions of this rule do not apply, shall remain in the Post Office to which it was addressed for a period of three weeks from the date on which it reached that office.

50. An undelivered inland letter bearing the full name and address of the sender, printed or written upon the outside, shall, at the expiration of the period provided for in the foregoing rule 49 be returned direct to the sender unopened without any further charge for postage.

51. An undelivered inland post card, printed matter open packet, or newspaper, if bearing on the outside the name and address of the sender, with a request for its return in case of non-delivery, shall, at the expiration of the period provided for in rule 49 be returned direct to the sender charged with a second postage equal to the first.

52. An undelivered inland post card, printed matter open packet, or newspaper, bearing on the outside no request for return in case of non-delivery shall be destroyed or disposed of in such manner as the Postmaster-General may from time to time direct.

53. Notwithstanding the foregoing provisions relating to undelivered postal articles it shall be lawful for the officer in charge of the Post Office, to which any undelivered postal article containing goods of a perishable nature has been addressed, to destroy or sell such articles as soon as it may become necessary to do so. The proceeds of the sale, if any, shall be dealt with as money found in an undelivered postal article.

54. All postal articles other than those for which special provision has been made in the foregoing rules shall, at the expiration of the period provided for in rule 49, be sent to the Returned Letter Office.

IN THE RETURNED LETTER OFFICE.

55. Every undelivered inland letter shall be opened in the Returned Letter Office and returned to the sender free of charge if his name and address can be ascertained: Provided that if any letter so returned contains anything of value, a registration fee of fifteen cents shall be recovered from the sender.

56. (1) If an undelivered inland letter which does not disclose the sender's address does not contain any enclosure of value, it shall be destroyed.

(2) If it contains any enclosure of value, the enclosure shall be retained for a period of one year in the Returned Letter Office; and if on the expiration of that period no person has established, to the satisfaction of the Postmaster-General, his right thereto, the enclosure, if it is money, shall be credited to the Post Office and if it consists of any other article it shall be sold, and the sale proceeds credited to the Post Office.

57. (1) Every undelivered inland parcel shall be opened in the Returned Letter Office and examined.

(2) If the name and address of the sender can be ascertained, the parcel shall be returned to the sender free of additional postage.

58. If the name and address of the sender cannot be ascertained from the examination of an undelivered inland parcel, the parcel shall be retained in the Returned Letter Office for a period of three months; and if no person establishes his right to it to the satisfaction of the Postmaster-General within that period, the contents, if they are money, shall be credited to the Post Office, and if they consist of any other article it shall be sold, and the sale proceeds credited to the Post Office.

PART V.

BOXES, BAGS, AND TAPPAL BOOKS.

59. *Private Bags and Boxes.*—(1) Private bags or boxes may be used at any Post Office by any person, company, office, or estate for the posting and delivery of correspondence. Should any question arise as to whether the use of a box or of a bag shall be allowed the decision of the Postmaster-General on the question shall be final. The boxes or bags shall be of such size or sizes as the Postmaster-General may from time to time direct.

(2) The bag or box and the necessary keys shall in every case be provided by, or at the expense of, and shall be clearly marked with the name of the person, company, office, or estate for which it is to be used.

(3) A fee at the following rates shall be paid in advance by the owner of every private bag or box who lives or has a place of business within the limits of a postman's daily delivery :—

	Rs.	c.
For each bag or box for each calendar year	18	0
For each bag or box used for the first time after June 30 in any year	9	0

(4) No fee shall be charged for attention to the private bag or box when the owner has no residence or place of business within the limits of a postman's daily delivery.

(5) At Post Offices where there is a postman's delivery only on certain days of the week, persons residing or having a place of business within the delivery limits may use a private bag or box without payment of the annual fee, subject to the condition that its use is confined solely to those days on which there is no postman's delivery.

(6) All postal articles bearing an address which includes the number of a bag or box shall be placed for delivery in that bag or box : Provided however that in any town or place other than Colombo articles addressed to any person other than the owner of the bag or box may on the written application of that person be delivered to him separately.

(7) The provisions of this rule shall apply to bags or boxes used by Government Departments or officers : Provided that the Postmaster-General may on application made in that behalf give permission for such bags or boxes to be attended to within the limits of a postman's delivery without payment of the fee prescribed in paragraph (3) of this rule.

60. *Tappal Books*.—(1) Postal or tappal books may be used by any person, company, office, or estate for the entry by them of correspondence sent to the post, and for the entry by the postal officials of correspondence sent out for delivery to them.

(2) A fee of Rs. 24 shall be paid in advance and an official receipt obtained therefor, for each calendar year in respect of each tappal book : Provided that in any case where a tappal book is started after the end of January in any year, the fee for that year shall be reduced by the sum of Rs. 2 for each complete calendar month that has elapsed at the time the book is started.

(3) Should the tappal book be discontinued during the course of any calendar year the sum of Rs. 2 shall be refunded, on application by the holder of the book, for each complete calendar month that has still to elapse until the end of the year. The holder shall, when making his application, produce his receipt for the fee for the current year.

(4) A tappal book may be transferred without payment of any additional fee from one Post Office to another, on production of the receipt for the fee for the current year to the Postmaster of the latter office.

(5) On application made in that behalf by the holder of a tappal book all postal articles addressed to the house, place of business, or estate, as the case may be, for which the tappal book is used, shall be entered in the book : Provided that in the event of any objection being raised by any other person at that address, postal articles addressed to that person shall be delivered to him separately.

(6) A tappal book shall not be used for more than one address at the same time.

(7) The Postmaster-General may refuse the further use of a tappal book to any person who writes in it abusive or offensive words addressed to any officer of the department, or puts it to any other improper use.

(8) The Postmaster-General may on application allow tappal books to be used by Government officers whose offices are beyond the limits of a postman's delivery without payment of the fee prescribed in this rule.

PART VI.

REGISTRATION.

61. (1) A postal article may be registered at any Post Office for transmission by the inland registered post to any other Post Office.

(2) An article tendered at a Post Office for transmission by registered post will not be accepted unless it is definitely addressed to a particular person or firm.

62. A fee of 15 cents shall be charged for the registration of any postal article in addition to the postage payable on it.

63. Prepayment of the postage and of the registration fee shall be compulsory in all cases, and shall be made by means of postage stamps affixed to the articles.

64. (1) Articles intended for registration shall be presented at the window of the Post Office.

(2) If in contravention of paragraph (1) of this rule, a postal article bearing the word "Registered", or any other word, phrase, or remark to the like effect, is dropped into a letter box, it shall be compulsorily registered before transmission, and charged on delivery with a registration fee of 20 cents, less any amount purporting to have been prepaid for registration.

65. A receipt shall be given at the time of registration to the person who presents an article for registration at the Post Office window.

66. No registered article shall be delivered to the addressee until he or his agent has signed a receipt for it on such form as the Postmaster-General may for that purpose provide.

67. (1) The sender of any registered postal article may arrange at the office of posting, either at the time of posting or subsequently, for an advice of its delivery to be sent to him, by paying a fee of 5 cents in addition to the postage and registration fee.

(2) The fee for such an advice of delivery shall be paid either by means of postage stamps affixed to the article at the time of posting; or, in the case of a subsequent arrangement, by means of postage stamps affixed to a form provided for the purpose.

(3) Any inquiry regarding a registered article, for which the fee for an acknowledgment of delivery has not been paid, shall be accompanied by a fee of 5 cents in the form of postage stamps enclosed in the letter of inquiry.

68. The sender of a registered article shall be entitled to obtain an attested copy of the original receipt, on payment of a special fee of 15 cents by means of postage stamps to be forwarded with the application, if he makes his application for it within six months of the date on which the original receipt was signed.

69. (1) For the loss of or for any damage to a postal article or the contents of a postal article containing postage stamps, or an uncrossed postal order in which the name of the payee has not been inserted, or a cheque or a dividend warrant not crossed or not made payable to order, or a bank note or a bank post bill, or a bill of exchange, no compensation shall be paid unless such postal article has been registered.

(2) If a postal article containing any of the things mentioned in paragraph (1) of this rule of a value of Rs. 2 or over is found at any time during transmission (a) to be insufficiently or insecurely covered or packed, or (b) to be in such a condition that its contents are visible to the officers of the Post Office, or (c) to have a description of its contents superscribed upon the cover, the officer in charge of the Post Office where it is so found may treat the postal article as liable to registration, and require the payment of a special fee of 30 cents before delivering it to the addressee, or if it has been opened in the Returned Letter Office, before returning it to the sender.

70. *Compensation.*—(1) The Postmaster-General may grant to the sender, or at the sender's request to the addressee, solely as an act of grace and not in consequence of any legal liability, compensation up to a limit of Rs. 25 for the loss of any inland letter, packet, or parcel, or its contents, or for any damage caused to it or its contents in course of transmission by post, subject to the following conditions:—

- (a) that the prescribed registration fee shall have been prepaid, in addition to the postage;
- (b) that the application for compensation shall have been made within three months of the date of posting of the article in the case of loss of the article, and within one month of the date of delivery of the article in the case of loss of contents or damage thereto;
- (c) that the amount of compensation shall not exceed the actual amount of the loss or damage; and
- (d) that the decision of the Postmaster-General on all questions of compensation shall be final.

(2) No compensation shall be given in the following cases:—

- (a) where the loss or damage has been caused by the fault or negligence of the sender;
- (b) where the contents of the registered article were things which are not allowed to be sent by the inland post; and
- (c) where the contents of the registered article were liquids, or goods of a perishable or of an exceptionally fragile nature.

PART VII.

INSURANCE.

71. (1) A registered letter or a registered parcel may be insured for any sum not exceeding Rs. 2,000: Provided that in no case shall such sum exceed the real value of the contents of the article insured.

(2) An article tendered at a Post Office for transmission by the insured post will not be accepted unless it is definitely addressed to a particular person or firm.

72. In addition to the postage and the fee for registration a fee at the following rates shall be payable for insurance :—

	Cents.
Where the sum or declared value does not exceed Rs. 50	.. 15
Where the sum or declared value exceeds Rs. 50 but does not exceed Rs. 100	25
For every additional Rs. 100 or fraction thereof	.. 25

73. (1) The prepayment of all charges payable on any insured article, namely, the postage, registration fee, and insurance fee, shall be compulsory.

(2) Payment in every case shall be made by means of postage stamps affixed to the article.

74. (1) (i.) Every letter tendered for insurance shall be enclosed in a strong cover or envelope securely fastened by means of seals in wax, impressed with a private mark, and affixed at suitable intervals and in sufficient number to hold down all the folds of the envelope.

(ii.) No letter shall be accepted for insurance which is enclosed in an entirely transparent envelope or an envelope with black or coloured borders or transparent panels, or is made up in a manner permitting the contents to be tampered with without external and visible damage to the envelope or the seals.

(iii.) As an additional precaution a thread may be passed through the cover, and, if the contents admit of it, through the contents, and fastened in a knot, and whenever this is done the central seal shall be placed over the knot.

(2) (i.) Every parcel tendered for insurance shall be packed carefully and substantially with due regard to the nature of the contents and the length of the journey, and shall be sealed with wax or lead bearing a private mark.

(ii.) Every such parcel shall be so made up as to render it impossible for the contents to be tampered with without external or visible damage to the cover or seals.

(iii.) Gold or silver bullion, ingots of platinum, or coins to be sent by the insured parcel post shall be packed in a strong case of wood or metal with an outer covering of cloth or stout paper.

(3) (i.) A seal of wax or lead as aforesaid shall be affixed over each fold, join, or seam of the envelope or covering of every article tendered for insurance.

(ii.) If the article is tied round with string or tape the ends shall be knotted together and a seal placed on the knot, and if the string or tape is made up of several pieces each knot or joint shall be sealed.

(iii.) All the seals affixed on any article shall be of the same kind of wax or lead, and shall bear distinct impressions of the same private mark or device.

(iv.) The device impressed on a seal shall not be that of a current coin or merely a series of straight, curved, or crossed lines.

(4) (i.) The stamps used for prepayment of postage and other charges shall not be folded over the edge of the cover of any article which is to be insured, and where more stamps than one are used, they shall be affixed with spaces between them so that they may not serve to conceal injuries to the cover of the article.

(ii.) No label, other than the official labels belonging to the postal service, shall be affixed for any purpose whatsoever on any article which is to be insured.

(5) No postal article shall be accepted at any Post Office for insurance if it is so small, or so covered with writing or sealing wax on the address side, or so made up, as to render it impracticable to affix to the article the official labels of the postal service.

75. (1) (i.) Every article intended for insurance shall bear the amount for which the sender wishes it to be insured, clearly written, in words and figures, on the cover.

(ii.) The name and address of the sender shall also be written either on the cover in the lower left-hand corner, or on a separate slip of paper, to be presented with the article, if there is no room for the sender's name and address on the cover.

(2) Articles which are not properly packed, or the charges on which have not been fully prepaid, or which do not comply with the conditions prescribed in the foregoing rules relating to insurance, shall not be accepted for insurance.

76. A receipt shall be given at the time when an article is accepted for insurance to the person who presents the article at the Post Office window.

77. No insured postal article shall be delivered to the addressee unless and until he or his agent has signed a receipt for it on such form as the Postmaster-General may for that purpose provide.

78. For the loss of, or for any damage to, any insured postal article or its contents in course of transmission by post there shall be payable to the sender of the article compensation, not exceeding the amount for which the article has been insured or the actual value of the article lost or the amount of the damage caused, whichever is less : Provided that no compensation shall be payable in any of the following cases :—

- (a) where there has been misdelivery caused by incorrectness or incompleteness of the address written by the sender ;
- (b) where there has been fraud on the part of the sender or the addressee ;
- (c) where the insured article has been delivered in the manner appointed by the Postmaster-General by order under section 33 (3) of the Ordinance ;
- (d) where the sender has not within three months from the date of posting given intimation of the loss with full particulars of the contents of the article and their value ;
- (e) where the loss or damage was due to improper or insecure packing ;
- (f) where there is no visible damage to the cover of the article or the seals affixed thereto, to account for the alleged loss or damage :

And provided further that the Postmaster-General may in his discretion replace the contents of any packet the loss of which is proved to his satisfaction, instead of giving pecuniary compensation.

79. (1) Compensation shall be payable one month after the date on which intimation of loss is given by the sender to the Post Office, except in cases where the Postmaster-General may consider that the circumstances demand the withholding of payment pending an inquiry into the alleged loss or damage.

(2) When compensation has been paid for the loss of a postal article or its contents, the Post Office shall be entitled to retain and dispose of such postal article or its contents should they be subsequently recovered and the compensation paid not be refunded on demand being made.

PART VIII.

INLAND VALUE-PAYABLE ARTICLES.

80. (1) No postal article containing coupons, tickets, certificates, or introductions designed for the sale of goods on what is known as the " Snowball System " shall be accepted for transmission by post as a value-payable postal article.

(2) Any other postal article may be transmitted as a value-payable postal article in accordance with the rules next following if the amount specified by the sender at the time of posting is not less than 50 cents or more than Rs. 600, and does not include any fraction of a cent.

81. (1) Every postal article intended to be transmitted by post as a value-payable postal article shall be presented at the Post Office with a declaration in the form set out in the schedule to these rules.

(2) Every such article shall bear the words " Value-Payable " and the name and address of the sender clearly written or stamped or printed on its cover.

(3) Every such article shall be definitely addressed to a particular person or firm.

(4) A fee at the rate prescribed by Notification under section 37 of the Ordinance shall be paid at the time the article is presented at the Post Office by means of postage stamps affixed to the article.

(5) Where a value-payable postal article is not registered no receipt shall be given to the sender but a certificate of posting may be issued to him free of charge on application made at the time of posting.

82. (1) Before a value-payable article is delivered to the addressee he shall furnish a receipt and pay the amount specified for remittance to the sender together with all fees and demurrage charges that may have accrued.

(2) If the addressee refuses or omits to take delivery of a value-payable article, it shall be returned to the sender, on his furnishing a receipt and paying all the demurrage and other charges that may have accrued.

83. Subject to the payment of any accrued demurrage charges by the addressee, the officer in charge of the Post Office of delivery may deliver any value-payable postal article to the addressee free of payment or on payment of a larger or smaller amount than that specified by the sender at the time of posting, if—

- (a) written application in that behalf is made by the sender through the Post Office at which the article was posted ; and
- (b) any additional fee that may become due by reason of the alteration of the amount has been paid by the sender himself by means of postage stamps affixed to his application.

84. After the expiration of six months from the date of despatch of a value-payable article, no claim in respect thereof shall be entertained by the Post Office.

PART IX.

OFFICIAL CORRESPONDENCE AND FRANKING.

85. Official articles for the post, such as letters, printed matter, and parcels, shall be transmitted free of postage, if the weight of any single article does not exceed eleven pounds, and if each article bears on the envelope or cover the words " On His Majesty's Service " or the letters " O. H. M. S." with the signature, written or stamped, and the official designation of an officer authorized to frank such articles.

86. (1) Letters and printed matter of an official nature from persons not authorized to frank such articles shall be transmitted through the post free of charge if they are superscribed " O. H. M. S." and are on Government printed forms, or enclosed in covers franked and supplied by an officer authorized to frank such articles.

(2) Parcels from persons not authorized to frank such articles shall be transmitted through the post free of charge if they are superscribed " O. H. M. S." and enclosed in covers franked and supplied by an officer authorized to frank such articles and are addressed to an official authorized to frank official postal articles.

87. (1) Officers authorized to frank such articles are not permitted to delegate the privilege of franking to any clerk or other person in their offices, and when franking stamps are used, such officers are held personally responsible for any improper use made of them.

(2) Where an officer has an authorized deputy or assistant, the latter may frank such articles in his absence, if the name and signature of such deputy or assistant have been furnished to the Post Office of the district and to the Postmaster-General.

88. (1) Official postal articles franked by authorized officers and addressed to places out of the Island shall fulfil the conditions of the foreign post as notified in the Post Office Guide.

(2) The requisite action shall be taken by the Postal Department to indicate prepayment of postage prior to their despatch abroad.

89. Notwithstanding the provisions of the foregoing rules 85, 86, 87, and 88, His Excellency the Governor and his personal staff may send and receive free of charge all official letters and letters to and from private individuals which are of an official nature or deal with matters of public interest.

90. Official correspondence is hereby exempted from the charges payable for redirection.

91. All official postal articles, except articles for the post from such Naval and Military Officers as have been given the privileges of franking, are hereby exempted from the fee payable for registration, but shall be subject to all other rules relating to registration.

PART X.

92. *Repeal.*—The following rules are hereby repealed :—

- (1) The rules published by Notification dated February 26, 1909, in *Supplement to Government Gazette* No. 6,297 of February 26, 1909, as finally amended by Notification dated December 12, 1933, in *Gazette* No. 8,023 of December 15, 1933.
- (2) The rules regarding special delivery of correspondence published by Notification dated March 16, 1932, in *Gazette* No. 7,914 of March 23, 1932.
- (3) The rules relating to Business Reply Cards and envelopes published by Notification dated June 21, 1932, in *Gazette* No. 7,932 of June 24, 1932.
- (4) The rules relating to franking of postal articles published by Notification dated June 29, 1932, in *Gazette* No. 7,934 of July 8, 1932, as finally amended by Notification dated October 20, 1933, in *Gazette* No. 8,015 of October 27, 1933.

SCHEDULE TO THE INLAND POST RULES.

The form referred to in rule 81 (1)— (Face.)

INLAND VALUE-PAYABLE POST.

To
 (Addressee)
 Full Address :

 Parcels are not detained at Office of destination beyond 15 days. Warehousing charges accrue after 10 days. Do you wish parcel detained beyond 10 days? If so state period. days in all.

Amount due to Sender :
 (In Figures)

Rs.	c.
-----	----

 Rupees
 (In words)
 Cents

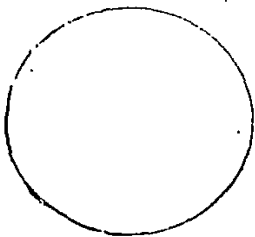
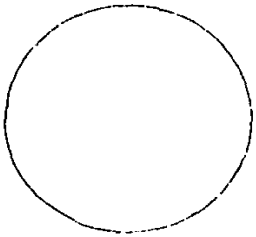
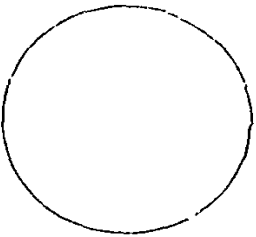
From
 (Sender)
 Full Address :

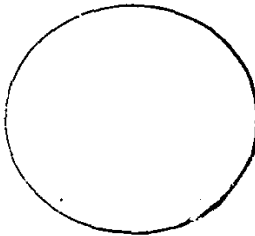
 Parcel

Posted at
 Date :, 19.....

P. O. No. of
 Stamp of Posting Office.

Warehousing Charges $\frac{\text{due}}{\text{recovered}}$ Cents

Date of receipt of parcel at the Office of destination.	Date of Delivery.	Date of return from the Office of destination.
		



(Back.)

Nothing is to be entered on this side by the Sender at the time of posting the Article.

INLAND VALUE-PAYABLE MONEY ORDER.

M.O.V.P. No. To
 (Office of Payment)

Stamp of Issuing Office

Pay to the **SENDER** specified on the reverse the sum of

Rupees
 (In words)
 and Cents

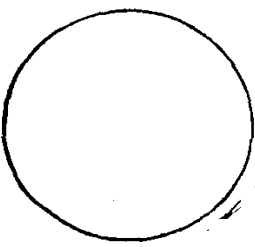
Rs.	c.
-----	----

Signature of Issuing Postmaster.

Signature of Verifying Officer.

RECEIVED payment of the above amount.

Stamp of Paying Office



Signature of Sender

Date :, 19.....

THE CEYLON POST OFFICE ORDINANCE, 1908.

IT is hereby notified that in pursuance of the powers vested in him by section 92 of the Ceylon Post Office Ordinance, 1908, and by Article 93 of the Ceylon (State Council) Order in Council, 1931, the Governor has been pleased to authorize the Postmaster-General to exercise such of the powers under sections 9, 10, 11, 23, and 39 as may be necessary to prescribe and notify adequately :—

- (a) the offices at which and the conditions subject to which the fee prescribed for late letters shall be charged ;
- (b) the description of documents admissible to the printed matter open packet post and the conditions subject to which printed matter open packets shall be admitted ;
- (c) the conditions under which notices of change of address shall be received and postal articles redirected by officers of the post office and the procedure to be followed in such cases ;
- (d) the procedure to be followed in effecting registration of newspapers ;
- (e) special regulations relating to the method of packing of postal articles and action to be taken when articles not packed in the prescribed manner are found in the post ; and
- (f) the conditions subject to which the Poste Restante shall be used.

Ministry of Communications and Works,
Colombo, November 20, 1934.

By His Excellency's command,
MOHD. MACAN MARKAR,
Minister for Communications and Works.

THE CEYLON POST OFFICE ORDINANCE, 1908.

IT is hereby notified that by virtue of the powers vested in him by section 22 (f) of the Ceylon Post Office Ordinance, 1908, and by Article 93 of the Ceylon (State Council) Order in Council, 1931, the Governor has been pleased to exempt Mariana Coca Wine from the provisions of the said section.

Ministry of Communications and Works,
Colombo, November 20, 1934.

By His Excellency's command,
MOHD. MACAN MARKAR,
Minister for Communications and Works.

THE CEYLON POST OFFICE ORDINANCE, 1908.

IT is hereby notified for general information that by virtue of the powers vested in him by section 32 of the Ceylon Post Office Ordinance, 1908, and by Article 93 of the Ceylon (State Council) Order in Council, 1931, the Governor has been pleased—

- (1) to declare that insurance shall be required in the case of the following articles when transmitted by post :—
 - (a) Bullion ;
 - (b) Ingots of platinum ;
 - (c) Currency notes or portions of currency notes ;
 - (d) Current coin whether current in Ceylon or any other country : the maximum transmissible in a single packet in the inland post being Rs. 250 ;
 - (e) Precious stones ;
 - (f) Jewellery and other articles of platinum, gold or silver including articles made wholly or partly of these metals but excluding articles which are electroplated or plated in any other similar manner or " gold " or " silver " lace or embroidery ; and
- (2) to direct that any letter or parcel containing any of the aforesaid articles and posted without being insured, shall be returned to the sender or delivered to the addressee subject to the payment of a special fee of one rupee per letter or parcel.

Ministry of Communications and Works,
Colombo, November 20, 1934.

By His Excellency's command,
MOHD. MACAN MARKAR,
Minister for Communications and Works.