



SUPPLEMENT TO THE

CEYLON GOVERNMENT GAZETTE

No. 3,198 —FRIDAY, JANUARY 24, 1936.

Published by Authority.

THE CEYLON TELEGRAPH ORDINANCE, 1908.

RULES made by the Governor in pursuance of the powers vested in him by section 7 of the Ceylon Telegraph 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, December 16, 1935.

MOHD. MACAN MARKAR,
Minister for Communications and Works.

INLAND TELEGRAPH RULES.

CHAPTER I.

GENERAL.

1. These rules may be called The Ceylon Telegraph Rules (Inland and Indo-Ceylon).

2. **Definitions.**—

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.

Indo-Ceylon Telegrams are those exchanged between Ceylon and India inclusive of Burma.

Office of Origin means the telegraph office in which a telegram originates or is first accepted.

Office of Destination means a telegraph office to which a telegram is transmitted for delivery by messenger, post or other means.

3. **Telegraph offices in Ceylon are distinguished as follows :—**

(a) Postal Telegraph Offices.

(b) Railway Telegraph Offices.

Note.—A list of each of these groups of offices which are open for the receipt and despatch of Postal Telegrams is published from time to time in section 3 of the "Ceylon Post Office Guide".

4. The following telegrams cannot be sent from or addressed to a Railway Telegraph Office :—

- (a) Foreign (including Radio) telegrams.
- (b) Indo-Ceylon telegrams.
- (c) Inland Urgent telegrams
- (d) Inland Ordinary telegrams of the under-mentioned denominations :—
 - (i.) Ordinary telegrams in code, cipher, foreign, or vernacular languages (Rules 19, 20, and 18 (1)).
 - (ii.) Multiple (Rules 118 to 124).
 - (iii.) Collated (Rules 110 to 113).
 - (iv.) Telegrams with a request for Notification of Delivery (Rules 114 to 117).
 - (v.) Late Fee (Rule 12).
 - (vi.) Press (Rules 136 to 144).
 - (vii.) Telegrams to be posted beyond the limits of the Ceylon Inland Postal Tariff (Rule 128, paragraph 2).

5. Telegrams sent from or addressed to a Railway Telegraph Office are always subject to the necessities of Railway Traffic.

6. **Legibility.**—To secure accuracy and rapidity of transmission, senders of telegrams shall write them in a clear and unmistakable hand, and, whenever possible, on the proper forms which can be obtained free of charge at all Telegraph and Post Offices.

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

Note.—Books containing 100 telegram forms can be purchased at the principal Postal Telegraph Offices, with or without counterfoils, at 25 cents each.

8. **Business Hours.**—Telegrams are accepted at Telegraph Offices in Ceylon (Rule 3) during the hours noted against them, in the list of offices published from time to time in Section 3 of the “Ceylon Post Office Guide”. Senders are, however, warned that telegrams handed in less than one hour before the closing time of the office of destination may have to be detained until the following day.

9. **Establishing the Identity of the Sender or Addressee.**—The sender or the addressee of a private telegram must prove his identity when requested to do so by the office of origin or the office of destination, as the case may be.

10. **The accuracy of telegrams is not guaranteed**, and the sender and receiver must accept all risks arising from non-delivery, errors, or delays. The Telegraph Department is not liable for any loss or damage which may be incurred or sustained on account of any error or delay in the transmission or delivery of a telegram or the non-delivery of a telegram.

CHAPTER II.

INLAND TELEGRAMS.

11. (1) **Offices where Inland Telegrams are accepted.**—Inland Ordinary telegrams are accepted at all telegraph offices referred to in Rule 3, subject to the restrictions set out in Rule 4. Also see Rule 13.

(2) Inland Urgent telegrams are accepted only at Postal Telegraph Offices.

12. **Late Fees.**—(1) Inland Ordinary telegrams are accepted on payment of extra fees after the closing hour of an office of origin if the office of destination is open or its attention can be gained. If both the offices of origin and destination are closed, the extra fee shall be Rs. 2, but if only one of them is closed the extra fee shall be Re. 1. When several telegrams from the same sender are handed in together at an office which is closed, a single fee only will be payable in respect of that office. Separate fees will, in addition, be charged in respect of each office of destination if it is closed for each telegram or batch of telegrams, as the case may be.

(2) Should it be found impossible to obtain the attention, after its closing hour, of an office of destination for which an extra fee has been paid, the extra fee in respect of that office will be refunded. The extra fee collected in respect of an office of origin which has accepted a telegram for transmission, after its closing hour, will, in no case, be refunded.

(3) The late fee system does not apply to Inland Urgent telegrams.

13. **Post Offices and Sub-Post Offices which are not in telegraphic connection** with telegraph offices receive Inland Ordinary telegrams and Indo-Ceylon telegrams, and despatch them by post to a telegraph office. Such telegrams are sent postage free by the first post.

14. **Inland Ordinary Telegrams** may also be posted by the sender to the nearest telegraph office, together with postage stamps sufficient for their payment, and in this case a receipt for the amount is forwarded 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 is recovered from the addressee (Rule 76).

15. **Objectionable Telegrams.**—(1) Telegraph Offices are required to refuse to accept any telegram of an objectionable nature. Any such telegram when observed, either at the transmitting or delivery office, may be stopped.

(2) The term "objectionable" shall be applicable to telegrams of the following or similar classes :—

- (a) Telegrams which seem dangerous to the security of the State or contrary to the laws relating to public order, or which appear to contain information of an important public nature or information likely to produce disturbance or create unfounded public alarm, or embarrass the action of the officers of Government during times of disturbance.
- (b) Telegrams containing abusive, libellous, indecently, or obscenely worded matter.
- (c) Telegrams tending to hinder justice, such as the intimation of the issue of a warrant of arrest in a criminal or civil case with a view to abetting escape.
- (d) Telegrams sent with the obvious intention of committing a fraud, *e.g.*, to insure a ship already wrecked, or property already burning or burnt.

(3) In any case in which there is reasonable doubt whether a telegram tendered or in the course of transmission is objectionable or not, and in the case of all telegrams which on the face of them relate to civil warrants, the Postmaster shall immediately report the matter by telegraph to the Postmaster-General for instructions; and the decision of the Postmaster-General on the matter shall be final.

Note.—The sending of a false message is an offence punishable under Section 465 of the Ceylon Penal Code.

16. **General Classification.**—(1) Inland telegrams are divided into four classes :—

(a) State (or Government) Telegrams (Rules 145 to 157)—

- (i.) Ordinary.
- (ii.) Urgent.

(b) Service Telegrams (Rules 158 to 164).

(c) Private Telegrams—

- (i.) Ordinary.
- (ii.) Urgent.

(d) Press Telegrams (Rules 136 to 144).

(2) All these telegrams except (a) (ii.) and (c) (ii.) are transmitted in the order in which they are tendered. "Urgent" State or Private Telegrams have precedence over all other classes of telegrams except "Clear-the-line" Telegrams.

17. **Language.**—Subject to the restrictions in Rule 4 (d) (i.) the text of private telegrams may be expressed in plain language, in code language, or in cipher, or partly in one and partly in the other.

18. (1) **Plain language** is that which presents an intelligible sense in English or in any foreign language or in either of the vernacular languages, each word and each expression having the meaning normally assigned to it in the language to which it belongs. In private telegrams written in any language other than plain English or the vernaculars of 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.

(2) **By telegrams in plain language** those are meant of which the text is wholly in plain language. The character of a telegram in plain language is not, however, changed by the presence of numbers expressed either in letters or in figures and having no secret meaning, or registered abbreviated telegraphic addresses, or commercial marks, or exchange quotations, or letters representing the signals of the International Code of Signals used in semaphore telegrams and radio-telegrams, or abbreviations in current use in ordinary or commercial correspondence, such as *fob.*, *cif.*, *caf.*, *svp.*, or any similar expression, the meaning of which is understood at the office of origin, or a check word or check number placed at the beginning of the text in bank and similar telegrams.

19. (1) **Code language** is composed either of artificial words, or of real words not used with the meaning normally assigned to them in the language to which they belong and consequently not forming intelligible phrases in one or more of the languages authorized for inland telegraph correspondence in plain language or lastly of a mixture of real words as defined and artificial words.

(2) **By telegrams in code language** those are meant of which the text contain words belonging to this language.

(3) Code words shall not contain more than ten letters. There shall be present in them at least one vowel if they comprise not more than five letters, at least two vowels if they comprise six, seven, or eight letters and at least three vowels if they comprise nine or ten letters. In words of more than five letters one vowel at least must be in the first five letters and at least one vowel in the rest of the words, subject, in the case of words of nine or ten letters, to the minimum of three vowels in all. The vowels are a, e, i, o, u, and y, but the accented letter è is not permitted.

(4) Groups which do not fulfil the conditions of the foregoing paragraphs (1), (2), and (3) shall be classed as letter cipher and charged accordingly (Rule 20). Groups formed by combining two or more plain language words contrary to the usage of the language shall not be admitted.

(5) The sender of a telegram in code language or code language mixed with another language must produce the code from which the text or part of the text of the telegram has been compiled, if the office of origin or other telegraph authority requests it.

20. (1) **Cipher language** is formed in either of the following ways:—

- (1) of Arabic figures, groups or series of Arabic figures with a secret meaning ;
- (2) of words, names, expressions or combinations of letters, with the exception of the letter è, not fulfilling the conditions of plain language (Rule 18) or code language (Rule 19 (1), (2) and (3)).

(2) The combination, in one group, of figures and letters with a secret meaning is not allowed.

(3) The groups indicated in Rule 18 (2) are not considered as having a secret meaning.

21. **Characters.**—Inland telegrams must be written legibly in characters which have their equivalents in telegraphic signals.

22. The characters having equivalents in telegraphic signals are as follows:—

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

Figures : 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.

Signs of punctuation : Full stop (.), comma (,), colon (:), note of interrogation (?), apostrophe ('), hyphen or dash (—).


Other signs used in writing : Brackets (), fraction bar (/), underline (—).

23. **Erasures, &c.**—Every footnote, insertion, erasure, elimination, or correction must be authenticated by the sender or his representative.

24. (1) **Roman figures** are admitted as written, but are transmitted as Arabic figures^s

(2) If, however, the sender of a telegram desires the addressee to be informed that Roman figures are intended, he should write the Arabic figure or figures, and insert^t the word "Roman" in front of the figure or figures.

25. The multiplication sign (×) is admitted, although it has no equivalent in telegraph signals. It is replaced in transmission by the letter x, and is counted as a separate word.

26. (1) Expressions such as 30^a, 30^{me}, 30^{ne}, 1^o, 2^o, , 1' (minute), 1" (second), &c., cannot be reproduced in Morse signals or by the instruments ; and senders must substitute an equivalent which can be telegraphed ; for example, for the expressions quoted above : 30 power a (or 30 a), trentieme, trentaine, primo, secundo, B in diamond, 1 minute, 1 second, &c.

(2) If, however, the expressions 30^a, 30^b, &c., 30 bis, 30 ter, &c., 30 I, 30 II, &c., 30¹, 30², &c., indicating the number of a house, appear in an address the counter officer will separate the number from the letters or figures accompanying it, by an oblique stroke. The same rule is applied in transmitting house numbers such as 30A, 30B, &c. The expressions in question are consequently transmitted in the following form : 30/A, 30/B, &c., 30/bis, 30/ter, &c., 30/1, 30/2, &c., 30/1, 30/2, &c., 30/A, 30/B, &c.

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

- (a) The Address.
- (b) The Text.
- (c) The Sender's name.

28. **Special Instructions.**—The sender should write upon the form, in the space provided, his instructions regarding “Urgent” telegrams, or prepayment of reply if any. Other instructions regarding delivery at destination, notification of delivery, collation (or repetition), open delivery, or delivery into the hands of the addressee himself, &c., may be written in any blank space at the end of the text of the telegram (but see Rules 126, 129, 130, and 132).

29. In the case of a multiple telegram, the special instructions which concern each addressee should be written 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.

30. Special instructions may be written in the abbreviated forms given in Rule 31. They are not charged for. With the exception of the special instructions for prepayment of reply (R/P Rs. ———), for express charges (Express, XP, XP Rs. ———), and for delivery by post (Post), none of the special instructions mentioned in Rule 31 or referred to in Rules 28 and 29 can be given in respect of telegrams sent from or addressed to Railway Telegraph Offices.

31. Special Instructions and Abbreviated Forms for their Transmission.—

Boat Hire Paid (Rule 91)	BPD
Boat Hire Paid Double (Rule 91)	BPDN
Reply Paid—rupees or cents (Rule 100)	Reply Paid
Collation or Repetition (Rule 111)	TC
Telegram with Telegraphic Notification of Delivery (Rule 114)	PC
Telegram with Postal acknowledgment (Rule 114)	PCP
Urgent Inland Telegrams (Rule 28)	Urgent
State Telegrams (Rule 150)	State
Express (Rules 126 and 127)	Express
Express Paid (Rules 126 and 127)	XP
Express Paid—Rs or cents (Rules 126 and 127)	XP Rs. ———
Post (Rule 126)	Post
Post Registered (Rule 130)	PR
To be delivered open (Rule 86)	Open
To be delivered into the hands of the addressee himself (Rule 85)	MP
To be kept at Telegraph Office till called for (Rule 88)	TR
To be kept at Post Office till called for (Rule 88)	GP
Multiple Telegram (Rule 118)	TM ×
Communicate all addresses (Rule 121)	CTA
More to Follow (Rule 137 (6))	MTF
To be sent by Air Post (Rule 132)	PAV
To be sent by Air Post Registered (Rule 132)	PAVR

32. Whatever may be the form in which the sender writes a special instruction, it is transmitted only in the abbreviated form provided in the Rules. The Counter Officer strikes out the indication written by the sender in any other than the authorized abbreviated form and substitutes for it the corresponding abbreviation.

33. **Address.**—The address consists of the name of the office to which the telegram is to be transmitted (*i.e.*, the office of destination), the name or designation (or both), and the address of the addressee.

34. (1) Care should be taken that the office of destination is written as given in the list of telegraph offices in section 3 of the “Ceylon Post Office Guide”. The address must contain all the particulars necessary to ensure the delivery of the telegram without search or inquiry and without reference to directories or other sources of information.

(2) In the case of towns, the address ought to contain the name of the street and number of the house, or, in the absence of these particulars, it must state the profession of the addressee or give any other useful information.

(3) In the case of small localities, the address ought to contain the garden name and the name of the village, or, in the absence of these particulars the profession of the addressee or other particulars for the guidance of the delivery office.

35. 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 other equivalent.

36. Telegrams for Railway passengers must be addressed to the care of the Station Master concerned.

37. Inland telegrams may be directed to the telephonic address of subscribers. The telephonic address in the case of subscribers connected to Government Exchanges should comprise name of addressee, number of telephone preceded by the word “telephone”,

and name of Exchange, thus : " Perera, Telephone 2999, Colombo " ; in the case of subscribers connected to Private Exchanges, the address should comprise the name of the addressee, the telephone number preceded by the word " telephone ", and the name of the Private Exchange, with the name of the Government Exchange to which the Private Exchange is connected, thus : " Brown, Telephone Clodagh 345, Matale " .

38. The address may also be composed of the addressee's name and his Post Office Box number. The address is then worded as follows : " Hoare & Co. Post Box 22, Colombo " .

39. (1) The address of " telegrams to be called for " or " poste restante " or " Telegraph Restant " must give the name of the addressee.

(2) The use of initials, figures, Christian names alone, and fictitious names, is not allowed in the address of such messages.

40. **Insufficient Address.**—A telegram, the address of which does not satisfy the conditions laid down in the preceding rules is nevertheless accepted and transmitted at the sender's risk.

41. In every case, 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 159).

42. **Abbreviated Address.**—The addressee's name and address may be written in an arbitrary or abbreviated form, but the right of an addressee to have a telegram so addressed delivered to him is subject to an arrangement made between such addressee and the telegraph office which has to deliver the telegram.

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

- (1) Application for the registration of such addresses shall be made to the officer in charge of the telegraph office from which the telegrams will be delivered, except in Colombo where all registrations are effected in the Central Telegraph Office. The Telegraph Department cannot arrange for the registration of an address at any place outside Ceylon.
- (2) No registered address shall consist of more than one word in addition to the name of the telegraph office where registration is effected. The word shall not contain more than ten letters, and should be easy to read and easy to telegraph.
- (3) Proper names can only in rare cases be accepted and in no case can a proper name be registered for a person bearing another name.
- (4) The names of professions, trades, countries, states, towns, telegraph stations, well-known streets, and registered newspapers shall not be used as registered addresses.
- (5) Numbers shall not be registered as abbreviated addresses.
- (6) As the Telegraph Department has to reject words, which, either in writing or in telegraph signals, so closely resemble other registered words as to be liable to be mistaken for them, an applicant should give several words from which a selection may be made.
- (7) No address shall be registered at one telegraph office for the delivery of telegrams from another telegraph office.
- (8) A registered address is available for Inland telegrams as well as for telegrams from other countries.
- (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 abbreviated address has been registered, the consent, in writing of all the partners of the firm must be produced before the records can be altered.
- (11) The fee for the registration of an abbreviated address and delivery instructions is Rs. 15 per calendar year payable in advance. For registration on or after July 1 the fee is Rs. 7·50 for the half year commencing on July 1.

When delivery instructions are the same for more than one abbreviated address registered by a person or a firm, the fee for one of such addresses shall be that prescribed by the preceding paragraph, and for each of the rest Rs. 10 per calendar year, the fee for registration on or after July 1 being Rs. 5 for the half year commencing on July 1.

For each change in the delivery instructions during the period covered by the fee already paid, a fee of Re. 1 shall be charged.

(12) An additional fee of Rs. 5 shall be 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 the 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 shall be charged. 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 in accordance with condition 11.

44. 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 rule 43, 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.

45. Telegrams which contain only an address are not admitted.

SENDER'S NAME AND SIGNATURE.

46. The insertion of the sender's name is not compulsory; it may be written in any form.

47. **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 in the space provided. The sender of a private telegram can always be called upon to prove that the signature attached to it is genuine.

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

COUNTING OF WORDS.

Rules applicable to all Parts of a Telegram.

49. (1) **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 28 and the name of the telegraph office of origin, which are transmitted free. No other words will be transmitted unless paid for.

(2) Dashes used only to separate on the sender's copy the different words or groups of the telegram are neither charged for nor transmitted, and signs of punctuation, apostrophes, and hyphens are charged for and transmitted only at the special request of the sender.

(3) When signs of punctuation instead of being used separately are repeated, one after another they are charged like groups of figures (Rules 53 and 54).

50. (1) **Preamble.**—The nature of the telegram, the name of the office of origin, the date (in Indo-Ceylon telegrams only) and time of handing in, and other words, numbers, and signs added by Telegraph Officials for official purposes are not charged for.

(2) The sender may include any or all of these particulars in the text of his telegram. They are then added to the number of chargeable words.

51. Each of the following shall be counted as one word :—

- (a) Every isolated character, letter, or figure and every sign of punctuation, apostrophe, or hyphen transmitted at the request of the sender.
- (b) An underline, irrespective of its length.
- (c) The two signs forming brackets.

52. **Use of Apostrophes and Hyphens.**—Words separated or joined by an apostrophe (except in the case of certain names—Rule 56 (c)), a hyphen or a fraction bar are counted as so many separate words.

53. Any group of figures or of letters or any ordinal number composed of figures and letters which does not contain more than five characters shall be counted as a single word. Where any group of figures or of letters or any ordinal number composed of figures and letters consists of more than five characters, each unit of five characters shall be counted as a separate word, and any balance of less than five characters left in that group of figures or of letters or ordinal number shall be counted as an additional word.

54. Full stops, decimal points, commas, colons, dashes, and fraction bars are each counted as a figure or a letter in the group in which they appear. The same rule applies to letters or figures added to the number of a house or street in an address set out in any part of a telegram.

55. (1) **Combinations or alterations of words** contrary to the usage of the language to which they belong are not allowed.

(2) Nevertheless, family names belonging to one person, the full names of places, squares, boulevards, streets and other public ways, names of ships, designations of aircraft, compound words which can be justified if necessary, whole numbers, fractions, decimal or fractional numbers written in words, may be grouped as a single word, and shall be counted in accordance with the provisions of Rule 61.

(3) Numbers written in words in which the figures are represented separately or in groups, for example: thirtythree instead of threethousandandthirty or sixfoursix instead of sixhundredandfortysix, shall be counted in accordance with the provisions of Rule 61.

(4) The words halfpenny, twopence, threepence, &c., up to eighteenpence, may be written as single words.

56. The following are examples respectively 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 :—*

Tapestrypatterns	Counteroffer	Bankaction
Wireanswer	Innerharbour	Boursecredit
Sailinsurance	Steamcoals	Tuesdaymorning
Wheatcargo	Beerboxes	Dischargingday
Steamercargo	Coastsailing	Hullsteamer

(c) **Surnames.**—Names such as MacDonald (or McDonald), FitzGerald, O'Neil, De Morgan, D'Cruz, De la Rue, St. John, Van de Brande, Du Bois shall be counted as one word each though written with capital medial letters and shall be transmitted as single words without break, the apostrophe being omitted in transmission (see Rule 52).

57. **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.

COUNTING OF WORDS IN THE ADDRESS.

58. Where several words form the name of the office of origin or destination, they should not be joined up but signalled separately and counted accordingly (for assessing the total number of words) thus: Calcutta Sub, Colombo Sub, Nanu Oya, Nuwara Eliya or Uda Pussellawa will count two each, and Delhi Junction G.I.P. as five words. For the purpose of charging, however, the name of the office of origin will not be counted, and that of the office of destination will be reckoned as only one word irrespective of the number of words forming the name.

59. Any name or word in the address, other than the number of a house or street (*vide* Rule 54) which does not contain more than fifteen characters shall be counted as a single word. Where any name or word consists of more than fifteen characters each unit of fifteen characters shall be counted as a separate word, and any balance of less than fifteen characters left in that name or word shall be counted as an additional word.

60. The provisions of Rules 58 and 59 shall be applicable to the address of any telegram whatever may be the class of language in which the text of that telegram is written whether plain, or secret, or a mixture of plain and secret language.

COUNTING OF WORDS IN THE TEXT.

61. In telegrams of which the text is entirely in plain language, each name, or word, or authorized compound, which does not contain more than fifteen characters shall be counted as a single word. Where any name, or word, or authorized compound consists of more than fifteen characters, each unit of fifteen characters shall be counted as a separate word, and any balance of less than fifteen characters left in that name, or word, or authorized compound, shall be counted as an additional word.

62. Any commercial mark in the text which does not contain more than five characters shall be counted as a single word. Where any commercial mark consists of more than five characters, each unit of five characters shall be counted as a separate word, and any balance of less than five characters left in that commercial mark, shall be counted as an additional word.

63. In weather telegrams, the letter x is counted as a figure in the group of figures in which it appears.

64. The method of counting prescribed in Rules 61 and 62 applies to Bank telegrams and telegrams of a similar kind containing a check word or check number as the first word of a plain language text. The length of the check word or check number may not, however, exceed ten letters or ten figures. (A check number of over five figures will, as in the case of other groups of figures, be counted in accordance with Rule 53).

65. (1) In code language as defined in Rule 19, the maximum length of a word shall be ten letters.

(2) In a mixed telegram of which the text contains both plain language words and code words, each plain language word in the text which does not contain more than ten characters shall be counted as a single word. Where any plain language word in the text consists of more than ten characters, each unit of ten characters shall be counted as a separate word, and any balance of less than ten characters left in that word shall be counted as an additional word.

(3) If the mixed telegram also contains cipher language in the text, each cipher language word which does not contain more than five characters shall be counted as a single word. Where any cipher language word consists of more than five characters, each unit of five characters shall be counted as a separate word, and any balance of less than five characters left in the word shall be counted as an additional word.

(4) If the mixed telegram contains only words in plain language and words in cipher language, the words in plain language shall be counted in accordance with the provisions of Rules 61 and 62 and those in cipher in accordance with the provisions of paragraph (3) of this rule.

COUNTING OF WORDS IN THE SENDER'S NAME.

66. The provisions of Rules 59 and 60 shall be applicable to the counting of words in the Sender's Name and address if they are inserted in any telegram.

67. The following examples show how the rules for counting words are to be interpreted :—

	No. of Words.
Leveson-Gower (family name)	2
Levesongower (family name)	1
John Henry (Christian names)	2
Johnhenry (Christian names)	2
A. Gower (initial and family name)	2
Agower (evasion : inadmissible)	—
Responsibility (14 characters)	1
Misrepresentation (17 characters)	2
Prince of Wales (ship)	3
Princeofwales (Ship)	1
Hyde Park Corner	3
Hydepark Corner	2
Hydeparkcorner (14 characters)	1
Readdressed	1
Re-addressed	1
Dont	1
Don't	1
Don't (*)	3
—	
Mother-in-law	1
Motherinlaw	1
Rest House Keeper	3
Resthouse Keeper	2
Resthousekeeper	2
Allright	1

* The sign or signs of punctuation, &c., of which transmission has been requested are underlined with a small dash by the counter clerk, in order to attract the attention of the signalling officer.

	No. of Words.
All-right	1
All right	2
All-right (*)	3
Alright	1
245-F (reference in State Telegrams : 5 characters)	1
$\frac{A}{55}$ 85821 (number of currency note or cheque)	2
44½ (5 characters)	1
444½ ((6 characters)	2
444·5 (5 characters)	1
444·55 (6 characters)	2
44/2 (4 characters)	1
44/ (3 characters)	1
$\frac{3}{4}$ 8 (4 characters)	1
2% (4 characters)	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
15 × 16 (transmitted 15 × 16)	3
Two hundred and thirty four	5
Twohundredandthirtyfour (23 characters)	2
E	1
E.M. (isolated letters, initials of Christian Names)	2
EM (initials of two Christian names, wrong combination)	2
15A (number of house)	1
15-3 or 15/3 (number of house)	1
R.A. (for Royal Artillery in) address or text	2
RA (in address)	2
(in text)	1
Ra (in address)	2
(in text)	1
C.C.S. (for Ceylon Civil Service) in address or text.. . . .	3
C.C.S. (*) (for Ceylon Civil Service) in address or text	6
CCS (in address)	3
(in text)	1
CCs (in address)	3
(in text)	1
AP/M (Commercial mark ; 4 characters)	1
3/M (Commercial mark ; 3 characters)	1
GHF (Commercial mark ; 3 characters)	1
G.H.F. (*) (Commercial mark ; 6 characters)	2
G.H.F (*) (Without final stop ; commercial mark ; 5 characters)	1
GHF45 (Commercial mark ; 5 characters)	1
G.H.F.45 (*) (Commercial mark ; 8 characters)	2
The business is very <u>urgent</u> come <u>without delay</u> (8 words and 2 underlines)	10
Received news of you indirectly (very bad) telegraph immediately. (9 words and one passage within parenthesis)	10
Cts. (for "cents")	1
Co. (for "Company")	1
Etc. (for "etcetera")	1
Mr. (for "Mister")	1
Mrs. (for "Mistress")	1

*The sign or signs of punctuation, etc., of which transmission has been requested are underlined with a small dash by the counter clerk, in order to attract the attention of the signalling officer.

				No. of Words.
No.	(for "Number")	1
d.	(for "pence")	1
s.	(for "shillings")	1
Cwt.	(for "Hundredweight")	1

CHARGES.

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

(a) For ordinary Private Telegrams—

				Rs. c.
Unit number of words :	12			
Unit rate	0 50
Each additional group of two words or less	0 5
Address	Charged for

(b) For Urgent Private Telegrams—

				Rs. c.
Unit number of words :	12			
Unit rate	1 0
Each additional group of two words or less	0 10
Address	Charged for

PAYMENT OF CHARGES.

69. **Charges how paid.**—All charges on telegrams must be paid in cash or postage stamps. In offices in which National Cash Registers are installed, payment is accepted in cash only. In the Central Telegraph Office, Colombo, where the National Cash Register is in use, telegrams are also accepted on the Deposit Account System—*vide* Rule 71.

70. Telegrams handed in at offices where National Cash Registers are installed should be written in the special forms provided for the purpose. Such telegrams are passed through the Register and receipts issued in every case. The amount collected will be displayed on the Register at the time the telegram is passed through, for the information of the person handing in the message.

71. The following are the conditions for the acceptance of telegrams on the Deposit Account System, in the Central Telegraph Office :—

- (i.) A minimum deposit of a sum of money equivalent, approximately, to the cost of ten days' telegrams shall be made at the Central Telegraph Office, Colombo. At the end of each week this office shall submit a detailed account to the depositor, showing the amount expended on his telegrams, in order that he may renew his deposit, if necessary, by paying into the office the amount shown in the account. If the deposit is exhausted, and the depositor does not renew it, no further telegrams will be accepted from him except on prepayment.
- (ii.) If the account is to be rendered at longer intervals than a week the deposit required will be increased accordingly.
- (iii.) A fee for the upkeep of the accounts shall be levied at the rate of Re. 1.50 for every twenty-five telegrams, or fraction thereof, despatched by the depositor during each quarter, subject to a minimum of Rs. 10 per annum. The amount due on this account will be included in the bill that will be rendered immediately after the close of each quarter, any balance in respect of the minimum charge of Rs. 10 per annum being included in the bill immediately following the close of the last quarter.
- (iv.) Telegrams handed in under this system shall be marked preferably by means of a rubber stamp, "Deposit Account" in the space allotted for "Signature of Counter Clerk". The name and address of the sender shall appear at the foot of the form as usual.

72. **Stamps.**—Postage stamps of the following values are issued :—1 cent, 2 cents, 3 cents, 5 cents, 6 cents, 9 cents, 10 cents, 15 cents, 20 cents, 25 cents, 30 cents, 50 cents, Re. 1, Rs. 2, Rs. 5, Rs. 10, Rs. 20, Rs. 50, Rs. 100, Rs. 500, and Rs. 1,000.

73. **Affixing Stamps.**—The stamps must be affixed by the sender to the telegraph 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.

74. **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, but this rule does not apply to the perforation of stamps with initials or other identifying marks traced in minute holes.

75. **Receipts.**—A receipt containing particulars of the number of the telegram and the charges will be granted, on demand, for each telegram accepted for transmission at a Telegraph or Post Office.

At Offices where National Cash Registers are installed a receipt is issued for every telegram accepted (see Rule 70).

Senders of telegrams should examine their receipts to see if they are correct.

76. **Recovery of Bearing and other Charges from Addressee.**—In every case where charges have to be collected on delivery (Rule 14), the telegram is handed to the addressee only upon payment of the amount due.

77. **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.

78. **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 165 (j), 168 (e), and 169.**

INTERRUPTION OF TELEGRAPH COMMUNICATION.

79. 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 route, or failing that, by special messenger or by post (registered, if possible).

80. 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 retransmit 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 retransmission would be manifestly prejudicial to the general service.

CANCELLATION OF A TELEGRAM AT THE REQUEST OF THE SENDER.

18. (1) **Before Transmission.**—The sender of an Inland telegram or his authorized representative may, on establishing his identity, cancel the telegram at any time before transmission has begun. In such a case, the charge paid, less a fee of 20 cents shall be at once returned. (Rules 165 (k) and 163.)

(2) **After Transmission.**—If the telegram is in the course of transmission, or has already been despatched, it can be cancelled only by a paid service advice addressed under Rule 159 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 prepay 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.

82. Telegrams are delivered according to their address, either at a domicile (private house, office, business house, &c.) or a poste restante or a telegraph restant. They are also telephoned—*vide* Rule 90.

83. Telegrams are delivered at destination in the order of their receipt and priority.

84. **Free Delivery Limits.**—Telegrams are delivered free of charge within three miles of a telegraph office. Beyond this free delivery limit, they are sent by post without charge, or by such other means as the sender may arrange and pay for (Rules 125 to 130). For telegrams to be delivered by boat see Rule 91.

85. **Persons to whom Telegrams may be delivered.**—A telegram taken to an address may be delivered either to the addressee, to an adult member of his family, to any person in his service, to his lodgers or guests or to the porter at the hotel or the house, unless the addressee has designated in writing a special representative, or the sender has requested delivery to the addressee in person by writing in the space provided in the form the

special instruction (MP)—see Rule 31—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 and gives the necessary instructions to the messenger. (But see Rule 30.)

86. **Open Delivery**—The sender of a telegram may request that the telegram may be delivered open by writing on the form the special instruction “open”—see Rule 31. This request is reproduced on the copy handed to the addressee, which is delivered simply folded with the address written on the back where necessary. (But see Rule 30.)

87. The sender may also have instructions such as “Private”, “Confidential”, “To be opened at once” or the like written on the cover of a telegram when it is taken out for delivery from the office of destination. The instructions are charged for as a part of the message.

88. **Telegrams to be kept till called for.**—When a telegram bears the special instruction “To be kept at the Telegraph Office till called for” or (TR) (see Rule 31), it is delivered at the Telegraph counter to the addressee or to his duly authorized representative who are bound, if required, to prove their identity. Telegrams bearing the special instruction “To be kept at the Post Office till called for” or (GP) (see Rule 31) are handed to the Post Office by the Telegraph Office of destination, and are, as regards delivery and period of preservation, subject to the same rules as postal correspondence.

89. **Telegrams addressed to a box number will be delivered through the post box.** A box number should not be used in a telegram intended for delivery by messenger.

90. **Telegrams addressed to telephonic addresses are, in the absence of any arrangement to the contrary between the addressee and the office of destination, telephoned to the number indicated.** Copies of telegrams so telephoned are posted to the addressees with the superscription “Transmitted by Telephone”.

91. **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 pay it. The instruction “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 (Rule 165 (i.)). 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.	Charges.				
	By Day.		By Night.		
	5 A.M. and 5 P.M.		5 P.M. and 5 A.M.		
	Rs.	c.	Rs.	c.	
Batticaloa*	..	1	50	..	3 0
Galle	0	50	..	1 0
Hambantota†	..	0	75	..	1 12
Kalkudah*	..	0	50	..	1 0
		5 A.M. and 8 P.M.		8 P.M. and 5 A.M.	
Trincomalee†	..	0	50	..	1 0
		6 A.M. and 8 P.M.		8 P.M. and 6 A.M.	
Jaffna	2	0	..	3 50
Kankasanturai	1	50	..	1 50
Point Pedro	2	0	..	3 0
		6 A.M. and 7 P.M.		7 P.M. and 6 A.M.	
Colombo Inner Harbour	0	70	..	1 10
Colombo Outer Harbour	1	10	..	1 50

* On Sundays, New Year Day, Christmas Day, Good Friday, and Easter Monday charges are double.

† On Sundays, Christmas Day, and Good Friday charges are double.

92. **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 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.

93. (1) **Redirection.**—Telegrams can be redirected to a second address either by an officer of the Post Office or by an agent of the addressee. When official redirection of telegrams is required, a notice to that effect must be given to the telegraph office concerned; printed forms can be obtained from the local telegraph office.

(2) In Colombo, instructions regarding the redirection of telegrams should be addressed to the Chief Telegraph Master. General instructions regarding the redirection of correspondence addressed to the Chief Postmaster are not regarded as applicable to telegrams, unless telegrams are specifically mentioned.

(3) The person making the request is responsible for any charges that may be incurred. No additional charge will be levied if the two addresses are within the same town; but if the addresses are in different towns, the full inland rate is charged for the redirection.

(4) If the sum due has not been paid at the office where the telegram has been redirected, the amount will be recovered from the addressee before delivery.

(5) State Telegrams will be redirected free.

94. Inland telegrams may also be retransmitted 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 retransmission must be made in writing and anyone making such a request must undertake to pay such of the charges as may not be collected by the Delivery Office. When no such undertaking accompanies a request to retransmit, the telegram will be posted and the sender advised. Telegrams returned unopened with a new address in India will be similarly dealt with.

95. Instructions left at the telegraph office regarding the readdressing or redirection 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 99.

96. **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, *Telegraph 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 returned as undelivered.

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 prescribed for the retention of such correspondence.

97. (1) 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.

(2) 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 domicile (office, business house, &c.) indicated, and the telegram is brought 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 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 96.

98. **Unclaimed Telegrams.**—Telegrams unclaimed or not delivered are not kept after two weeks by the office of destination.

99. **Directions about Delivery.**—For the registration of standing instructions regarding the delivery of telegrams during fixed hours a fee of Rs. 5 per annum or Rs. 2.50 for six months is payable. For each change in such instructions during the period covered by the fee already paid, a fee of Re. 1 is payable.

SPECIAL TELEGRAMS.

Prepaid Replies.

100. The sender of a Private Telegram may prepay a reply, but the amount so prepaid shall not be less than the unit rate for an Ordinary telegram, nor shall it contain a fraction of five cents. The sender of a reply paid telegram shall write the words "Reply Paid" in the space provided on the telegram form (Rules 30 and 31).

101. At the destination, the telegraph office delivers to the addressee a Reply Telegram Form which entitles him to send free of charge from any telegraph office in Ceylon (*vide* Rule 3) and within the value of the amount prepaid, a telegram to any destination in Ceylon.

102. (1) Two or more Reply Telegram Forms issued in Ceylon may be used in payment of one Inland Telegram, but one Reply Telegram Form shall 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.

(2) If the reply exceeds the amount notified in the Reply Telegram Form, the difference shall be paid in cash or stamps by the sender of the reply (also see Rule 69). If, on the other hand, the amount notified in the Reply Telegram Form exceeds that of the reply, the difference, if it be not less than the unit rate for an Inland Ordinary Telegram, shall be refunded to the sender of the original telegram on application to the Superintendent, Telegraph Check Office, Colombo.

103. No refund shall be given on a Reply Telegram Form which has been prepaid by another Reply Telegram Form, and not by cash or stamps.

104. A reply Telegram Form shall be available for only two months (date of issue included), after which it lapses.

105. When the addressee has not made use of the Reply Telegram Form, or has refused it, the money deposited for the reply shall be refunded to the sender, on application made by him in accordance with the provisions of Rules 165 (*d*) and 168.

106. In case of non-delivery of a reply paid telegram, the Reply Telegram Form shall remain attached to the telegram during the period of retention fixed by Rule 98; on the expiry of that period, it shall be sent to the Superintendent, Telegraph Check Office, Colombo, to await any application for refund of the amount prepaid that may be preferred by the sender according to Rule 168.

107. When a reply paid telegram is addressed to a place where there is no telegraph office, the telegram and Reply Telegram Form shall be forwarded to destination from the nearest Telegraph Office by ordinary post, free of charge.

108. 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.

109. 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 (see also Rule 154).

COLLATED (OR REPEATED) TELEGRAMS.

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

111. 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 instruction "Collation" or "TC". Collation cannot be required in respect of a telegram sent from or addressed to a Railway Telegraph Office.

112. State and Service telegrams written in secret language are invariably collated free of charge. When they are written partly in secret language, the secret language portions only are repeated.

113. The charge for collation is equal to half the charge for an Ordinary telegram of the same length, fractions of five cents being reckoned as five cents.

NOTIFICATION OF DELIVERY.

114. The sender of a telegram may, by writing on the telegram form the instruction "PC", require that the date and time at which the telegram is delivered to the addressee be notified to him by telegram as soon as possible after its delivery. The charge for such notification is the minimum charge for an Inland Ordinary telegram which should be prepaid by the sender. The sender may similarly obtain a notification of delivery by post by writing on the telegram form the instruction "PCP" and paying the minimum postage for an Inland ordinary letter. A notification of delivery may be addressed to the sender at any place he may name. When the telegram is forwarded to its ultimate destination by post, or deposited in a poste restante or delivered by telephone or in the care of any third party, the notification gives the date and time of such forwarding, deposit, or delivery.

115. A notification of delivery cannot be required in respect of a telegram sent from or addressed to a Railway Telegraph Office.

116. (1) When a telegram with a request for notification of delivery cannot be delivered, a service advice reporting the non-delivery provided for in Rule 96 is sent to the office of origin as in the case of an ordinary telegram and the notification of delivery is not prepared.

(2) If at a later time within the period set for retention of the telegram (Rule 98), the telegram can be delivered to the addressee, the notification of delivery is immediately prepared and forwarded. At the end of the period of detention, if the telegram has not been delivered, the charge for a telegraphic notification of delivery may be refunded to the sender on application. The charge for a postal notification of delivery is never refunded.

117. A notification of delivery when it reaches the office of origin or the office indicated in the telegram (Rule 114), is notified to the sender. When the notification of delivery has reference to a telegram which has been readdressed (Rule 93), the office of origin recovers if necessary from the sender any charges that may be due.

MULTIPLE TELEGRAMS.

118. **Multiple Telegrams addressed to one Telegraph Office.**—Except as provided for in Rule 131, a multiple telegram may be addressed, either to several addresses in the same locality, or in different localities served by the same telegraph office, or to the same addressee at different addresses in the same locality or in different localities served by the same telegraph office.

119. (1) Each of the addresses in a multiple telegram must be written in accordance with Rules 33 to 44. For the purpose of charging, however, the office of destination will be counted only once.

(2) Multiple telegrams cannot be sent from or addressed to a Railway Telegraph Office (Rule 4).

120. A multiple telegram is charged as a single telegram, all the addresses being reckoned in the number of words. In addition to this, a copying fee of 30 cents for every 100 words of an ordinary multiple telegram and 60 cents for every 100 words of an Urgent multiple telegram, plus 30 cents and 60 cents respectively for any excess, is charged for each copy to be prepared, the number of copies to be reckoned for this purpose being one less than the number of addresses.

121. Each copy of a multiple telegram must bear only the address proper to it, unless the sender has by writing on the telegram the special instruction "CTA" required the communication of all the addresses to each addressee; in the latter case each copy of the telegram shall bear all the addresses.

122. If a copy bearing the instruction "CTA" is to be redirected by telegraph, it bears only the address proper to it; the other addresses are transmitted after the sender's name, or if there is no sender's name, after the text, and they are preceded by the words "received with _____ (address(es))".

123. Copies of a multiple telegram will be delivered by post from the office of destination only if it is addressed to places beyond the telegraph lines. Such copies cannot be posted to places where there are telegraph offices.

124. **Multiple Telegrams 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 a separate telegram form for each person or address. 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 118.

Note.—For Multiple Press telegrams see Rule 136 (2).

TELEGRAMS TO BE DELIVERED BY POST OR EXPRESS.

125. **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.

126. (1) 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,
Bingiriya,
Post Chilaw.

(b) If the message is to be sent by special messenger:—

Office of Origin and Service Instructions :
Colombo = XP Rs. two =
To : John Doe,
Attampitiya,
Express Bandarawela.

(2) The instructions (Post) or (XP Rs. two) are not charged for (Rules 30 and 49).

127. (1) **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 :—

(a) 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

(b) 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.

(2) 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 the instruction " DM " (Deliver morning) on the telegram form.

(3) If the correct distance is shown in the " Register of Distances ", the sender must pay the charge in accordance with the above rates, and the telegram bears the sender's instruction " Express paid " or (XP) only. If the correct distance is not shown in the Register referred to, the sender must pay such sum as he thinks sufficient at the above rates, and the telegram must bear the 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.

128. (1) **Postage.**—No charge shall be 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 minimum letter postage set out against the country concerned in the Foreign Letter Post Section of the " Ceylon Post Office Guide " if the telegram is to be posted unregistered, and this charge plus the foreign registration fee if the telegram is to be posted registered, shall be paid by the sender.

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

129. (1) **Inland Telegrams posted from Ceylon to India.**—Inland Ordinary telegrams to be posted to addresses in India may be addressed to Colombo for conveyance by the daily mail train leaving for Dhanushkodi. The address of such a telegram should read *e.g.*, " Sen Gupta, Royal Hotel, Bombay, Post Colombo ".

(2) The charge for such telegrams is the Inland Ordinary Telegraph rate only, postage being free—*vide* Rule 128.

130. (1) **Inland Telegrams posted from Ceylon to Foreign Countries.**—Inland Telegrams may also be telegraphed to Colombo to be posted under Rule 128 to a place beyond the limits of the Ceylon Inland Postal Tariff. The address should then be, *e.g.*, " Mrs. Johnson, 20, Cambridge Terrace, Hyde Park, London, Post Colombo ". The instruction " PR " must be substituted for the word " Post ", if the telegram is to be posted registered.

(2) The charge for such telegrams is the Inland Telegraph rate (Urgent or Ordinary at sender's choice) and the minimum letter postage shown against the country concerned in the Foreign Letter Post Section of the " Ceylon Post Office Guide ", plus the foreign registration fee if the telegram is to be posted registered. Telegrams received in Colombo too late for registration, are posted unregistered, a copy marked " Duplicate " being sent as a registered letter as soon as practicable.

131. (1) Telegrams sent under Rule 130 may also be multiple but in every such case the sender must pay the copying fee for each additional address, and also an additional fee for postage on each copy, or for postage and registration, as the case may be. 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.

(2) Multiple telegrams cannot be sent from a Railway Telegraph Office—see Rule 4 (d) (ii.).

132. (1) **Telegrams to catch the Air Mail at Colombo.**—An Inland Ordinary telegram may be telegraphed to Colombo to be posted thence as an air mail letter to any country abroad, except India, to which the air mail service is available. Such a telegram is subject to the foreign letter postage and air mail fee, in addition to the Inland Ordinary telegraph charge. Details regarding the air mail routes and fees are shown in the Foreign Post Section of the " Ceylon Post Office Guide ". The foreign registration fee should also be paid if the telegram is to be posted registered.

(2) In order to indicate that the telegram is to be sent by Air Post or Air Post Registered as the case may be, the instruction PAV or PAVR must be inserted in the address of these telegrams, before the name of the telegraph office thus : " H. S. King & Co., Pall Mall, London, PAV (or PAVR if registered) Colombo "

133. In the case of telegrams referred to in Rules 129 to 132, a full postal address is always necessary. Registered abbreviated telegraphic addresses cannot be used.

134. Any telegram under Rule 132 intended to be registered and posted but received at the posting office too late for registration, will be posted unregistered.

135. (1) **Employment of Post.**—The telegraph office of destination is entitled to post telegrams for places beyond its free delivery limits :—

(a) in the absence of directions in the telegram as to the means of delivery to be employed ; or

(b) when there is a claim against the addressee for delivery charges on a previous telegram, which he has refused to pay.

(2) Telegrams for places beyond the free delivery limits of the telegraph office of destination must be posted by that office :—

(a) When such has been the request expressly made by the sender (Rule 125) or the addressee (Rule 93). 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 payment of the charges ; or

(b) When the office of destination has no more rapid means of delivery at its disposal.

PRESS TELEGRAMS.

136. (1) **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	..	50 cents
Address	..	Charged for

(2) Press telegrams are accepted as Multiple messages whether all the addresses are in the same town or not. The copying fee for Multiple Press telegrams is the same as for private telegrams.

(3) Press telegrams cannot be sent from or addressed to Railway Telegraph Offices.

137. **Conditions.**—A Press telegram to be accepted at Press rates must fulfil the following conditions :—

(1) It must be addressed to a newspaper or other periodical publication the name of which has been registered by the Director of Telegraphs. Application for the registration of newspapers or periodical publications should be made to the Director of Telegraphs.

(2) It must be addressed to the newspaper or periodical publication in accordance with its registered title, and to the town at which the newspaper or periodical publication is registered as being printed and published.

(3) It must, except as provided in Rule 139, contain only intelligence which is clearly intended for publication in registered newspapers or periodical publications in the strict sense of the term. It may, however, contain written within brackets at the beginning or end of the text instructions relating to the publication of the telegram, not exceeding in length 10 words or 5 per cent of the number of chargeable words in the telegram, whichever is less. The brackets are charged for. It 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. Further it must not contain any advertisement which is inserted free of charge.

(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. Exchange and market quotations, with or without explanatory text, are admitted in Press telegrams at reduced rates. Offices of origin must, in cases of doubt, assure themselves by communicating with the sender, who is bound to give proof whether the groups of figures appearing in the telegrams really represent Exchange quotations.

- (5) Whenever demanded a copy of every newspaper or periodical publication in which a Press Telegram is published must be furnished to the Telegraph Office from which that Press Telegram was delivered.
- (6) Long News messages should be broken up into pages of about seventy-five words each. The pages must be numbered consecutively, and each of them, except the last, should conclude with the words "More to follow" or "MTF". 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 at which the different pages are handed in 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 or periodical publication, 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 or periodical publications.

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

- (7) 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.
- (8) 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 Superintendent of Telecommunication Traffic, or to the Chief Telegraph Master, Colombo, of the intention to send any Press Message containing more than two hundred 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 Message liable to delay in transmission.

138. (1) Press telegrams in respect of which notice as required by Rule 137 (8) has been given may be accepted at the rates given in Rule 136 even though tendered outside business hours.

(2) Press telegrams which are tendered after business hours, and of which no notice has been given will be accepted only on payment of the late fees laid down for private telegrams, in addition to rates given in Rule 136.

139. A Press telegram may also be a telegram sent (a) from or to a newspaper or periodical publication by its registered title (but not in the name of the editor, publisher, manager, or any other person) to or from any of its correspondents or employees, by name or designation or both, on the subject of a Press telegram actually received from, or despatched by, such correspondent or employee, or (b) to an official of the Telegraph Department on matters of Press business from a newspaper or periodical publication by its registered title only.

140. If a Press telegram is addressed to the editor, publisher, manager, or any other person connected with the newspaper or periodical publication by name or designation, it is chargeable at the full rates according to the class of the telegram as prescribed for private telegrams (see Rules 137 (2) and 139).

141. **Stops.**—In Press telegrams where the sense so often depends upon the punctuation, especially 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.

142. The Press telegram rates apply only to telegrams which satisfy all the conditions of Rule 137. If a telegram which has been transmitted at press rates is subsequently found not to comply with the conditions prescribed, a sum equal to the difference between the charge for such telegram at press rate and the charge at the full rates will be demanded by the Telegraph Office concerned or by other Telegraph authority, from the sender or the receiver, and shall be paid by the sender or the receiver as the case may be.

143. Press Telegrams accepted without Prepayment.—Press Telegrams may be accepted without prepayment of charges from correspondents in any case where a newspaper which requires the facility has obtained previous sanction from the Director of Telegraphs and complied with the following conditions :—

- (i.) A deposit of such amount as may from time to time be fixed by the Director of Telegraphs shall be lodged with him as security for the credit given.
- (ii.) The accounts for 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.

Note.—The Director of Telegraphs shall issue a card of authority to correspondents who are authorized to send bearing press telegrams. The card shall be produced at the telegraph office when handing in a bearing press telegram.

144. Delivery.—Press telegrams are sent out for delivery as soon as received, by day or by night.

STATE TELEGRAMS.

145. Definition of State Telegram.—A State Telegram is a telegram sent on official business by an official who has been duly authorized to send such telegrams. Applications or sanctions 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, District Councils, Local Boards, Boards of Improvement, Sanitary Boards, Road Committees, &c.

146. No State Telegram shall be sent in any case where the object can be achieved by the usual official correspondence or where no inconvenience or detriment to the public interest is likely to be caused by the employment of the Ordinary Postal Service.

147. Officers entitled to send Ordinary State Telegrams.—Inland State Telegrams of the Ordinary class may be sent only by the officers authorized in that behalf and only subject to the restrictions imposed from time to time by the Executive Committee of Communications and Works.

148. (1) Abbreviated Addresses.—Abbreviated addresses may be used on State Telegrams.

(2) The fees laid down in Rule 43 (11) and (12) do not apply to the abbreviated addresses of Government Officials authorized to send State Telegrams. These are registered free of charge. Application for the registration of abbreviated addresses of Government Officials authorized to send State Telegrams must be made to the Postmaster-General by the Heads of Departments concerned. The final selection of the address to be employed rests with the Postmaster-General, subject in case of disagreement to the decision of the Executive Committee of Communications and Works.

149. Wording of Telegrams.—State Telegrams should be so worded as to make signs of punctuation unnecessary. When however a full stop is essential the sign may be inserted, a note being added at the foot of the telegram form that such sign should be transmitted.

150. Necessity for Conciseness.—State 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. State Telegrams must be marked by the sender "State" or "Urgent State" as the case may be—see Rule 156. If not so marked, they will be treated as Private Telegrams.

151. Misuse of Telegraph.—The Telegraph Check Office will bring to the notice of the Postmaster-General any cases where State Telegrams are unnecessarily sent; and the sender will, should the Executive Committee of Communications and Works so decide, be required to pay the cost of such telegrams.

152. Language of State Telegrams.—The text of State Telegrams may, in all cases, be written in plain or secret language (*i.e.*, code and cipher).

153. Collation.—State Telegrams, when they are written in secret language, are always repeated in their entirety by the receiving office in the same manner as is done with "collated" private telegrams. When they are written partly in secret language, the secret language portions only are repeated.

154. "Reply Free" Telegrams.—The sender of an Inland State Telegram addressed to a person who is not entitled to send a reply without payment may, when a reply is urgently desired, insert the words "Reply Free" in the telegram before the addressee's name. The addressee shall use the reply voucher for no purpose other than that of paying the cost of a return telegram.

155. **Express Delivery.**—State Telegrams for places beyond the free delivery radius of three miles will be delivered by post unless they are marked "Express" by the sender after the address or are obviously of an urgent nature.

156. (1) **Urgent State Telegrams.**—Urgent State Telegrams will be accepted only if they are signed by the officers authorized in that behalf from time to time by the Executive Committee of Communications and Works.

(2) No delegation of authority in such cases will be recognized.

(3) Any of the aforesaid officers may in sending an Urgent State Telegram authorize an Urgent State reply, but no Urgent reply as State is accepted in the absence of such authority, except from an officer authorized to send such telegrams.

157. (1) **Clear-the-Line Telegrams.**—In emergencies or on occasions of great importance, the officers authorized in that behalf from time to time by the Executive Committee of Communications and Works 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.

(2) "Clear-the-line" telegrams shall be accepted only if signed by one of the aforesaid officers.

(3) "Clear-the-line" telegrams signed "By order" or by virtue of any delegation of authority will not be accepted.

(4) Any of the aforesaid 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.

(5) The words "clear-the-line" must be written before the text in every such telegram.

SERVICE TELEGRAMS.

158. Service Telegrams are divided into Service Telegrams properly so called and Service Advices. The former class includes those which are sent free to or from any Telegraph Office for the purposes of the Telegraph and Postal Departments.

159. **Paid Service Advices.**—Paid Service Advices are telegraphic communications between one telegraph office and another in respect of telegrams already transmitted or in course of transmission.

160. Within the period during which originals and records are preserved in telegraph Offices (Rule 170), the sender or the addressee of any Inland telegram already transmitted or in course of transmission, or the authorized representative of either of them may, if their identity and, in the case of representatives, their authority, is satisfactorily established, have information obtained or instruction given by telegraph about such telegram. Such person shall deposit the cost of the telegram conveying the request and of a reply telegram, if one is needed, the telegram and the reply being classed Urgent or Ordinary at the sender's option.

Provided that, when the addressee asks for the repetition of a telegram received by him, he shall pay the charge for the transmission of a telegram (Urgent or Ordinary at his option) to cover the cost of the number of words to be repeated and no further charge shall be made for a reply.

161. A telegram sent at the request of the addressee, in order to obtain the repetition of a passage suspected to be erroneous, shall be deemed always to imply a telegraphic reply of the same class as the telegram making the request, and the insertion of the instruction "Reply Paid" shall not be necessary. In other cases in which a telegraphic reply is desired the instruction "Reply Paid" shall be inserted in the telegram conveying the request.

162. The rectification, completion or cancellation of telegrams, and all other communications addressed to a telegraph office in respect of telegrams already transmitted or in course of transmission shall be effected solely by means of paid service advices, at the expense of the person making the demand, except in the case of telegrams 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.

163. The charges paid for service advices necessitated by errors of the Telegraph Service shall be refunded under Rules 165 (h) and 168.

164. (1) When the words of which repetition is requested are indistinctly written, the office of origin shall, before giving a repetition, make inquiry of the sender, or, if the sender cannot be found, shall add to the repetition, a note "Writing doubtful".

(2) (a) When the repetition relates to a telegram received at the office of origin by telephone, that office, before giving a repetition asks the sender to repeat the words in

question. If the sender cannot be consulted at once, a provisional repetition is given from the copy of the telegram at the office of origin. The repetition bears at the end of the text the special information "CTFSN" (correction to follow if necessary).

(b) When the sender is consulted, if one or more of the words thus repeated are not the same as they were in the telegram, the office gives the desired repetitions as corrected by the sender, and adds to the text of the service advice the instructions "CTP" (retain charge paid).

REFUNDS.

165. (1) **Private Telegrams.**—A refund of the charges paid for a Private Telegram is made in the following cases to the extent indicated in each case on receipt of an application for such refund from the person who originally paid those charges :—

- (a) the total charge paid for every telegram which through the fault of the Telegraph Service, has failed to reach its destination ;
- (b) the total 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 total charge paid for every collated telegram (Rule 110), which, owing to errors made in transmission, has manifestly failed to accomplish its object, unless the errors have been rectified by paid service advices (Rule 159), within twenty-four hours of the time of handing in of the original telegram. No refund is granted for errors made in transmission of uncollated telegrams ;
- (d) the total amount of every sum prepaid for a reply (Rule 100) when the addressee has not made use of the Reply Telegram Form or has refused it (Rule 105), or, when the Reply Telegram Form has been used, the difference, if it be not less than the unit rate for an Inland Ordinary Telegram, between the value of the Reply Telegram Form and the cost of the reply (Rule 102) ;
- (e) the total amount of every sum prepaid for a reply to a telegram which has not been delivered (Rule 106). The sender should forward with his application for refund (see Rule 168) the receipt (if any) granted for the original telegram and the report of non-delivery received by him ;
- (f) the total charge 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 total charge 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 charge pertaining to any special service which has not been rendered ;
- (h) the total charges paid for every paid service advice sent under Rules 159 to 164, if the repetition shows that the word or words repeated were transmitted incorrectly at first ;
- (i) the total charge for every other paid service sent under Rules 159 to 164 necessitated by an error of the Telegraph Service ;
- (j) the value of excess stamps affixed by the sender (Rule 78) ;
- (k) the value of the stamps affixed to a telegram cancelled before transmission, less a fee of 20 cents (Rule 81).

(2) Paragraphs (1) (a), (b), and (c) of this rule apply only to the charges paid for the original telegram which was undelivered, delayed, or mutilated, and to such supplementary charges as have not actually been utilized, but not to the charges paid for any further telegram necessitated or rendered useless by such non-delivery, delay, or mutilation.

166. In the case of a partial refund in respect of a multiple telegram, the quotient obtained by dividing the total charge collected by the number of addresses determines the charge proper to each copy.

167. No refund is granted for rectifying telegrams, which, instead of being exchanged from office to office in the form of paid service advices, have been exchanged directly between sender and addressee (Rule 162).

168. (1) (a) Every claim for refund on telegrams not involving complaints shall be addressed to the Superintendent, Telegraph Check Office, Colombo, within two months from the date of the telegram.

(b) Every claim based on or involving a complaint shall be addressed to the Divisional Superintendent of Post Offices or to the Superintendent of Telecommunication Traffic.

(c) Claims for refunds on account of Paid Service Advices (Rule 160), overcharges (Rule 78) and telegrams stamped and cancelled before transmission has begun (Rule 81 (a)) may, if made within two days from the date of the telegram, be presented at the telegraph office at which such advices or telegrams were handed in.

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

- (a) in the case of non-delivery or of delay, by a written statement from the office of destination, or from the addressee. (In the case of delay, the copy delivered to the addressee may be substituted for the declaration, if the said copy shows evidence of the delay) ;
- (b) in the case of alteration or omission, by the copy of the telegram delivered to the addressee ;
- (c) in the case of an unused Reply Telegram Form (Rule 105) by the Reply Telegram Form delivered to the addressee ;
- (d) in the case of paid service advices (Rules 159 to 164) by the receipt, if one was issued, or by the particulars of such advice, and by the correction memorandum granted in connection therewith by the telegraph office of delivery ;
- (e) in the case of telegrams stamped in excess by the sender (Rule 78), or stamped and cancelled before transmission has begun (Rule 81 (a)), by the receipt, if one was issued, or by the full particulars of the telegram (Rule 75) ; and
- (f) in all other cases by the receipt, if one was issued, or by the full particulars of the telegram.

169. **Special Cases of Refund.**—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 without application (Rule 78).

RECORDS.

170. **Preservation of Originals.**—The original of a telegram and documents relating to it are kept for two days only in Postal Telegraph Offices. Thereafter they are sent to the Telegraph Check Office, Colombo, where they are preserved for three months following that in which the telegram was handed in, and are then destroyed.

171. **Secrecy.**—The originals or copies of telegrams shall not be shown, or the contents communicated, to any person other than the sender or the addressee after proof of identity, or the authorized representative of either of them.

172. **Copies.**—The sender or the addressee of a telegram, or the authorized representative of either, may obtain a certified copy of the original telegram or of the copy delivered at destination if this has been preserved, on application to the telegraph office concerned within two days, or to the Superintendent, Telegraph Check Office, Colombo, within the period during which originals are preserved (Rule 170).

173. For every copy furnished under Rule 172 a fee shall be payable at the rate of 30 cents for each unit of 100 words contained in the telegram, any number less than 100 being treated for the purpose of this rule and charged for as a unit.

174. No copy can be supplied unless the sender, the addressee, or the authorized representative of either of them furnishes the necessary information to enable the telegram to which the request refers, to be found.

175. On the ground of pending or contemplated judicial proceedings, application may be made by, or by the duly authorized agent of, any person interested, to the Superintendent, Telegraph Check Office, Colombo, for the preservation of any specified telegram sent or received by that person to or from any other person, or sent or received by any other person to or from any third party. 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 170 ; 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 telegram if found. No information as to the result of the search will be furnished to any applicant other than the sender or the addressee or his duly authorized agent. Any telegram 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.

176. **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 170 or Rule 175 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 the examination of the telegrams of two telegraph offices over a period of five days is requested the search fee will be Rs. 10.

GREETINGS AND CONDOLENCE TELEGRAMS.

177. Greetings and messages of congratulation or of condolence may be sent by telegram at reduced rates on such occasions as the following :—

- | | |
|-----------------------------|--------------------------|
| (a) Christmas and New Year. | (e) Birthdays. |
| (b) Wesak. | (f) Birth of a child. |
| (c) Hindu New Year. | (g) Weddings. |
| (d) Id. | (h) Funerals and deaths. |

178. Such telegrams—

- (a) may be written out on the usual form for Inland telegrams, but shall bear the words " Cheap Rate Telegrams " written at the top of the form ;
- (b) may be sent from any Postal Telegraph Office, but in no case shall they be sent from or to any Railway Telegraph Office ;
- (c) may be accepted by telephone for onward transmission.

179. No such telegram shall be entitled to the following special services, namely :—

Urgent.	Multiple.	Acknowledgment of Receipt or Deliv-
Reply Paid.	Collation.	ery to Addressee Personally.

180. No such telegram shall in any case be accepted or transmitted as a State Telegram.

181. In ascertaining the number of words in any such telegram—

- (a) four words will be allowed for the addressees' name and address ;
- (b) one word will be allowed for the sender's name ; and
- (c) the message itself will be counted as one word, if it consists either of a stock phrase selected from the list published from time to time in section 11 of the " Ceylon Post Office Guide " or of the number, written in words, corresponding to that phrase in the aforesaid list.

182. The charges payable shall be 30 cents for each such telegram consisting of not more than six words and 5 cents for each additional word in the name and address of the addressee or of the sender. In the message itself no additional words shall in any case be allowed.

183. No telegram money order shall be transmitted as part of any such telegram.

PRIVATE BROADCAST MESSAGES.

184. (1) The Colombo Broadcasting service operated by the Post and Telegraph Department is available for broadcasting :—

- (a) Obituary Notices ;
- (b) Urgent private messages when relatives are required at the bedside of a sick person who is certified in writing by the Hospital authorities or his Medical Attendant to be dangerously ill ;
- (c) Messages of public interest ;
- (d) Urgent Official messages sent by the Police about missing persons.

(2) A message under (c) shall be accepted only on condition that it will be broadcast if the Chief Telecommunication Engineer approves it to be one of public interest ; otherwise the message shall be cancelled and the full cost refunded to the sender.

185. (1) Private Broadcast messages will be accepted for transmission only at Postal Telegraph Offices. These messages shall be expressed in plain language and shall be written out on the usual Inland telegram forms, the address being " Broadcast Colombo ". It is optional for the sender to mention his name in the text. The message form must be signed and the address furnished (not necessarily for transmission) as in the case of ordinary telegrams.

(2) The charge shall be 40 cents per word. The address shall not be charged for. If more than one announcement is required on the same day, the charge for each announcement after the first shall be 20 cents per word. In such cases, the sender shall insert on the telegram form the number of announcements desired, e.g., " Two announcements ".

186. The broadcasting of these messages takes place during the periods (twice a day generally) assigned for " News Bulletin ", in the Broadcasting programme. The sender may, if he desires, indicate the particular broadcast during which his message is to be announced, by inserting in the telegram form the instruction " Noon ", " Night ", &c. In the absence of any such indication, the announcement will take place at the very next broadcast after the receipt of the message at the Broadcasting Studio.

187. (1) Private Broadcast messages will not be accepted from the sender over the telephone.

(2) Private Broadcast messages shall not bear any of the special instructions referred to in Rule 31. Paid Service Advices may be exchanged in connection with these messages at the Ordinary or Urgent rate (at sender's choice) for Inland telegrams.

(3) Private Broadcast messages will in the matter of transmission and delivery be treated as Inland Urgent private telegrams.

188. The Postmaster-General accepts no responsibility whatever beyond the actual broadcasting of the message. Claims for refund shall not be admitted except where the message has failed to be broadcasted owing to an error of the telegraph service.

CHAPTER III.

INDO-CEYLON TELEGRAM RULES.

189. **General.**—Indo-Ceylon telegrams are accepted under the rules governing Inland Telegrams except as hereinafter provided.

190. Rules 5, 11, 101, 109, 120, and 145 to 157 and the charges prescribed by rules 68, 114, 136 (1), and 138 shall not be applicable to Indo-Ceylon telegrams.

191. (1) **Acceptance.**—Indo-Ceylon telegrams are of two classes: (a) Ordinary, (b) Express.

(2) Those of the Ordinary class shall not be accepted on Sundays and the four principal telegraph holidays, namely: Christmas Day, New Year's Day, Good Friday, and the King's Birthday. On these days, only Express telegrams will be accepted.

(3) Indo-Ceylon telegrams are not accepted at Railway Telegraph Offices.

192. **Late Fees.**—The late fee system does not apply to Ordinary Indo-Ceylon telegrams. Express telegrams may, however, be handed in during the closed hours of an office in Ceylon by paying the late fee in respect of that office—*vide* Rule 12.

193. **Charges.**—The charges on Indo-Ceylon telegrams shall be as follows:—

Ordinary.

Rs. 1 for the first 12 words, and 10 cents for each additional word.

Express.

Rs. 2 for the first 12 words, and 15 cents for each additional word.

194. **Porterage** cannot be prepaid in the case of Telegraph Money Orders to India and Burma.

195. (1) **Prepayment of Replies.**—The minimum amount admitted for the prepayment of a reply is the unit rate for an Indo-Ceylon Ordinary telegram.

(2) Reply forms issued by offices in Ceylon shall be accepted in payment of telegrams addressed to India and Burma. Those issued by offices in India and Burma shall not be accepted by offices in Ceylon.

(3) Prepayment of replies is inadmissible in the case of Telegraph Money Orders to India.

196. **Notification of Delivery.**—The charge for the notification of delivery of a telegram sent to India shall be the minimum charge for an Indo-Ceylon telegram at Ordinary rates. Notification of delivery of Indo-Ceylon telegrams cannot be obtained otherwise than by telegram at Ordinary rates.

197. **Multiple Addresses.**—A telegram addressed to several persons in the same town or to the same person at different localities in the same town shall be charged for as a single telegram with an additional fee at the rate of 30 cents for ordinary and 60 cents for an express telegram for each copy of 100 words or part thereof beyond the first.

198. (1) Messages directed to such countries as may be specified by the Postmaster-General in the Post Office Guide or otherwise, may be sent by telegram to Karachi or Rangoon, as the case may be, for onward transmission thence as air mail letters. These messages are accepted at all Postal Telegraph Offices. The charges payable on such telegrams are the usual telegraph rates to India and Burma, according to class, Express or Ordinary, at sender's choice, together with air mail fee, letter postage and, if the telegram is to be posted registered, the registration fee at the rates which are payable in India and which will be notified from time to time for general information by the Postmaster-General in the Post Office Guide or otherwise:

(2) In order to indicate that the telegram is to be sent by Air Post or Air Post Registered, as the case may be, the instruction PAV or PAVR which is charged for, must be inserted in the address of these telegrams before the name of the telegraph office, namely, Karachi or Rangoon. For example, if the telegram is one to be wired to Karachi, the address would be "H. S. King & Co., 9, Pall Mall, London, PAV (or PAVR if registered), Karachi". Any telegram intended to be registered and posted but received too late for registration will be posted unregistered.

(3) A full postal address is always necessary. Registered abbreviated telegraphic addresses cannot be used.

199. (1) **Press Telegrams.**—The following are the rates charged for Indo-Ceylon Press Telegrams :—

Re. 1 for the first 32 words or groups of five figures ; and
10 cents for every four additional words or groups of five figures.

(2) The Indo-Ceylon Press Telegram Service is regarded, for all purposes, as an Express Press Service.

200. Indo-Ceylon Press Telegrams whether prepaid or bearing will be accepted only from persons who are accredited correspondents of a newspaper, periodical publication, or news agency and hold a card of authority from the Director of Telegraphs.

The card of authority shall be produced at the telegraph office where a press telegram is handed in.

201. In the application of Rule 138 to Indo-Ceylon Press Telegrams, the rates and fees set out in Rules 199 and 12 shall be substituted for the rates and fees referred to in that rule.

202. **Clear the Line Telegrams.**—The following officers shall be entitled to send "Clear the line" telegrams over the Indo-Ceylon lines on similar conditions to those prescribed by Rule 153 :—

- (a) His Excellency the Governor of Ceylon.
- (b) Members of His Excellency the Viceroy's Executive Council.
- (c) Secretaries to the Government of India.
- (d) The Private Secretary to His Excellency the Viceroy by special order of the Viceroy.

203. The charge for Paid Service Advices relating to Indo-Ceylon telegrams (Rules 159 to 164) shall be calculated at the rates indicated in Rule 193.

204. **Refunds.**—The period of twenty-four hours specified in Rule 165 (1) (b) and (c) shall not be applicable to Indo-Ceylon telegrams. A refund in any such case will be made only to the extent a refund is permitted by the Indian Telegraph Rules.

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

- (i.) Rules 1 to 127 of the rules for the conduct of Telegraphs published in the *Supplement to the Gazette* of August 27, 1909, as finally amended by notification dated December 12, 1933, published in the *Gazette* of December 15, 1933.
- (ii.) The rules governing the exchange of Telegrams between Ceylon and India published by notification dated October 30, 1922, in the *Gazette* of November 3, 1922, as amended by notification dated October 18, 1929, published in the *Gazette* of October 18, 1929.