

PAKISTAN POST OFFICE

FOREIGN POST MANUAL

VOLUME I

LETTER MAIL

(INCLUDING AIRMAIL)

**FOR THE GUIDANCE OF OFFICERS EMPLOYED IN
PAKISTAN OFFICES OF EXCHANGE
AND OTHERS WHO DEAL WITH MATTERS RELATING TO
THE FOREIGN LETTER MAIL (INCLUDING AIRMAIL)**

THIRD EDITION



**Published under the authority of the
Director-General of Pakistan Post Office**

PRINTED AT MASHHOOR OFFSET LITHO PRESS, MCLEOD ROAD, KARACHI

1968

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INTRODUCTION

In order to establish reciprocal exchange of postal traffic, the countries of the world have formed themselves into a union, which is known as the Universal Postal Union. This Union draws up elaborate rules and regulations to regulate postal relations between member-countries as well as between the Postal Administrations of such countries and their respective publics.

2. The organs of the Universal Postal Union are the Postal Congress, the Executive Council, the Consultative Committee for Postal Studies and the International Bureau. The supreme authority of the Union is vested in the Congress, an assembly of all the member-countries of the Union, which holds periodical sessions, usually after 5 years, to review the laws of the Union and to modify and improve upon them according to the needs of time. The Consultative Committee for Postal Studies is the organ of the Union responsible for carrying out studies and issuing opinions on technical, operational and economic questions concerning the postal service. The Executive Council, on the other hand, is the body entrusted with the study of administrative, legislative and juridical problems concerning the international postal service, and is required to ensure the continuity of the work of the Universal Postal Union during the interval between two Congresses. It is composed of 20 member-countries which are elected by the Congress on an equitable geographical basis. Pakistan is one of the members of the Committee since 1952. The International Bureau is the Secretariat of the Union, and is headed by a Director who also exercises the functions of the Secretary-General of the Executive Council. Both the Committee and the Bureau have their permanent seat at Berne in Switzerland but the periodical sessions of the Congress are held in different countries.

3. The origin of the Universal Postal Union dates back to the year 1874, when the representatives of 22 countries, mostly European, met at Berne in Switzerland and set up by treaty a small organisation to be known as the "General Union of the Posts". Later on, other countries were admitted into the Union, the Indo-Pakistan sub-continent then known as British India joining in 1876. At the Paris Congress of 1878, the Union received its present name and since then it has gradually developed into a global organisation that it is to-day. The few countries that have not so far joined the Universal Postal Union, are linked to the international postal brotherhood through the intermediary of the adjacent Union countries. During its existence of about 87 years, the Union has held 14 Congresses in the Capitals of the different countries of the world, the three notable ones which were held comparatively recently, being the Paris Congress of 1947, the Brussels Congress of 1952, and the Ottawa Congress of 1957.

4. The postal traffic exchanged between the different countries falls under three broad heads, namely, correspondence, parcels and remittances. The Union enactments which govern the exchange of the abovementioned categories of traffic are (1) The Universal Postal Convention, (2) Agreement concerning Insured Letters and Boxes, (3) Parcel Post Agreement, (4) Agreement concerning Postal Money Orders and Postal Travellers' Cheques, (5) Agreement concerning Cash on Delivery services, (6) Agreement concerning Collection of Bills, (7) Agreement concerning Subscriptions to Newspapers and Periodicals, (8) Agreement concerning Transfers to and from Postal Cheque Accounts, and (9) the Agreement concerning the International Savings Bank Service.

The Convention deals with the general principles relating to the membership of the Union and other organisational matters and also prescribes the regulations which apply to the exchange of uninsured correspondence, by surface or by air, while

the Agreements deal with the subjects indicated by their nomenclature. Adherence to the main Convention is a *sine qua non* for membership of the Union but participation in one or more of the remaining Agreements depends upon the option of a member-country. The Convention and each of the above mentioned Agreements consist of two parts, namely, (1) the main Agreement and (2) the Detailed Regulations. The main Agreement lays down principles and is concluded between the governments of the member-countries, while the Detailed Regulations prescribe details of procedure for the execution of the main Agreement and are entered into between the postal Administrations of the participating countries. Countries which do not adhere to a Union Agreement or Agreements, have the right to conclude, on the subjects dealt with in such Agreements, separate Agreements with the participating or non-participating countries.

5. Pakistan is a member of the Universal Postal Union and is thus a signatory to the Universal Postal Convention. Out of the remaining Agreements, Pakistan is a party only to the Parcel Post Agreement and the Agreement concerning Insured Letters and Boxes. Pakistan does not participate in any of the services provided by the Union which involve remittance transactions. Pakistan does, however, maintain, with a number of foreign countries, remittance relations like Money Order, V. P. and C. O. D. services, which are regulated by means of bilateral agreements with the countries concerned. Pakistan has also established, under bilateral agreements, exchange of postal parcels with a number of such countries as are not members of the Parcel Post Union. Pakistan, therefore, maintains mail communication, both by surface and air, with almost all the countries of the world and also provides insurance service with all such countries as are agreeable to the establishment of such relations. Pakistan has also got parcel post relations with a large number of the countries, while Money Order and V.P. and C.O.D. facilities are also available to a limited number of countries. In addition, remittance facilities through British Postal Orders is provided in relations with the U. K. and other Commonwealth countries.

6. The exchange of postal traffic between Pakistan and other countries of the world is regulated by the international postal agreements to which Pakistan is a party as well as by the bilateral agreements which have been concluded with a number of foreign Administrations. The provisions of all these agreements are included in the *Post Office Guide* which prescribe the conditions of service and the rates of various charges, as well as in the Departmental Manuals, which lay down the details of procedure to be followed in dealing with foreign mails. The latter set of rules are contained in the *Foreign Post Manuals* for the guidance of the offices of exchange and in the *Post Office Manuals*, Volumes II, V, VII and VIII for the guidance of post offices in this country. The rules regulating the relations between the Pakistan Post Office Department and the Audit Department on the subject of international post are contained in the *Post Office Audit Code*, Vol. II. The International Bureau of the Universal Postal Union also publishes a number of lists and recueils giving information about the various services provided by the member-Administrations. The Pakistan Post Office Department publishes a Parcel Post Tableau (CP. 1), an Air Parcel Post Tableau (C.P. 21) and an Insured Post Tableau (VD. 1) containing information about this country's surface parcel post, air parcel post and insured post relations with the outside world. Information about the Foreign Post is thus spread over all the International Agreements, the Universal Postal Union documents and the Departmental publications, to which a reference has been made in this Introduction. Officers of the Department who deal with Foreign Post matters should acquaint themselves fully with these rules and regulations.

Director-General.

FOREIGN POST MANUAL

CHAPTER I

The Universal Postal Union and its Organs

1. **The Universal Postal Union** is a federation of the countries which have entered into an agreement for the reciprocal exchange of letter post items and for that purpose all the member-countries of the Union are considered as forming a single postal territory. The aim of the Union is to secure the organisation and improvement of the various international postal services and to promote in this sphere the development of international collaboration.

The seat of the Union and of its permanent organs is at Berne (Switzerland.) The official language of the Union is French.

A list of the present contracting countries is given in Appendix A. Any other sovereign country may at any time request to be allowed to join the Union and will be considered as admitted to the membership of the Union, if its request is approved by at least two-thirds of the countries which compose the Union. Admission to membership is notified by the Government of the Swiss Confederation to the Governments of all the countries of the Union.

2. **Relations with the United Nations.**—The Universal Postal Union is a Specialised Agency of the United Nations with which it has entered into a special agreement.

3. **Convention and Agreements of the Union.**—The principal Agreement entered into by all the member-countries of the Union is called the Universal Postal Convention. The letter-post service is regulated by the conditions laid down in this Convention. Other services such as those relating to insured letters and boxes, postal parcels, money orders and travellers' postal cheques, transfers to and from postal cheque accounts, cash on delivery, collection of bills, international savings bank and subscriptions to newspapers and periodicals, form the subject of special Agreements, between such of the member-countries of the Union as elect to enter into them. Pakistan at present participates only in the Agreements on Postal Parcels and Insured Letters and Boxes, in addition to being a party to the Convention. A list of the countries which have entered into the Agreement for the exchange of Insured Letters and Boxes is given in Appendix B. The Insured Box service is, however, limited to those countries, parties to the Insured Letters and Boxes Agreement, which have notified their willingness to establish this service. Pakistan at present is committed to receive Insured Boxes from German Federal Republic, Argentine Republic, Belgium, Burma, The United Arab Republic (Egypt), France, The United Kingdom of Great Britain and Northern Ireland, Seychelles, Somalia Republic Holland, Switzerland and Turkey, but has suspended the outward service due to their being no demand for it from the public in view of the availability of the insured parcel service to almost all countries of the world. The rules in this Manual relating to insured letters apply also to Insured Boxes unless the contrary is stated in any particular place.

4. **The Detailed Regulations of the Convention and the Agreements.** set forth the rules and procedures agreed upon by the Postal Administrations of the member-countries of the Union and the details necessary for the proper application of the various provisions of the Convention and the Agreements.

5. Executive Council.—In the interval between two Postal Congresses, an Executive Council ensures the continuity of the work of the Universal Postal Union in accordance with the provisions of the Convention and the Agreements.

The functions of the Executive Council are as follows:—

- (a) to maintain the closest contact with the Postal Administrations of Member-Countries with a view to improving the international postal service;
- (b) to promote the development of postal technical assistance within the framework of international technical co-operation;
- (c) to study administrative, legislative and juridical problems concerning the international postal service and communicate the results of such studies to Postal Administrations;
- (d) to designate the Country where the next Congress is to be held in the circumstances provided for in Article 101 S 4 of the General Regulation of the U.P. 4.
- (e) to submit subjects for study to the Management Council of the Consultative Committee for Postal Studies for examination in accordance with Article 104 (3) of the General Regulations of the U.P. 4.
- (f) to examine the annual report prepared by the Management Council of the Consultative Committee for Postal Studies and, if necessary, the proposals submitted by the Council;
- (g) to make such contacts as may be useful with the United Nations, its Councils and its Committees, and with the specialised agencies and other international bodies, for studies and the preparation of reports to be submitted for approval to the Postal Administrations of Member-Countries. To send, as occasion arises, representatives of the Union to take part on its behalf in the meetings of those international bodies. To designate in good time the intergovernmental international Organisations which should be invited to be represented at a Congress and to charge the Director General of the International Bureau to send the necessary invitations;
- (h) to formulate, as necessary, proposals to be submitted for the approval either of Postal Administrations of Member-Countries under Article 31 S 1 of the Constitution and Article 120 of these Regulations, or of Congress when these proposals concern studies remitted by Congress to the Executive Council or when they arise out of the Executive Council's own activities as defined in this Article;
- (i) to examine, at the request of the Postal Administration of a Member-Country, any proposal which that Administration forwards to the International Bureau under Article 119 of the General Regulations of the U.P. 4, to prepare observations on it and to charge the International Bureau to annex these observations to the proposal before submitting it for approval to the Postal Administrations of Member-Countries;

(j) within the framework of the General Regulations:—

- (i) to ensure control of the activities of the International Bureau, whose Director General it appoints when the need arises and on the proposal of the Government of the Swiss Confederation;
- (ii) to approve, on the proposal of the Director General of the International Bureau, the appointments of "*hors classe*" official and of officials of the 1st, 2nd and 3rd salary classes, after examining the professional qualifications of the candidates sponsored by Postal Administrations of Member-Countries, taking into account an equitable geographical distribution in respect of continents and languages together with all other relevant considerations, due weight being given to the Bureau's internal promotion arrangements;
- (iii) to approve the annual report on the activities of the Union prepared by the International Bureau and, where appropriate, to furnish observations on it;
- (iv) to recommend the Supervisory Authority, if circumstances so require, to authorise the ceiling of ordinary expenditure to be exceeded.

6. **Consultative Committee for Postal Studies.**—(1) The Consultative Committee for Postal Studies is a permanent organ of the Union whose function is to conduct studies and express opinions on technical, operational and economic questions concerning the postal service.

(2) Member-Countries of the Union are, as of right, members of the Consultative Committee for Postal Studies.

(3) Congress elects a Management Council of twenty-six members charged, between Congresses, to direct, inspire and co-ordinate the work of the Committee.

(4) Congress examines and adopts the programme of work of the Committee. Between Congresses the Executive Council may also submit subjects for study to the Management Council. Member-Countries wishing, between Congresses, to propose the study of a particular question, make their request to the Chairman of the Management Council.

(5) The Committee meets at the same places and dates as those fixed for Congresses. It functions there as a Committee of Congress for the examination of the questions defined in S 6.

(6) Between Congresses a meeting of the Committee may be convened at the instance of the Chairman of the Management Council, after consultation with the Chairman of the Executive Council and the Director General of the International Bureau, on the request or with the consent of at least two thirds of the members of the Committee.

(7) The functions of the Committee during Congress are the following:—

- (a) to examine the work carried out by the Management Council between Congresses;

- (b) to examine and approve the comprehensive report prepared by the Management Council for submission to Congress, annexing to it any comments it may have thereon;
- (c) to examine the Management Council's proposals on the future tasks to be undertaken and to draw up the draft programme for submission to Congress;
- (d) to submit to Congress a list of the Member-Countries which have asked to take part in the new Management Council to be elected;
- (e) to study all other questions which are allocated to it by Congress.

(8) The working expenses of the Committee are borne by the Union.

(9) The members of the Committee and of its organs receive no payment for the work they do. The cost of travel and subsistence of representatives of Administrations taking part in the work of the Committee and its organs are borne by those Administrations.

7. International Bureau of the Universal Postal Union is the name of the central office situated at Berne in Switzerland directed by a Director-General and placed under the general supervision of the Government of the Swiss Confederation, serves as the medium of liaison, information and consultation for the Postal Administrations of the Union.

(2) The International Bureau prepares the work of Congresses and Conferences and arranges the printing and distribution of the necessary documents.

(3) The Director-General of the International Bureau attends the sittings of the Congresses and Conferences and takes part in the discussions without the right to vote.

(4) The Bureau is required at all times to be ready to furnish the Executive Council and Postal Administrations with any necessary information relating to the postal services.

(5) The Bureau is responsible, in particular, for collecting, collating, publishing and distributing information of every kind relating to the international postal services; for giving an opinion on questions in dispute, when asked to do so by the parties in the case; for acting upon the requests for interpretation and modification of the Acts of the Union, and in general, for carrying out such studies and editorial work or documentation as the Convention, the Agreements and their Detailed Regulations may assign to it or as may be referred to it in the interests of the Union. It also conducts enquiries asked for by Administrations for ascertaining the views of other Administrations on a particular question, the result of such an enquiry does not, however, have the status of a vote and is not formally binding.

(6) The Bureau acts as a clearing house for the settlement of account of every kind relating to the international postal service between those Administrations which claim its assistance.

CHAPTER II

Definitions

8. Letter Mail (Correspondence).—(1) This term includes letters, post-cards, both single and reply-paid, aerogrammes, samples of merchandise, printed papers, impressions in relief for the use of the blind, small packets (petits paquets) and articles called "Phono-post". These are referred to in the Union rules under the general term "Correspondence". Correspondence of all these categories can also be sent by air mail and is in that case called air-mail correspondence. Under the Union regulations it is necessary that an article sent by the air mail should have, preferably at the upper left-hand corner of the front, a special blue label or a stamp impression in the same colour bearing the

words $\frac{\text{" BY AIR MAIL "}}{\text{PARA VION}}$ or $\frac{\text{" عوائى ڈاكى "}}{\text{PARAVION}}$ or " PAR AVION ".

(2) The Small Packets and Phonopost packet services are limited to those countries which agree to exchange such packets whether in their reciprocal relations or in one direction only. Small packets are used for the despatch of Small quantities of goods and merchandise whether liable to custom duty or not, in the shape of letter post items. The weight of a small packet should not exceed one kilogramme. The "phonopost" packets contain a phonograph disc or a record of spoken message. The Pakistan post office has not introduced "Phonopost" service with any country nor has any country introduced this service to Pakistan.

(3) The transit of Small Packets and Phonopost items is, however, compulsory and the Pakistan post office serves as an intermediary only for the transit of such packets sent through it by other Administrations.

(4) For the purpose of brevity, letters, postcards and aerogrammes are termed as LC (Letters et cartes postales), or first class mail, while correspondence other than letters, postcards, and aerogrammes is referred to as AO (Autres objets), or second class mail.

9. Countries of origin and destination.—The country in which an article of correspondence is first posted is called the country of origin while the country to which it is addressed for delivery is called the country of destination.

10. Distant countries and those considered as such Countries between which the time taken in transmission of mails by the most rapid land or sea route exceeds 10 days or between which the average frequency of the mail service is less than two trips per month, are treated as distant countries. For purposes of the provisions of the Convention and of the Agreements regarding periods of time, countries of very vast extent or those in which the internal lines of communications are little developed, are also treated as distant countries for questions in which these factors play a dominant part. The International Bureau of the Universal Postal Union draws up a list of distant countries.

11. Direct correspondence is correspondence intended for delivery in the country or the place to which the mail bag containing the correspondence is addressed.

12. Transit correspondence is correspondence intended for onward transmission to another country by the Administration of the office to which the bag containing

the articles is addressed.

13. Open transit.—This term is used with reference to correspondence sent loose in a mail bag closed for an office of exchange and intended for onward transmission to and delivery in another country.

14. Closed transit.—This term is used with reference to mails sent from one country to another in closed bags which are not opened in transit.

15. Closed mail.—A mail is a closed mail from the time it is closed by the despatching office to the time it is opened by the office to which it is addressed.

16. Office of Exchange is the post office empowered to make up, despatch, receive or dispose of the mails exchanged between two Administrations. It is called the despatching office of exchange in respect of mails which it makes up and addresses to an office of exchange in another country, while it is called the receiving office of exchange in respect of mails addressed to it by an office of exchange in another country.

17. Intermediary Service.—Any means of communication by land, sea or air belonging to an Administration, other than that of the country of origin or destination, utilised for the conveyance of mails, is called an intermediary service. The conveyance of mails by sea between two countries by means of vessels maintained by one of them, as well as conveyance between two offices of the same country by the land, sea or air service maintained by another country, is also regarded as an intermediary service.

18. Transit.—Intermediary service by land is called territorial transit, by sea is called sea transit and by air is called air transit. Such service by an Administration not belonging to the Postal Union is called non-Union transit.

19. Transit Charges.—The remuneration paid for the conveyance of closed mails between two Administrations or between two offices of the same country by means of the services of one or more other Administrations is called a transit charge.

20. Storage Fee.—The Administration of destination is authorised to collect the storage fee or warehousing charge adopted in its internal service for printed papers and small packets (*petits paquets*) weighing more than 500 grammes, of which the addressee has not taken delivery within the period during which they are held at his disposal free of charge.

21. Special Charges.—All Postal Administrations are authorised to collect from the sender an additional charge according to their internal regulations for accepting an article for despatch after the latest hour of posting or on *poste restante* articles.

22. Customs clearance fee is a postal charge which is collected on articles presented for examination to the customs authorities in the country of destination. This fee is collected on letter mail articles only if customs duty is levied on such articles.

23. Warehousing charges, when allowed as an exceptional measure to any country, are charges levied by that country for warehousing closed mails brought by one mail ship for despatch by another mail ship. Warehousing charges can only be levied when the Administration of the country to which the port belongs does not receive any payment on account of the territorial or maritime transit of such mails.

24. Naval mails are closed mails exchanged between the post offices of any Union

country and the commanding officers of Naval divisions or ships of war of the same country stationed abroad or between the Commanding officer of one of the Naval divisions of ships of War and the commanding officer of another division or ship of the same country through the land, sea or air service maintained by another country.

25. Mail and Sorting List shows the names of post offices and offices of exchange in a foreign country for which direct bags are closed or from which direct bags are received by an office. It also shows the route by which the bags are transmitted, and the places for or from which articles are sent in a particular bag either loose or in closed transit.

26. Express articles are those which are to be delivered at the residence of the addressee by a special messenger soon after their receipt at the office of destination. Such service is specially arranged for between different Administrations and is generally reciprocal.

27. Letter-bill, from C12 (*see* Appendix E), is an advice which must accompany every mail. It furnishes the office of destination with the particulars of the mail, of the registered articles and of the closed transit mails.

28. Special List.—This list (form C. 13) (*see* Appendix E), is used for advising registered articles, either as a supplement to table V of the letter-bill, form C. 12, or in place of the table V in question.

29. Despatch List.—This list (form V.D. 3) (*see* Appendix E) is used for advising insured letters and boxes as an accompaniment of the letter-bill relating to the despatch in which insured letters and boxes are included.

30. Verification Note (C. 14) (*see* Appendix E) is the form in which receiving offices notify to despatching offices all errors and irregularities observed in the mail.

31. International Reply-Coupons (form C 22) are coupons specially manufactured and supplied by the International Bureau to enable a writer to pay for the reply to his letter. The coupon is exchangeable in any country of the Union for a stamp or stamps representing the surface postage rate on a letter of the first unit of weight for abroad from that country.

On presentation of a sufficient number of coupons, post offices, shall also supply the postage stamp or stamps necessary for precharging an unregistered letter weighing not more than 20 grammes or one ounce in weight, for despatch by air.

32. Franc.—The franc adopted as the unit of money in the Universal Postal Convention and the various Agreements of the Union is the gold franc equivalent to 100 centimes, of a weight of 10.31 gramme and of a fineness of 0.900. Each country of the Union fixes its postal rates on this basis at the nearest equivalent in its own currency. Pakistan has taken the value of a franc as Rs. 1.56 in fixing its foreign postal rates.

33. Ounce Avoirdupois.—The Postal Administrations of countries which on account of their internal regulations have not adopted the decimal metric system of weight, are allowed, by way of exception, to substitute for it the ounce avoirdupois taking an ounce as equivalent to 20 grammes for letters, and two ounces as equivalent to 50 grammes for printed papers, blind literature packets and samples. On the basis of this relaxation Pakistan has adopted the Ounce Avoirdupois system.

CHAPTER III

GENERAL RULES

34. Freedom of transit.—Freedom of transit guaranteed throughout the entire territory of the Universal Postal Union. It is equally applicable to air-mail correspondence whether or not the intermediate Administrations take part in re-forwarding it.

(2) The country of transit has the right to apply to transit correspondence (whether in closed or open transit) the prohibitions and restrictions applicable in its internal service. However, member-countries which do not undertake the service of exchange of letters containing perishable biological substances, or radioactive substances have the option of not admitting these items in transit à découvert through their territory. Similarly member-countries have the option of refusing to admit in transit letter post items other than letters and postcards which do not satisfy their internal regulations governing publication and Circulation.

(3) The countries of the Union which do not provide the service relating to insured letters and boxes or which do not accept responsibility for the transport of insured articles by their sea or air services, cannot refuse to accept such items in closed despatches for transit through their territories or for conveyance by their sea or air services. The responsibility of such countries is, however, limited to that laid down for registered articles.

(4) When a country fails to observe the above provisions concerning freedom of transit the Administrations of the other countries are at liberty to discontinue their postal service with that country; they should, however, give prior notice of this step to the Administrations concerned by telegram.

N.B.—For liberty of transit in respect of parcels, see rule 2 of the *Foreign Post Manual, vol. II.*

35. Importance of foreign post work, letter-bill and verification note.—The general principles governing the treatment of correspondence posted for despatch or received by the foreign post are dealt with in this chapter while the detailed regulations concerning them have been set forth in the subsequent chapter. Where no specific instructions have been given in this Manual for the treatment of foreign mails, it should be understood that inland procedure is applicable to them. It is of the utmost importance that special attention should be paid to the work of the foreign post in all offices where mails are received for or from foreign countries, especially in the offices of exchange, where they are dealt with in bulk, and which are held to be primarily responsible for their correct disposal. It should always be remembered that the correct preparation of the letter-bill is the essential feature of the preparation of the mails for despatch, while in regard to the receipt of mails, the correct and timely preparation and despatch of the verification note are the only means of protecting a receiving office from future liability in case of loss or damage to the mails.

36. Preparation of the letter bill.—(1) A letter-bill, in form C-12, should accompany every-despatch of mails. It should be placed in a blue envelope bearing in large type the words "*Feuille d'avis*" (Letter-bill).

(2) The office despatching the mail should fill in the form of letter-bill with all

the required particulars, taking note of the instructions given in the following paragraphs.

(3) Part I of the letter-bill.—The presence of unregistered express or air mail articles should be shown by a stroke underlining the relevant indication.

(4) Part II of the letter-bill.—When the mails are prepared once every day the despatching office should not, except when agreed upon otherwise, number the letter-bills. In all other cases, the despatching office should number the letter-bills in an annual series for each office of destination. Each mail should bear, in this case, a separate number, even if it forms a supplementary despatch forwarded by the same route or vessel as the normal mail. At the first despatch of each year, the number of the last despatch of the preceding year should be mentioned in the letter-bill in addition to the serial number of the mail. If a mail is ceased the despatching office should show the indication "Last Despatch" on Part II of the letter bill, besides the number of the mail. The despatching office should, if it is in a position to do so, indicate the name of the vessel or the official abbreviation of the airline which is to carry the mail. Furthermore, Administrations may agree among themselves that for surface mails, only red label bags need be entered on the letter-bills.

(5) Part III of the letter-bill.—One or more special lists in form C-13 may be used either in place of Part V of the usual letter-bill or as a supplement to the letter-bill. The exclusive use of special lists is obligatory, if the Administration of destination so requests. Such lists should bear the same serial numbers as that mentioned on the letter-bill of the corresponding mail. When several lists are used, they must in addition be numbered in their own series for each despatch. The number of registered articles which may be entered in one and the same special list is restricted to the number for which the lay out of the form provides.

(6) Part IV of the letter-bill.—(a) The number of empty bags, if any, belonging to an Administration other than the one to which the mail is addressed must be shown separately and the name of that Administration indicated.

(b) Unclosed official letters and the various communications and recommendations from the despatching office relating to the service should also be entered.

(c) When two Administrations apply reciprocally the provisions laid down in the last sentence of para 4 above relating to the entry of red label bags only in Part II of the letter bill, no indication of the number of bags used for the make-up of the despatch or of the number of empty bags belonging to the administration of destination should be made in Part IV of the letter bill.

(7) Part V of the letter-bill.—This part is intended for the entry of registered articles, if a special list is not exclusively used. When the Administrations concerned have come to an agreement for the bulk advice of registered articles on the letter-bills, the total number only of these articles should be entered in figures and in words. When there are no registered articles for despatch the word "Neant" (Nil) should be entered in Part V of the letter-bill.

(8) Part VI of the letter-bill. This part is intended for the entry of small transit mails which are placed in the bag of the office of exchange reforwarding the mail.

(9) Administrations may come to an agreement for introducing other tables or headings in the letter-bill if they consider it necessary. They may, in particular,

modify tables V and VI according to their requirements.

(10) When closed-mails are sent by vessels which belong to an intermediate Administration which does not use them regularly for its own mails, the weight of the letters and other-articles must be shown on the address label of the mails, if the Administration responsible for the embarkation requires it.

37. Preparation of the verification note.—(1) When a transit office has to repack a mail and has reason to believe that the contents have not remained intact, it should verify them. A verification report in form C-14 (*see* Appendix E) should be prepared in accordance with the provisions of paragraph (3) below and be sent to the office of exchange from which the mail has been received. A copy of the verification report should be sent to the office of origin of the mail and another copy should be enclosed in the repacked mail.

(2) An office *receiving* a mail should examine it carefully to see if the mail has been correctly received and if the entries on the letter-bill, and in the special list, if any, of registered articles accompanying it, are in order. In the case of short receipt of a mail or of one or more bags included in the mail, or of any registered articles or of the letter-bill or of the special list of registered articles, or if any other irregularity is detected, the fact should be verified immediately by two officials. They should, if necessary, make the necessary corrections in the letter-bill or lists, scoring out the wrong entries in such a way as to leave the original entries readable. Except in the case of an obvious error, the corrections are accepted in preference to the original statement.

When an office receives letter-bills or special lists which are not intended for it, it should send those documents to the office of destination or only certified true copies thereof, if its internal regulations so prescribe.

(3) The irregularities noticed should be reported to the office of origin of the mail by means of a verification note in duplicate, and if there is any actual loss, to the last intermediate office, by the most rapid means (air or surface) after the complete check of the mail. The verification note should specify as exactly as possible to which bag, packet or article the irregularity in question relates. A duplicate of the verification note should also be sent to the headquarters of the Administration of the office of origin of the mail, if that Administration requires it. In case of important irregularities which give grounds for presuming loss or tampering, the envelope or bag as well as the string and the wax or lead seal of the packet or bag of registered articles should, as far as possible, be attached to the verification note for the office of origin; where this is not possible, the reason for their non-attachment must be stated. If, however, a registered bag or packet itself is missing, the outer bag of letters which should have contained the missing bag together with its string, seal and label should be sent with the verification note, if such outer bag can be identified with certainty. If a duplicate of the verification note is prescribed to be sent to the headquarters of the Administration of any country, the bag string, seal, etc., should be sent to that office along with the duplicate instead of to the office of origin with the original verification note. The verification note and the duplicate should be sent in all cases by registered post by surface route. In the cases contemplated in paragraph (1) and (2) above, the office of origin and the last intermediate office, if the verification note is to be sent to the latter office, may also be advised by telegram of the irregularity. A telegraphic intimation must be sent to the office of origin and the intermediate office in all cases in which there is a clear indication that the contents of a mail have been abstracted, so that these offices may proceed with the enquiry without delay.

(4) If the short receipt of a mail is the result of a misconnection or when it is satisfactorily explained in the way bill, the issue of a verification note is necessary only if the missing mail is not received by the next despatch. As soon as a mail which had been reported as missing to the office of origin and the last intermediate office of exchange comes to hand, a second verification note should be addressed to those offices intimating the fact, by the first available mail.

(5) The office which receives a verification note should return it to the issuing office, as promptly as possible, after investigating the matter, and recording the necessary remarks on it. If the verification note is not returned to the office which issued it, within a period of two months from the date of its despatch, it will be considered, unless there is evidence to the contrary, that the office to which the verification note was sent, has duly accepted it. This period is extended to 4 months in the service with distant countries.

(6) When a receiving office, responsible for checking a mail has not sent a note reporting irregularities of any kind to the office of origin and, where appropriate, to the last intermediate office of exchange by the first available mail after the check, it is considered as having correctly received the mail and its contents until proof to the contrary has been furnished. The same assumption is made in respect of irregularities of which all mention has been omitted or regarding which information has been given in an incomplete manner in the verification note. The same is the case when formalities to be observed as laid down in this Rule, have not been followed.

(7) The verification note, its duplicate and any associated evidence should be forwarded by registered post.

38. Blank Exchange.—When an office of exchange has no articles to forward to another office in a foreign country with which a regular exchange of mails is prescribed in the Mail and Sorting List, and when in relations between Administrations concerned, the letter-bills are not numbered in accordance with para. (4) of rule 36, it should only send a blank letter-bill by the next mail.

39. Treatment of articles addressed in local languages.—If any article intended for despatch by the foreign post is found to be addressed in a local language, a full transcription of the name and address of the addressee in English should be added. If the office detecting the omission is unable to effect the translation, the article should be forwarded by it to the nearest Returned Letter Office with a request to effect the transcription and to forward it to the office of exchange. Administrations are required to recommend to the public to write the full address in Roman characters and to indicate in capital letters in Roman characters the name of the place and the country of destination.

40. Treatment of express delivery articles.—(1) Pakistan has express delivery service with a large number of foreign countries. The particulars of the countries as well as the conditions under which such articles are accepted by post offices are contained in the *Post Office Guide*.

(2) Express delivery articles received from abroad should be disposed of in accordance with the provisions of clause 54-A of the *Post Office Guide*.

41. Recall of articles or modification of address.—(1) The recall or modification of address of outward foreign articles is permitted under the conditions laid down in clause 18 of the *Post Office Guide*.

(2) Requests for the recall or modification of address of inward foreign articles received from foreign Administrations should be complied with by the offices of exchange concerned except in cases involving alteration of the name or description of the addressee for which the prior approval of the Director-General should be obtained.

(3) Request for the recall or modification of address of an article is not admissible in the following cases:—

- (a) When the article has been delivered to the addressee;
- (b) When the article has been confiscated or destroyed by the competent authority for violation of the provisions relating to prohibited articles;
- (c) When the article has been seized under the internal legislation of the country of destination.

42. Registration.—(1) All categories of articles of correspondence can be sent by registered post. The conditions and charges for registration are detailed in the *Post Office Guide*.

(2) The charges for a registered article comprising the ordinary rate of postage and the registration fee, are payable in advance. However, the registration fee on the reply-half of a postcard can be validly paid only by the sender of that half.

(3) A receipt is granted free of charge to the sender of a registered article at the time of posting.

43. Insurance.—(1) Letters containing paper values or documents of value may be insured for countries which have agreed to undertake the insured service. The particulars of such countries and the conditions under which such postal articles may be accepted for insurance is contained in the *Post Office Guide*.

44. Treatment of registered articles and insured letters.—A responsible official not below the rank of a head clerk, or some other official specially authorised by the Head of the Circle, should be held personally responsible for the correct receipt, custody and disposal of registered articles and insured letters passing through the offices of exchange. Such articles and letters should remain in his personal custody and all the duties of (a) examining and opening registered bags and packets, insured envelopes and packets of insured letters, (b) examining registered articles and insured letters and checking them with the lists and invoices in which they are entered, and (c) sorting and bundling registered articles and insured letters for despatch by the foreign post, must be performed by him personally without allowing the intervention of a packer or any other clerk. In the case of offices where a large number of registered bags is received, the opening of the bags personally by the official specially authorised by the Head of the Circle, may be dispensed with, but in such cases the bags must be opened in his immediate presence and under his direct supervision.

(2) The bundles of registered articles and packets of insured letters for despatch by the foreign post should be placed by the responsible official himself in the registered bags or packets in which they are to be despatched, and the bags or packets should be closed immediately afterwards and sealed in his presence. The closed bags or packets should remain in his custody until the time arrives for closing the mail bags in which they are to be forwarded, when they should either be placed by him personally in the

mail bags or, if this is not practicable, be made over, under receipt, to such other official as may be entrusted with the duty of closing the mail bags. In the former case, the responsible official should have the mail bags containing the registered bags or packets closed and sealed in his presence; in the latter case, the official entrusted with the duty of closing the mail bags should carefully examine the registered bags or packets before taking them over, place them himself in the proper mail bags, and not lose sight of them until the mail bags are closed and sealed.

(3) If the condition of a registered bag or packet at the time of receipt in a Pakistan office of exchange, or of its seal or fastenings, gives rise to any suspicion, it should be opened by the responsible official in the presence of witnesses. When there is any short receipt of registered articles or insured letters, the mail and registered bags, the wrappers, and labels of the packets of insured letters and all seals and fastenings should be preserved until the enquiry is completed.

45. Treatment of letters and packets containing articles liable to customs duty.—Letters and Small packets can contain objects liable to customs duty if the internal legislation of the country of destination permits this to be done. Such letters and packets should bear on the address-side a green label, form C-1 (*see* Appendix E). When a separate customs declaration in form C-2 (*see* Appendix E) is required to be furnished in addition to form C-1, only the upper part of the green label C-1 should be affixed to the article.

(2) The absence of label C-1 must not in any circumstances, involve the return to the office of origin of packets of printed papers, serums, vaccines and perishable biological substances radioactive material as well as packets of medicines urgently required and difficult to obtain.

46. Treatment of damaged articles.—(1) When an article received in Pakistan from abroad or intended for despatch by the foreign post is found to be damaged, it should be repaired and secured so as to protect the contents, and a remark should be recorded on the cover over the signature of a responsible official. If it is a registered article, an explanatory remark should also be recorded on the list or invoice with which the article is received or despatched.

(2) In the case of slight damage to an insured article or partial loss of its seals, it will be sufficient to re-seal the article in order to secure its contents on conditions, however, that it is evident, after the verification of the weight, that the contents have neither been damaged nor diminished. The existing seal must be preserved at the time of re-sealing or re-packing the article. If necessary, the articles should be packed in a protecting cover keeping the original packing intact as far as possible. If the damage is of such a nature that the contents could have been abstracted or substituted, the article should be opened officially and the contents verified. In all these cases, the original and the new weight of the article should be ascertained and recorded on the envelope. This remark should be followed by the mention "Cacheté d'office à..." (Officially sealed at.....), or "Remballé à..." (Repacked at....), by an impression of the date-stamp and the signatures of the officials who had the sealing or repacking done. The result of the verification of the contents should be embodied in a detailed report in form V.D.-4 (*see* Appendix E), a copy of which should be sent along with the article. Copies of the report should also be sent by registered post to the central offices of Administrations of the despatching office of exchange and of the office of exchange of the country of destination, if it is a transit article as well as to the Head of the Circle concerned in Pakistan. A copy of this report should also be sent immediately to the Administration from which the article has directly been received.

A Verification Note in the prescribed form, should at the same time be sent to the despatching office of exchange.

(3) Any short receipt, alteration or irregularity connected with packets of insured letters involving responsibility of respective Administrations concerned should also form the subject of special report in form VD-4. This report should be forwarded by registered post to the Central office of Administration of the despatching office of exchange, accompanied, as far as possible, by the complete packing (bag, envelope, string and seals or lead seals) of all bundles or bags, outer and inner, in which the insured articles were included. Copies of the report should be sent, at the same time to the Central offices of the Administrations, of the despatching office of exchange and of the office of exchange of the country of destination in the case of a transit article as well as to the Head of Circle concerned in Pakistan. A copy of this report should also be sent immediately to the Administration from which the article had directly been received. A verification report in the prescribed form, should also be sent to the office from which the article had been received.

47. Treatment of contraband and prohibited articles.—(1) When an article passing through the post or received for delivery is found or suspected to contain anything the transmission of which by the foreign post is prohibited, or the importation or circulation of which is forbidden in the country of origin or in the country of destination, it should be dealt with in the manner laid down in rules 122 and 123 of the *Post Office Manual*, Volume V.

(2) If such an article is eventually neither returned to the office of origin nor to the office of destination, the despatching Administration should be informed in a precise manner of the disposal of the article by the Pakistan office of exchange concerned.

48. Articles which cannot be forwarded.—In addition to articles the transmission of which by the foreign letter-post is expressly prohibited, reply postcards, both parts of which are not fully prepaid and printed papers, samples of merchandise and items of different category which are not fully prepaid or which do not fulfil the conditions of posting cannot be forwarded. Such articles found in the post should be sent to the nearest Returned Letter Office for disposal, unless the sender's name and address can be ascertained from the cover, in which case they should be sent direct to the sender with an appropriate remark over the signature of the Postmaster or other responsible officer of the post office. When letters and single postcards, which are unpaid or insufficiently prepaid are posted in great number, they should be returned to the senders.

49. Treatment of undelivered correspondence.—(1) Undelivered articles should forthwith be returned to the country of origin. Unregistered printed papers of no value are not, however, returned to origin, unless the sender, by means of a note on the outside of the article, in a language known in the country of destination, has asked for their return. The cause of non-delivery of correspondence should be indicated in French language as shown in para. (5) below, as far as possible, on the front side of each article. The re-direction of correspondence inside the countries of the Union or from one country of the Union to another, or the return to the sender of undeliverable or refused letters do not give rise to the levy of any supplementary postage. They are delivered to the senders or addressees on realisation of the postage due or any other charges which were marked on them for recovery, either at the time of despatch, arrival or in course of transit.

Note.—If a foreign inward article of the letter mail cannot be delivered on account of the addressee having changed his residence, the article should not be re-directed to him if the sender has indicated by means of a suitable remark on the address-side of the article in a language understood in the country of destination that re-direction should not be undertaken. The article should be treated as unclaimed and disposed of accordingly.

(2) Undelivered foreign correspondence is dealt with by the Karachi, Lahore or Dacca, Returned Letter Office, as described in rule 415 of the *Post Office Manual*, Volume VIII.

(3) Undelivered correspondence originating in Pakistan is returned by the foreign Administrations in the following manner:—

(a) Correspondence originally posted in West Pakistan is returned in the bundles or bags labelled "Rebuts" addressed to the R.L.O., Karachi/Lahore. Such bundles or bags should be transferred to the R.L.O., Karachi/Lahore.

(b) Correspondence originally posted in East Pakistan is returned in the bundles or bags labelled "Rebuts" addressed to the R.L.O., Dacca. Such bundles or bags should be transferred to the R.L.O., Dacca.

(4) The Return Letter Office by which the articles are received should dispose of (a) all articles posted in that circle in which the R.L.O., is situated (b) those bearing on the outside the name and address of the sender and (c) articles for Civil and Military officers whose address can be ascertained from the books of reference available at the Returned Letter Office. All other articles not originally posted in the circle which the receiving R.L.O. serves should be transferred to the R.L.O. of the circle of posting.

(5) Correspondence received in Pakistan by the foreign post which is to be returned as undeliverable to the country of origin will be dealt with in the Returned Letter Office concerned as follows, after it has been in deposit for the prescribed period in the Returned Letter Office concerned, or as soon as it is received from other Returned Letter Offices, as the case may be:—

(i) Each article will be stamped as far as possible on the front side with one or other of the prescribed bilingual stamps indicating the cause of non-delivery, such as—

inconnu (unknown).
refuse (refused).
en voyage (travelling).
parti (left).
non-reclame (unclaimed).
decede (deceased).
 etc.

as marked on the cover by the post office in which it was found to be undeliverable. In the case of postcards and printed papers of the form of a card this stamp should, however, be impressed on the right hand half of the address side of the article. The articles should further be marked with the word "*retour*" on their face side and by the side of the date-stamp of the office of origin, and the place of destination originally written in the address should be scored out.

- (ii) Unregistered articles should be returned by the first available despatch. They should be enclosed in a cover [Form RLO-7(a)], or, if necessary, in a bag, labelled "Rebuts". The cover or bag should bear the name of the country in which the articles originated and should be sent to the office of exchange of the country concerned except in the case of countries mentioned in para. (6) below, where they will be disposed of in the same way as any other unregistered article addressed to that country. A memorandum [in form RLO-37] should be enclosed in each cover or bag showing the number of each kind of article contained in it.

Note.—Each country has the right to demand, through the intermediary of the International Bureau, Berne, that undeliverable correspondence may be returned to an office, especially nominated in this regard. Detailed information in this respect is contained under column 42 of the "Recueil Officiel" relating to Convention and its Detailed Regulations, published by the International Bureau, Berne.

- (iii) Registered articles should be returned as soon as the prescribed period of detention is over, except those marked "Refused", "Left" or "Deceased", which should be returned immediately. They should be enclosed in a registered list, and placed in a packet or bag labelled "Rebuts" which should be made over, under receipt to the appropriate office of exchange. The office of exchange concerned will open the packet or bag, treat each article enclosed in it in the same way as registered correspondence addressed to the country of origin, except that opposite the nominal entry in the registered list the word "Rebuts" should be entered in the column headed "Observations" (Remarks).

(6) In the case of articles originating in (a) Great Britain and Northern Ireland (except those bearing on the outside the name and address of the sender), (b) Italy, (c) Mozambique, (d) Netherlands, (e) Republic of South Africa, (f) Tanzania (g) Uganda and (h) Ceylon, both registered and unregistered articles should be enclosed in a cover or, if necessary, in bag labelled "Rebuts". The cover or bag for each of these countries should be addressed respectively to:

- (i) Returned Letter Branch, Mount Pleasant Post Office, London, E.C. 1.
 (ii) Direction Generale des postes, Bureau Central des rebuts, Rome (Italy).
 (iii) Returned Letter Office, Lourenco Marques.
 (iv) Monsieur le Directeur du Bureau Ambulant No. 1 à Amsterdam,.
 (v) Returned Letter Office, Capetown, Republic of South Africa.
 (vi) Returned Letter Office, Nairobi, (Kenya).
 (vii) Returned Letter Office, Colombo, Ceylon.

With the articles in each cover or bag should be enclosed a memorandum, showing the number of articles of each kind returned, a copy of the memorandum being kept on record in the Returned Letter Office concerned. Particulars of the registered articles returned should be entered in a registered list. The covers or bags labelled "Rebuts" should be posted by the Returned Letter Office concerned in Karachi, or Dacca, as the case may be, for despatch to destination as registered articles on postal service.

(7) Undelivered correspondence originating in Great Britain and Northern Ireland, Indonesia or the United States of America, which bears on the outside the name and address of the sender, should not be included in the cover or bag labelled "Rebuts" but should be returned in the open mail.

(8) Samples addressed to or coming from Great Britain and Northern Ireland or Indonesia which cannot be delivered are returned to the country of origin, only when they are marked outside with a request for return to the sender or when they contain anything of value. As a general rule printed papers of no value are not returned to the country of origin unless the sender requires the same by a remark made on the article in a language known in the country of destination. Registered printed papers, however, should in all cases, be returned to the country of origin.

(9) An undeliverable inland article which is to be returned to the sender whose address is in a foreign country will be received in the office of exchange from the R.L.O. concerned in the same way as undeliverable correspondence originating in that foreign country and returned undeliverable from Pakistan. Such an article should be impressed with the T stamp and charged with postage equal to the difference between the amount of postage already prepaid and that which would have been charged if the article had been despatched in the first instance to the new destination, and should then be disposed of in the same manner as other undeliverable articles originating in that country. Articles which are not prepaid or which are insufficiently prepaid for their inland transmission are, however, chargeable with double the amount of deficiency.

(10) Correspondence for sailors and other persons addressed care of a Consul and returned by him to the post office as unclaimed should be treated as undeliverable articles; such articles should not be considered as freshly posted articles subject to prepayment of postage. Similar treatment should also be accorded to correspondence for persons addressed care of hotels or lodgings, which are returned to the post office due to non-delivery to the addressees concerned.

50. Special stamp used on foreign articles.—The following special stamps should be impressed on articles of the classes mentioned below, sent from or received in Pakistan, in addition to any other stamp or stamps with which such articles are to be stamped:—

- | | |
|---|---|
| (1) On registered articles and insured letters posted in Pakistan for despatch | (1) The A. R. stamp if an acknowledgement receipt is required. |
| (2) On unpaid and insufficiently paid articles posted in Pakistan for despatch, and on letters redirected from Pakistan to another country, if any postage is to be recovered | (2) The T stamp, A bar under the amount indicated and below the bar the amount of Pakistan's own charge for the first weight step of letters. |
| (3) On unpaid and insufficiently paid articles received in Pakistan for delivery | (3) On receiving a letter bearing a fraction by the side of the T stamp the charge to be recovered from the addressee will be calculated by multiplying the |

- | | | | | | |
|---|----|----|----|----|---|
| | | | | | fraction indicated or the item by the amount in Pakistan Currency of the Charge applied by Pakistan to the first weight step for letter for that country. |
| (4) On redirected articles | .. | .. | .. | .. | (4) The "reexpedie" stamp. |
| (5) On missent articles | .. | .. | .. | .. | (5) The "mal dirigé" stamp. |
| (6) On articles posted on board a vessel and received from the commander, when there is no postal agent on board. | | | | | (6) The "paquebot" stamp and the date stamp as if the articles had been posted in the Pakistan Office. |
| (7) On correspondence originating in a non-Union country, when the Pakistan office is the first Union Office through which it passes. | | | | | (7) The date-stamp and also the T stamp if the correspondence is unpaid or insufficiently paid. |

51. Enquiries.—An application is entertained only if made within a year counting from the day following the posting of the article. Every Administration is, however, bound to give information if requested by another Administration concerning articles within a period of 15 months counting from the day following the date of posting of the articles. Enquiries are to be dealt with as quickly as possible.

52. Enquiry regarding lost ordinary correspondence.—(1) Enquiry relating to unregistered correspondence sent to or due from a foreign country which has failed to reach its destination should be made in form C-8 (Appendix E) which should be filled in after collecting the necessary information from the sender or addressee as the case may be. The form C-8 must as far as possible be accompanied by a facsimile of the address of the article drawn up on a small sheet of thin paper. No covering letter need be sent with the form either when starting the enquiry or replying to such an enquiry but it should be despatched in a closed envelope. The form should be sent officially direct to the foreign office of exchange concerned and by the most rapid means available (air or surface). A single form may be used in respect of several letters posted simultaneously at the same office by the same sender to the address of the same addressee. The form C-8 duly completed after obtaining the necessary information from the addressee or the sender, as the case may be, should be returned officially by the most rapid means available (air or surface) to the office of origin of the article enquired for within the shortest possible time and at the latest within five months from the date of enquiry.

(2) References regarding correspondence sent to or due from Great Britain and Northern Ireland should be exchanged with the British Post office in the manner laid down in rule 71 of the *Posts Office Manual*, Volume VIII.

(3) The enquiries are entertained only if they are made within the period of a year counting from the day following the date of the posting of the article. Every Administration is, however, bound to attend to the enquiries which are initiated by another Administration within a period of eighteen months counting from the day following the date of posting of the article.

Note 1.—See also rule 71-A of the *Post Office Manual*, Volume VIII, in regard to complaints relating to articles posted in and addressed to a country other than Pakistan.

Note 2.—If the enquiry has to be made by telegram, the sender will have to pay the telegraph charges for the country of destination. If the enquiry relates to several articles posted simultaneously at the same office by the same sender to the same addressee a single telegraph charge will be collected.

53. Disposal of enquiries relating to registered articles and insured letters and applications for acknowledgements in respect of registered articles and insured letters.—(1) Applications for enquiries in respect of registered articles posted in Pakistan which are believed not to have reached the destination will be received by the Pakistan office of exchange concerned from the offices of posting of the articles with postage stamps representing the fee for this service loosely affixed in each case to the application, and together with an acknowledgement for the registered article in form C-5 (*see* Appendix E) duly filled in. Only one fee is charged in respect of an enquiry concerning several articles posted at the same time at the same office by the same sender for the same addressee and despatched by the same route, air or surface. The postage stamps should be removed, or, if necessary, cut out from the application and affixed to a copy of form C-9 (*see* Appendix E). The form should then be filled up and forwarded together with the acknowledgement, without any covering letter, but in a closed envelope from office to office following the same route as the article by the most rapid means available (air or surface). If the administration of origin requests, the enquiry may be forwarded to the office of destination. If the article has been duly delivered, the office of destination will return the acknowledgement duly completed direct to the sender; the form C-9 with its table 3 duly furnished with information as to the final fate of the article will also be returned to the office of origin. In cases of delayed delivery the reason for the delay should be given briefly on form C-9. If the disposal of the article cannot be traced by the office of destination, it records the fact on the form C-9 in table 4 and returns it to the office of origin annexing thereto, as far as possible, a declaration of the addressee stating that he had not received the article. On receipt back of the form C-9 the office of origin completes the form by showing optionally in table 1-(1) details of the circulation of the article in its internal services and in table 1-(2) details of the transmission to the first intermediate office which records its observations in table 2 and forwards the form, if necessary, to the next office. The enquiry thus passes from one office to the other until the fate of the article under enquiry is established. The Administration which has effected delivery to the addressee or which as the case may be, is unable to establish either delivery or regular transfer to another office records the fact on the form and returns it to the Administration of origin. Administrations which cannot establish regular onward transmission or delivery shall give their decision regarding responsibility on form C-9. All the above operations must be carried out by the most rapid means (air or surface).

(2) The form C-9 must contain the complete address of the addressee and should, as far as possible, be accompanied by a facsimile of the address of the article drawn up on a small sheet of thin paper.

(3) The form C-9 and the documents attached thereto must, in all cases be returned to the Administration of origin of the article under enquiry within the shortest possible time and in any case not later than five months from the date of enquiry.

(4) The foregoing provisions do not apply to cases of violation of mails, loss of mails or other similar cases which require a more detailed correspondence between Administrations.

(5) If an enquiry has not been returned within a suitable period a duplicate of form C-9, furnished with the forwarding data, may be sent to the Central Admin. of the Country of destination, but not sooner than a month after the despatch of the original enquiry. The indication "Duplicate" [Duplicate] and the date of despatch of the original enquiry must be entered very conspicuously on the duplicate.

Note 1.—If it is desired that the enquiry should be made by telegram the sender will have to pay the appropriate telegraphic charges for the country of destination in addition to the enquiry laid down in clause 211 of the Post Office Guide.

Note 2.—The provisions of Rule 52 [5] also apply to registered articles.

54. Requests for information.—(1) Requests for information concerning ordinary, registered and insured articles should be dealt with in the same manner as that laid down for enquiries concerning such articles.

(2) The names of the offices to which or the officers to whom the enquiries mentioned in clauses 62, 63 and para. (1) above should be addressed in the different countries, are given in columns 36 and 37 of the Recueil of the Convention, against the respective countries shown therein.

55. Compensation.—(1) The condition under which compensation is paid by Union Administrations for the loss of registered article, and for the loss of damage to or abstraction of the contents of insured articles are given in the *Post Office Guide*. No compensation is payable for damage to or abstraction of contents from foreign registered articles of the letter mail.

(2) The compensation is payable by the Administration of the country to which the office of origin belongs. That Administration has, however, the right to recover the amount of indemnity paid from the Administration responsible for the loss.

(3) The amount of compensation in respect of insured articles is calculated on the current price, converted into gold francs, of articles of the same nature, at the place and time at which the articles were accepted for despatch. In the absence of the current price, compensation is calculated in accordance with the ordinary value of the articles whose value is assessed on the same basis. Indirect loss or loss of profits is not taken into account.

(4) When compensation is due for the loss, destruction or total theft of an insured article, the sender is also entitled to the refund of the charges and fees paid, with the exception of the insurance fee which is retained in every case by the Administration of origin.

55. Non-responsibility of Postal Administrations in respect of registered articles.—Postal Administrations are not responsible for the loss of registered articles,

(1) in circumstances beyond control (*force majeure*). The Administration in whose service the loss takes place, must decide, according to its internal legislation, whether the loss is due to circumstances constituting a cause beyond control (*force majeure*); these circumstances are communicated to the Administration of the country of origin for information if the latter Administration so requests. The responsibility, however, still remains with the despatching Administration which has undertaken to cover risks arising from causes beyond control (*force majeure*);

- (ii) which they cannot account for in consequence of the destruction of official documents through a cause beyond control, provided that their responsibility has not been established otherwise;
- (iii) which contain any prohibited items in so far as these items have been confiscated or destroyed by the competent authority because of their contents.
- (iv) when the sender has not made any application within the period of one year from the day following the date of the posting of the article;
- (v) which have been delivered under the conditions prescribed by their internal regulations for articles of the same class, or delivered on presentation of a valid Postal Identity Card, even if the said card had been used fraudulently;
- (vi) which are seized under the internal regulations of the country of destination.

57. Determination of Responsibility between Administrations in respect of registered articles.—(1) Until the contrary is proved, responsibility for the loss of a registered article rests with the Administration which, having received the article without making any observation and being furnished with all the material prescribed for enquiry, cannot prove either delivery to the addressee or where appropriate, its regular transfer to another Administration.

(2) Until the contrary is proved and subject to the provisions of para. (3) of this rule, an intermediate Administration or the Administration of destination is relieved of all responsibility:—

- (a) when it has duly observed the procedure prescribed in rule 102(2);
- (b) when it can prove that it was not informed of the enquiry until after the destruction of the relevant official records on the expiry of the period prescribed for their preservation. This does not, however, affect the claim of the sender.

(3) Nevertheless, if the loss takes place during the course of transmission and it is not possible to establish in which country or in which service the loss has taken place, all the Administrations concerned share the loss in equal proportions.

(4) When a registered article is lost in circumstances beyond control (*force majeure*), the Administration of the country in whose territory or in whose service the loss has taken place is not responsible to the country of origin unless the two countries have specially agreed to undertake such risks.

(5) The customs duty and other charges of which it has not been possible to secure cancellation, are borne by the Administration responsible for the loss.

(6) The Administration which has paid the compensation takes over the rights, up to the amount of compensation, of the person who has received it in any action which may be taken against the sender, the addressee or third parties.

57.-A. Responsibility of the sender.—The sender of an article is responsible for all damages caused to other postal articles, as a result of the sending of articles prohibited for transmission or by the non-observation of the condition of admission of such articles.

The acceptance by the office of posting of such articles does not free the sender of his responsibility.

58. Possible recovery of the indemnity from the sender or addressee.—If a registered article considered as lost or a part thereof is subsequently found, the sender and the addressee should be informed of this fact. The sender or the addressee where applicable should, in addition, be informed that he may take possession of the article within a period of three months, against repayment of the amount of compensation received. If the sender/addressee does not claim the article within that period, the addressee/sender should be notified that he may take delivery of the article within a period of three months against refund of the amount paid to the sender/addressee. If the sender or the addressee takes delivery of the article by refunding the amount of compensation paid, that amount should be refunded to the Administration or Administrations which have borne the loss. If the sender and the addressee decline to take the delivery of the article, that article becomes the property of the Administration or Administrations which had paid the compensation. When proof of delivery is supplied after the period of five months the indemnity paid continue to be borne by the intermediary Administration or Administration of destination if the sum paid cannot, for any reason, be recovered from the sender.

59. Determination of responsibility between postal Administrations for insured articles.—(1) Until the contrary is proved, the responsibility for an insured article rests with the Administration, which having received the article without making an observation and being furnished with all the particulars for enquiry prescribed by the regulations can neither establish delivery of the article to the addressee, nor prove its regular transfer to the next Administration. The Administration which has despatched an insured article to another is, unless the contrary is proved, freed from all responsibility in respect of it, if the receiving office of exchange has not sent to the despatching Administration, by the first available mail after the check, a report notifying either that the whole bundle of insured articles or the particular article is missing or has been tampered with.

(2) However, an intermediary Administration or the Administration of destination is, unless the contrary is proved, exempted from all responsibility when it has duly observed the procedure prescribed in rule 102(2) or when it can prove that it had not received any enquiry regarding the article until after the destruction of the relevant documents on the expiry of the period prescribed for their preservation. Nevertheless, this does not affect the rights of the person making the enquiry.

(3) If the loss, abstraction or damage has occurred in course of transmission without its being possible to establish in which country's territory or service it took place, the Administrations of the countries concerned bear the loss in equal shares. If it is discovered in the country of destination or in the case of return to the sender in the country of origin, that abstraction or damage has taken place, the Administration of that country must prove that neither the bag, bundle or envelope in which the article was enclosed, and its sealing, nor the packing and sealing of the article itself, showed any apparent defect, and that the weight was the same as that recorded at the time of

posting. When such proof has been furnished none of the other Administrations concerned can decline to share the responsibility on the plea that the article was duly forwarded by it to the next Administration and that the latter did not raise any objection regarding it.

(4) If the loss, abstraction or damage has occurred in the territory or in the service of an intermediate Administration which does not participate in the Agreement concerning Insured Letters and Boxes or which has adopted a maximum (of insured value) which is lower than the amount of the loss, the Administrations of origin and destination bear equally the loss not borne by the intermediate Administration.

(5) The procedure laid down in paragraph (4) as to the sharing of the compensation payable between the Administrations concerned applies also in the case of sea or air transit if the loss, abstraction or damage has occurred in the service of an Administration which although a party to the Agreement concerning Insured Letters and Boxes does not undertake responsibility for sea or air transit. Such Administrations, nevertheless, assure, in respect of the transmission of insured articles in closed mails, the same responsibility as for registered articles.

(6) The customs duty and other charges of which it has not been possible to secure cancellation, are borne by the Administrations responsible for the loss, damage or abstraction.

(7) The Administration which has effected payment of the compensation takes over the rights, up to the amount paid as compensation, of the person who has received the compensation, in any action that may be taken against the addressee, the sender, or third parties.

(8) In the event of the subsequent discovery of an insured article or part of the article considered as lost, the sender and the addressee should be advised. The sender should be further informed that he may take delivery of the article within a period of three months on repayment of the amount of compensation received. If the sender does not claim the article within that period, the addressee should be notified that he may take delivery of it within a similar period on payment of the amount paid to the sender. If the sender or the addressee takes delivery of the article after repayment of the amount of compensation paid, that amount should be refunded to the Administration or Administrations which had borne the loss. If the sender and the addressee refuse to take delivery of the article, that article becomes the property of the Administration or Administrations which had paid the compensation.

(9) The Administration of delivery of an insured article ceases to be responsible for it, if the article is delivered according to the ordinary rules of delivery and no objection is taken or any reservation made by the addressee or his agent at the time of taking delivery. Nevertheless, the responsibility is maintained if the addressee or, in the case of return, the sender, notwithstanding the regular delivery, lodges a complainant immediately and proves that the abstraction of contents or damage to the insured article in question did not occur after delivery.

(10) The responsibility of each Administration for the loss of, or damage to, or abstraction of contents of insured articles is limited to the maximum of the declared value up to which it has agreed to accept liability.

59-A. Responsibility of the sender.—See rule 57-A.

59-B. Recovery of the indemnity, as appropriate, from the sender or the addressee.—

- (a) The provisions of rule 58 shall also apply to insured articles.
- (b) In the case of subsequent discovery of the insured article, the contents of which are less in value than the value of the indemnity paid, the sender must reimburse the sum of the indemnity against the return of the article, without prejudice to the consequences arising from the fraudulent declaration of value.

59-C Principle and extent of responsibility of postal administration.—(1) Except as provided in rule 60, Postal Administrations are answerable for the loss of, theft from or damage to insured items. Their responsibility is as binding for items conveyed a *découvert* as for those forwarded in closed mails.

(2) The sender is entitled to an indemnity corresponding in principle to the actual amount of the loss, theft or damage. Indirect loss or loss of profits is not taken into consideration. However this indemnity must in no case exceed the amount of the insured value in gold francs. In case of redirection or return to origin by surface route of an air mail insured item, responsibility is limited, for the second conveyance, to that applicable for items sent by this route.

(3) The indemnity is calculated in accordance with the current price, converted into gold francs, of articles of value of the same kind, at the place and time at which they were accepted for conveyance; failing the current price, the indemnity is calculated in accordance with the ordinary value of articles whose value is assessed on the same basis.

(4) When an indemnity is due for the loss, total destruction or total theft of an insured item the sender is also entitled to repayment of the charges and fees paid, with the exception of the insurance fee which is retained in every case by the Administration of origin.

(5) The sender has the right to waive his rights in favour of the addressee.

60. Non-responsibility of postal administrations.—(1) Postal Administrations cease to be responsible for insured items which they have delivered either under the conditions prescribed by their internal regulations for items of the same kind, responsibility is, however, maintained:

(a) when, if the internal legislation permits, the addressee or in the case of return to origin the sender, makes reservations in taking delivery of an item that has been tampered with or damaged;

(b) when the addressee or in the case of return to origin, the sender, although having given a proper discharge, notifies the delivering Administration without delay that he has discovered an irregularity and proves that the theft or damage did not occur after delivery.

2. Postal Administrations are not responsible:

(i) for loss, theft or damage of insured items:

(a) in circumstances beyond control; the Administration in whose service

the loss, theft or damage occurred shall decide, in the light of its internal legislation, whether this loss, theft or damage is due to circumstances attributable to a cause beyond control; these circumstances are notified to the Administration of origin for its information if this latter requests it. Nevertheless responsibility still rests with the Administration of origin if it has undertaken to cover risks arising from causes beyond control.

- (b) when they cannot account for items following destruction of official records resulting from circumstances beyond control, provided that proof of their responsibility has not been otherwise established;
 - (c) when the damage has been caused by the fault or negligence of the sender or arises from the nature of the contents of the item;
 - (d) where it is a question of items whose contents fall within the prohibitions, and similarly for items confiscated or destroyed by the competent authority because of their contents;
 - (e) where it is a question of items which have been fraudulently insured for a sum greater than the actual value of the contents;
 - (f) when the sender has made no enquiry within one year from the day after that on which the item was posted;
- (ii) for insured items confiscated under the legislation of the Country of destination;
 - (iii) in the case of sea or air conveyance when the Administrations of contracting Countries have made it known that they are unable to accept responsibility for insured items on board the ships or aircraft used by them; these Administrations, nevertheless, assume in respect of the transit of insured items in closed mails the responsibility which is laid down for registered items.

3. The postal Administrations take no responsibility for customs declarations under whatever form they may be made, nor for decisions taken by the customs services at the time of the verification of items submitted to customs control.

61. Period within which compensation should be paid.—(1) Compensation should be paid as soon as possible and at the latest within 6 months from the day following the date of the enquiry.

(2) The Administration of origin of the article which does not accept risks arising from causes beyond control (*force majeure*) can postpone payment of the compensation when the question whether the loss of the article is due to such causes has not been decided.

(3) When the Administration of transit or of delivery having been duly informed about the loss of a registered article, or loss of abstraction from or damage to an insured article within its service, allows a period of five months to elapse without settling the matter, the country of origin is empowered to compensate the sender or the addressee without waiting for information from the other Administration concerned. Such

payment can, however, be postponed beyond the prescribed period if the loss appears to be due to a cause beyond control; this fact is, in case to be communicated to the Administration of origin.

62. Period within which and the manner in which compensation account should be settled.—(1) The Administration responsible for the loss of a registered article, or loss of or abstraction from or damage to an insured article, or on whose account payment of compensation has been made by the Administration of origin, should reimburse the latter the amount actually paid as compensation to the sender within four months from the date of despatch of the intimation of payment.

(2) If the compensation is to be borne by several Administrations, the whole of the compensation due must be paid to the Administration of origin within the period specified in (1) above by the first Administration, which, having duly received the article under enquiry is unable to prove its regular transfer to the next service. It rests with this Administration to recover from the other Administrations responsible their share of the amount of compensation paid to the entitled person.

(3) As a general rule, the repayment of the amount of compensation is made to the creditor Administration in accordance with the normal procedure governing the settlement of postal accounts between Administrations as laid down in rules contained in Chapter X.

(4) When responsibility has been admitted as well as in the cases provided for in rule 61(3), the amount of compensation may also be recovered as a matter of course from the country responsible by means of any account, either directly or through the intermediary of an Administration which has a regular exchange of accounts with the Administration responsible.

(5) The Administration of origin can only claim repayment of the amount of compensation from the Administration responsible within the period of one year counting from the date of despatch to the latter Administration of the intimation of payment to the sender.

(6) The Administration whose responsibility has been duly established and which has at first declined to pay the amount of compensation, must bear all the additional costs resulting from the unwarranted delay in payment.

(7) Administrations can come to an agreement to liquidate periodically the amounts of compensation which they have paid to the senders and which they have accepted as justified.

63. Counterfeit of fraudulent stamps and impressions.—(1) The counterfeiting of postage stamps (even if withdrawn from circulation) and international reply coupons, and the use or putting into circulation of counterfeit international reply coupons, of counterfeit postage stamps (even if withdrawn from circulation) or used postage stamps, as well as of counterfeit or used impressions of postal franking machines or printing presses, are offences punishable under the law. It is also illegal to fraudulently manufacture or put into circulation impressed or adhesive stamps in use in the postal service, counterfeited or imitated in such a manner that they could be mistaken for impressed, or adhesive stamps issued by the Administration of any one of the Union countries.

(2) Whenever the presence of a fraudulent postage stamp (counterfeit or already

used), or of a counterfeit impression of a franking machine or of a printing press is detected on an article posted for despatch, it should be detained and the procedure laid down in Chapter VII of the *Post Office Manual*, Volume II, should be followed in respect of it.

(3) There are, however, some countries, the internal legislation of which does not require the immediate seizure of an article bearing fraudulent stamps or impressions. Such an article will be received by the office of delivery enclosed in an envelope officially registered, accompanied by an advice in form C-10 (*See Appendix E*). A copy of the advice will also be received either by the Director-General or the Head of the Circle concerned.

(4) On receipt of the article with the advice in form C-10 the Postmaster should send a notice to the addressee inviting him to attend either in person or by agent, within specified time, at the post office to receive delivery of the article.

(5) When the addressee or his agent arrives, he should be called on to note the offence, and the article will be delivered only if the addressee or his representative pays the charge due and agrees to disclose the name and address of the sender and to re-deliver to the post office the portion of the article (envelope, wrapper, portion of letter, etc.), which contains the address and the stamp or impression stated to be fraudulent or if it is inseparable from the article, the entire article. If the addressee or his agent fails to attend at the post office or refuses to comply with the formalities, the article shall not be delivered but returned to the office of posting.

(6) The result of the reference to the addressee is set forth in a formal report in form C-11 (*See Appendix E*) which is signed by the Postmaster and by the addressee or his representative. If the latter refuses to sign, this is recorded on the form. The report should then be transmitted with the supporting papers officially registered to the Head of the Circle who will then forward it to the Director-General for transmission to the Head of the Postal Administration of the country of origin, who, with the aid of those documents, will take such proceedings as may be deemed necessary to punish the offender according to its internal laws.

64. Free Service.—(1) Correspondence relating to postal services is exempted from all postal charges if exchanged between the following:

- (a) Postal Administrations;
- (b) Postal Administrations and the International Bureau;
- (c) Post offices of the countries of the Union;
- (d) Post offices and Postal Administrations.

Insured letters exchanged between any two Postal Administrations or between Postal Administrations and the International Bureau are also exempted from all postal charges.

All correspondence on postal service referred to above must bear on the front in the upper left hand corner the indication "*Service des Postes*". This may be followed by a translation in another language. The limits of weight and dimensions fixed for ordinary correspondence do not apply to correspondence on postal service.

(2) Articles of correspondence and insured letters and boxes addressed to or sent by prisoners of war, either directly or through the Information Bureau or the Central Prisoner of War Information Agency prescribed in Articles 122 and 123 respectively of the Geneva Convention of the 12th of August 1949 relative to the treatment of prisoners of war, are exempted from all postal charges. Belligerents apprehended and interned in a neutral country are also eligible for the same concession.

(3) Articles of correspondence and insured letters and boxes originating in other countries and addressed to or sent by civil internees, as defined by the Geneva Convention of the 12th August 1949 relative to the protection of civilians in time of war, either directly or through the medium of the Information Bureau or the Central Agency of Information prescribed in Articles 136 and 140 respectively of that Convention, are also exempt from all postal charges.

(4) The national Information Bureau and the Central Information Agencies referred to above also enjoy exemption from postage in respect of articles of correspondence and insured letters and boxes concerning persons referred to in (2) and (3) above, which they send or receive either directly or as intermediaries, under the conditions laid down in (2) and (3) above.

(5) The articles for the prisoners of war etc. referred to in (2), (3) and (4) above as well as the forms relating thereto must bear on the front one of the indications "*Service des internees*" (civilian Internees Service).

(6) The correspondence for prisoners of war, etc., is subject to the ordinary rules of weight and dimensions.

(7) "Cocogrammes" (Literature for the blind) including Braille letters, posted open, is also exempt from postage as well as the special fees for registration, advice of delivery, express delivery, enquiry and cash on delivery. Administrations which do not grant such an exemption to blind literature, in their internal service, have the option of collecting postal charges thereon which should not exceed those which are applicable in their inland service. Pakistan has exempted Blind Literature from postal charges.

Exception.—Airmail postage is due on correspondence referred to in paras. (2), (3) and (4) above when sent by air-mail.

Note.—Postal parcels to and from prisoners of wars etc., are also exempt from postal charges. For details see rule II of Foreign Post Manual Vol. II.

65. Correspondence with foreign countries.—(1) Correspondence with foreign countries on all important matters is conducted through the medium of the Directorate-General, Pakistan Post office, Karachi. In routine matters the Head of the circle in which the Pakistan office of exchange is situated the Senior Superintendent of Foreign Post, Karachi and Superintendent of Foreign Post, Dacca, are also permitted to correspond with foreign Administrations. Formal references such as notices of non-delivery, verification notes, reclamations, etc., and reminders relating thereto should, however, be dealt with by the Pakistan offices of exchange concerned. Such references are generally made to foreign offices of exchange, but Administrations may in some instances require that such references should be made to the Central Administration, or to any other office specially appointed. The "*Recueil de Renseignements*" published by the International Bureau Berne, contains information regarding the special requests, and should therefore be consulted by offices of exchange in Pakistan. Postmasters of offices which are not offices of exchange, are prohibited from

addressing foreign postal Administrations direct on any subject, and any reference that may be necessary for them to make should be addressed either to the Head of the Circle or to the Pakistan office of exchange concerned.

(2) Correspondence on postal business addressed by postmasters direct to persons in foreign countries, other than officials of foreign postal Administrations, may be sent *on postal service* if intended for delivery in the United Kingdom or in any other country of the Commonwealth. In the case of other countries, correspondence on postal business addressed to such persons must be fully prepaid by means of ordinary postage stamps, the cost of which should be charged to unclassified payments. Correspondence addressed to foreign postal Administrations should, however, be sent in all cases *on postal service*. Such correspondence must bear on the upper left hand corner of the front side of the article the superscription "Service des postes" (on Postal Service).

66. Preservation of records.—All records relating to article received or despatched by the foreign post should be preserved for a period of eighteen months, commencing from the date following that to which the documents refer. In the case of an article which is under dispute or regarding which an enquiry is in progress the records should, however, be kept until the dispute is settled or the enquiry is completed, even if the prescribed period is exceeded. If the enquiring Administration, having been duly informed of the result of the enquiry, does not raise any objection for a period of six months counting from the date of intimation of the result of the enquiry, the matter should be treated as closed.

CHAPTER IV

Despatch of Mails

67. Mode of Payment of Postage.—The payment of postage on articles for despatch by the foreign post is effected by means of postage stamps (impressed or affixed) issued by the Government of Pakistan, and at rates applicable to each class of correspondence, as announced by the Government from time to time. Postage may also be prepaid at the same rates by means of impressions of postal franking machines officially recognised and working under the direct supervision of the Post Office.

68. Postage on correspondence posted on vessels.—Correspondence posted on board a steamer should be paid for, as follows:—

- (a) If the posting takes place on the high seas, the articles may be prepaid by means of the postage stamps and according to the tariff of the country to which the steamer belongs, or by which it is maintained.
- (b) If the posting takes place during the stay of the vessel at a Pakistan port or in Pakistan waters, the articles can only be validly prepaid by means of Pakistan stamps, and according to the tariff of rates prescribed for correspondence posted in Pakistan.

69. Stamping of Correspondence.—Postage stamps on all articles posted for despatch by the foreign post will be impressed with the combined date-stamp of the office in which the articles are posted. Postage stamps not cancelled through error or oversight in the office of origin must be obliterated by the office of exchange in the usual manner. If the prepayment has been made by means of the impressions of a franking machine the date-stamp should be impressed by the side of the impression of the machine, instead of on the impression itself.

(2) Correspondence posted in a non-Union country passing through Pakistan should be similarly impressed with the combined date-stamp if the Pakistan office is the first of the Union countries which receives it.

(3) The application of the date-stamp is not obligatory in the following cases:

- (a) for correspondence prepaid by means of impressions of franking machines if the indication of the place of origin and the date of posting appear on these impressions;
- (b) for correspondence prepaid by means of impressions obtained from a printing press or by any other printing process;
- (c) for unregistered reduced rate articles, provided that the place of origin is shown on these articles.

(4) Missent correspondence, except for unregistered reduced rate articles should be impressed with the date-stamp of the office which it has reached in error; the impression is to be added on the back of the articles in the case of letters and on the front in the case of postcards.

(5) The stamping of correspondence posted on ships is the responsibility of the

postal official or the officer on board charged with the duty, or, failing those, that of the post office at the port of call at which the correspondence is handed over a decouvert. In the latter case the post office impresses the correspondence with its date-stamp and adds the indication "Navire," "pbaquebot" or any other similar indication.

70. Unpaid and Insufficiently paid surface mail articles.—(1) As a general rule, all articles of letter post should be fully prepaid by the sender. Unpaid and underpaid articles other than letters and single postcards should not be forwarded nor should reply-paid post-cards of which the two halves have not fully prepaid at the time of posting. Such articles should be returned to the senders. When unpaid and underpaid letters or single postcards are posted in great number, it is permissible to return them outright to the sender.

(2) When the postage stamps affixed to an article or the impressions of franking machines thereon are not admissible for prepayment of postage in Pakistan, they should be ignored. In such a case, the figure nought (0) should be placed by the side of these postage stamps or impression, the postage stamps and the franking impressions being encircled in pencil and the article treated as an unpaid one.

Exception.—Fully prepaid reply-halves of foreign reply postcards being returned from Pakistan, and foreign inward articles properly prepaid for their first transmission to Pakistan and on which complementary postage in Pakistan stamps, if any, has been paid before their redirection outside Pakistan should be considered as fully prepaid.

(3) Unpaid and underpaid letters and postcards posted in Pakistan for transmission to a foreign country should be returned to the senders if their addresses can easily be ascertained in order that the deficiency may be made up by them. If the sender's address cannot be ascertained, the articles should be forwarded to destination duly taxed in the following manner:

The office of exchange shall determine the deficient postage in the Pakistan currency, double this amount, and indicate it very legibly in the same currency by the side of "T" stamp in the middle of the upper part of the front. After doing so, it shall put a fraction line under the amount indicated and below that line show *in all cases* viz: letters, postcards, airmail items, A.O. items or a reduced rate service, the amount of Pakistan's own charge (international rate) for the first weight step of an ordinary surface mail letter i.e. 50 paise.

Examples.

(i) A surface mail letter weighing 1 oz. for U.K. is prepaid with 40 paise instead of the full postage of 50 paise. The deficiency of 10 paise will be doubled and put like this $T. \frac{20}{50}$

(ii) An airmail letter for U.K. weighing $\frac{1}{2}$ oz. is found prepaid with only 85 paise instead of the full postage of 100 paise. The deficiency of 15 paise will be doubled and put like this $T. \frac{30}{50}$

(iii) A surface mail letter weighing one tola for any of the ten countries to which inland rates apply is found completely unpaid. The deficiency of 15 paise will be doubled and put like this $T. \frac{30}{50}$

(iv) A surface mail postcard for India is found prepaid with 5 paise stamp instead of 7 paise stamp. The deficiency of 2 paise will be doubled and put like this $T. \frac{4}{50}$

Thus in all cases the numerator of the fraction to be put after "T" stamp shall be twice the deficient postage and the denominator shall be 50.

(4) In the case of reforwarding or return, the application of the T stamp and the indication in accordance with para 3 of the amounts in the form of a fraction are the responsibility of the reforwarding Administration. However in the case of articles originating in countries which apply reduced charges in the service with the reforwarding Administration, it rests with the Administration which effects delivery to determine the amount of underpayment.

71. Unpaid and Insufficiently paid Air-mail Articles.—(1) In principle air-mail articles of all categories should be fully prepaid at the time of posting.

(2) Unpaid and insufficiently paid air-mail articles, of which the deficiency in postage cannot be got made good by the senders before despatch, are disposed of as follows:

(a) Unpaid air-mail articles should be dealt with in accordance with Rule 70.

(b) Airmail letters and post-cards bearing less than 75% of the total airmail charge (ordinary surface postage plus air surcharge) should not be forwarded by air. If such letters and postcards are prepaid with at least the postage applicable to surface mail, they should be forwarded by surface route. If, however, the postage prepaid does not even cover the surface postage rate, they should be sent by surface duly impressed with the 'T' stamp with the necessary fraction based on surface postage rate indicated beside it. If the postage prepaid on second-class air-mail articles [air-mail articles other than letters, postcards and aerogrammes] is less than the corresponding surface postage rate for the said category of articles, such articles should not be forwarded but returned to the senders concerned.

(c) Unpaid or insufficiently prepaid aerogrammes should be forwarded by the surface route in all cases.

(3) When unpaid or insufficiently prepaid air-mail articles are forwarded by the normal postal means the "Par Avion" [By Air] label and any other note relating to transmission by air should be cancelled by means of two thick horizontal lines.

72. Special treatment of Unpaid and insufficiently paid postcards.—(1) Postcards which contravene the conditions laid down for international postcards as well as those the address side of which is divided into several parts for the purpose of inserting different addresses successively, should be treated as insufficiently paid letters, and taxed accordingly.

(2) If the reply portion of a reply postcard is found to be addressed to any country other than the country in which the reply postcard had been originally posted, it should be treated as an unpaid postcard and taxed accordingly. In this connection, the instructions contained, rule III(4) of this Manual should be duly followed.

73. Redirected articles.—(1) If an inward foreign article on which postage has

been fully prepaid is to be re-directed to a foreign country or if a fully prepaid inland article is to be re-directed out of Pakistan, it should be charged with the difference between the postage already paid on it and the postage that would have been required if the article had *originally* been addressed to the country to which it is to be re-directed. In the case of re-direction of a surface article by air the said article is, in addition, subject to air-mail postage from the redirecting country to the country of new destination. If, however, the foreign article was unpaid or insufficiently paid for its transmission to Pakistan or if the inland article was unpaid or insufficiently paid, the article should be charged with double the deficient postage as if the article had been addressed directly from the point of origin to that of the new destination. Such articles should be marked with the *Re-expedite* Stamp and the procedure laid down in paragraph (2) of rule 70 should also be observed in respect of them. Unpaid and insufficiently paid missent articles should be impressed with the *Mil dirige* Stamp and they should be disposed of in accordance with paragraph (7) of rule 105 and paragraph (2) of rule III. At the time of redirection, the retransmitting office should impress its date stamp on the address side of the article sent in the form of postcard and on the back side of all other categories of correspondence.

(2) If the attempt to deliver an express article at the place of address by a special messenger, has failed, the redirecting office should strike through the express label or the indication "*Express*" [*Express*] by two thick horizontal lines.

(3) When an article, which has been circulated free of postage in the inland service, is redirected for transmission by the foreign post, it should be taxed with postage leviable on an article of the same nature addressed directly from Pakistan to the foreign country of destination.

(4) If an article, ordinary or registered, bearing an incomplete or incorrect address received back from a foreign country, is returned to the sender for completing or correcting the address, and the article is re-posted with the completed or corrected address, it should not be considered as a redirected article. It is regarded as a newly posted article and is consequently liable to fresh postage.

(5) When an inward foreign article on which customs duty has been charged has to be redirected to a foreign country through an office of exchange other than that in which it was received, the former office should, at the time of redirection, send an intimation to the latter office stating the full particulars of the article and the amount of duty assessed on it. On receipt of this information, the office of exchange which had received the article should, after verification, take steps to claim this amount from the Customs Department.

(6) The customs duty and other non-postal charges, of which it has not been possible to secure cancellation on redirection or on return to origin, are collected from the Administration of the new destination.

(7) In the case of redirection to another country or of non-delivery, the *poste restante* fee, the customs clearance fee, the storage fee and the additional express charge, if any, are cancelled by the re-directing administration.

74. Redirection or return of airmail Correspondence.—(1) In Principle all airmail correspondence addressed to an addressee who has changed his address is re-directed to its new destination by the means of transport normally used for uncharged correspondence. The same means of transport is utilized for the return to origin

of air-mail correspondence which is undeliverable or which for any reason has not been delivered to the addressee.

(2) At the express request of the addressee (in the case of redirection) or of the sender (in the case of return to origin) and provided that the person concerned undertakes to pay the air-mail postage appropriate to the further air transmission, the articles in question may be redirected or returned by air. In either case the air-mail postage is collected at the time of delivery of the article and is retained by the delivering Administration.

(3) Redirection envelopes and collective envelopes are forwarded to their new destination by the means of transport normally used for uncharged correspondence unless the air-mail postage is paid in advance to the redirecting office, or the addressee or the sender, as the case may be, undertakes to pay the air-mail postage appropriate to the further air transmission in accordance with the provisions of para (2) above.

75. Treatment of letters and packets containing articles liable to Customs duty.—

(1) Letters and packets containing articles liable to customs duty and addressed to foreign countries will be received in the offices of exchange bearing a green label (form C. 1) marked "Douane" showing the nature, weight and value of the contents, and in cases where the country of destination requires a separate Customs declaration in form C. 2, with the upper part of the green label (form C. 1) affixed to the article in question together with a Customs declaration (form C. 2) duly filled up. In the latter case, the office of exchange concerned should prepare the required number of Customs declaration in the proper form from the entries on the original Customs declaration furnished by the sender, before forwarding the articles to destination. The Customs declarations must show detailed particulars of the contents of the articles; a general description of the contents is not admissible. The names of the countries which require a separate Customs declaration in respect of packets containing dutiable articles are given in the *Post Office Guide*.

(2) Printed papers and packets containing serums, vaccines, perishable biological substances, radioactive materials as well as medicines of urgent necessity which are difficult to procure, must be forwarded to their destinations even if they do not bear the green label, form C. 1.

76. Separation of articles and making up of mails.—(1) All articles for despatch by the foreign post should be sorted according to the outward sorting list.

(2) This rule does not apply to correspondence for persons serving on any of Pakistan Government's ships and addressed merely to the ship, or Naval station to which the ship is attached, without the addition in the address of the name of a post-town. When articles thus addressed are found in the course of sorting in an office or section which has no definite information as to the precise whereabouts of the ship, named in the address, they should be dealt with in accordance with the following instructions:—

(a) Articles addressed to —

	<i>How disposed of</i>
(i) Ships in Far East Stations	British Fleet Mail Office, Hong Kong.
	<i>or</i>
	British Fleet Mail Office, Singapore.

(ii) Ships in Indian Ocean waters	British Fleet Mail Office, Welsara, Ceylon.
(iii) Ships in Mediterranean waters	British Fleet Mail Office, Malta.
(iv) Ships visiting the U.K.	General Post Office, Lon- don.
(v) Ships in the Australian waters	General Post Office, Syd- ney, Australia.
(vi) Ships in South African waters	British Fleet Mail Office, Simonstown, Cape Colony.
(vii) Ships in Pakistan	Fleet Mail Office, West Wharf, Karachi Pakistan.
(viii) Ships in the Persian Gulf	F.M.O., H.M.S. Juffair, Bahrain.
(ix) Ships in Aden waters	R. N. O., Aden.

(b) Articles addressed to the squadrons or fleets of other countries should be sent to the capitals of the countries concerned.

(3) A telegram bearing an incomplete or undecipherable address found in the course of sorting should be sent to the post office of the place where it was posted. When the office of posting cannot be determined owing to indistinct or illegible date-stamp impression, the telegram should be sent to the R.L.O. for disposal.

(4) The articles for each foreign office should, as a general rule be divided according to the nature of the correspondence mainly into the following classes:—

- (1) Paid letters and postcards.
- (2) Newspapers and periodicals.
- (3) "Other articles" (*i.e.*, printed papers, business papers, samples, etc.).
- (4) Unpaid and insufficiently paid articles.
- (5) Postal service articles, paid redirected and missent articles, and reply-halves of double postcards returned to the country of origin.

The paid articles should be further separated into (a) Direct correspondence and (b) Transit correspondence. The articles should be carefully examined with a view to the correction of errors in sorting and the detection of any insufficiently-paid articles that may have been passed unnoticed in the preliminary separation, and also in order to see whether any of the rules in the *Post Office Guide* regarding the transmission of correspondence by the foreign post has been infringed. If any letter bearing traces of opening, deterioration, damage or abstraction is discovered, the fact should be noted on it, and the date stamp of the office should be impressed near the note. The article should then be faced and tied into convenient bundles, the separation between the direct and transit articles being carefully maintained.

(5) The bundles of direct correspondence should be labelled with the name of the office for which they are intended; those containing transit correspondence should

be labelled "*En transit*", with the addition of the name of the foreign office of exchange to which they are to be sent. The label of the bundle of unpaid and insufficiently paid articles should, in addition, be impressed with the T stamp. The bundle of money orders sent *à découvert* must be inserted in a packet or bag containing registered articles or in the packet or bag containing insured articles, as the case may be. If, however, the mail contains neither registered nor insured articles, the money orders should be placed in the envelope containing the letter-bill or tied up with it.

(6) Paid redirected articles, impressed with the *Re-expédié* stamp, paid missent articles impressed with the *Mal dirigé* stamp, all postal service articles, the reply-halves of postcards returned to the country of origin and generally all letters and documents relating to the postal service, should be tied in separate bundles.

(7) All packets of printed papers for the same addressee at the same address may be enclosed in one or more special bags. In this case, particulars of the addressee of the packets should be entered on the label in addition to the prescribed indications. In the absence of an agreement to the contrary, registered articles may also be enclosed in such special bags; such registered articles are entered on a special list in form C-13 and separated from other packets included in the mail.

77. Treatment of registered articles received for onward despatch.—(1) Such articles should be forwarded to destination along with articles posted at the office itself. If an unpaid or insufficiently paid registered article is accepted by an office through error and forwarded for despatch, action should be taken as provided for in rule 90 (3) of the *Post Office Manual*, Volume V.

(2) Care should be taken not to enter on the address side of a registered article any serial or transit number.

(3) A Registered article, the sender of which requires an acknowledgement of delivery, will be received from the office of posting with an acknowledgment card in form C-5. The article should be forwarded to destination along with other registered articles. After delivery of the article, the acknowledgement card, signed by the addressee or the head of the office of delivery, will be returned by the office of destination by ordinary post for delivery direct to the sender of the article. If the acknowledgement is not received by the sender within the due time, a fresh acknowledgement form, marked "Duplicate", will be prepared by the office of posting and sent to the office of exchange with the sender's complaint for necessary enquiry. No additional fee will be charged for such an enquiry. The office of exchange will follow in such cases as well as in the cases referred to in the following paragraph the procedure laid down in rule 53.

(4) If an acknowledgement of delivery is asked for by the sender of a registered article after its posting, the office of posting will obtain the prescribed fee from the sender in postage stamps, affix the same to the sender's application, fill in an acknowledgement form, and forward the two to the office of exchange.

78. Disposal of registered articles.—(1) Registered articles should be entered in Part V of the Letter-bill (form C-12) or in a special list (form C-13) or in both, as the case may be. The lists, whether in form C-12 or C-13 should be prepared in duplicate by means of carbon paper, one copy being kept on record in the office, the other being sent with the mail. The following particulars should be entered in the lists of registered letters unless, the Administration to which the office of destination is

subordinate has agreed that only the total number of articles may be entered in the list:—

- (a) The name of the office of posting.
- (b) The number assigned to each article by the office of posting.
- (c) The letters A. B. in the column for Remarks, against the entry of each article for which an acknowledgment of receipt is required.

(2) Registered articles, and if necessary, the special lists are made up in one or more separate packets or bags, which must be suitably wrapped up or closed and sealed with wax or lead so as to protect the contents. The seals may also be made of other light metals or plastic materials. The impressions on the seals (lead, wax, plastic etc.) should indicate in very clear Roman characters the name of the office of origin or a mark sufficient to permit of that office being identified. The registered articles are arranged in each bag in the order of their entry in the list. When one or several special lists are used, each of them is tied up with the registered articles to which it relates and is placed below the first article in the bundle. When several bags are used, each of them must contain a special list which should indicate the articles enclosed therein. The bundle should then be labelled with the name of the foreign office of exchange concerned. The total number of articles contained in each bundle should be written outside. The label should be impressed with the registration stamp of the office. The registered articles should not normally be enclosed in the same bundle as unregistered articles; there is however, no objection to the two categories of articles being enclosed in the same bag if the volume of Traffic is too small to justify preparation of separate bags.

(3) (a) Subject to agreement between Administrations, registered correspondence other than letters and postcards, despatched in separate bags may be accompanied by special lists on which they are advised in bulk.

(b) As far as possible, the number of registered articles contained in one and the same bag should not exceed 600.

(4) The special envelope containing the letter-bill should be attached to the outside of the packet of registered articles by a string tied crosswise. When registered articles are enclosed in a bag, the envelope should be attached to the neck of the bag. When there is more than one packet or bag of registered articles each of the additional packets or bags should bear a label indicating the nature of the contents.

78-A. Transmission of Express articles.—(1) Unregistered express articles are made up in a special bundle provided with a label bearing in bold letters the indication "*Express*" [Express] and enclosed by the offices of exchange in the envelope containing the letter-bill which accompanies the mail.

(2) If, however, this envelope has to be fixed to the neck of the bag of registered articles the bundle of express articles is placed in the outer bag; in such cases the presence of express articles is shown by a slip placed in the envelope containing the letter-bill. The same procedure is followed when the express articles cannot be associated with the letter-bill because of their number, shape or size.

(3) Registered express articles are arranged in their order among the other registered articles and the indication "*Express*" [Express] is entered against the respective entries in the "observations" column of table V of the letter-bill or the special lists. In case of bulk advice, the presence of registered express articles is shown simply by the indication "*Express*" [Express] in table V of the letter-bill.

79. Acceptance and preparation of insured letters.—(1) The manner of packing and addressing of foreign insured letters is laid down in the *Post Office guide*. If it fulfils those conditions, it will be accepted. The declared value of an insured letter will be converted into gold francs by the office of exchange and noted on the article by the side of the value of the article given in Pakistan currency. The amount in gold francs should be underlined in coloured pencil. If the country of destination has the same currency as Pakistan, the amount of declared value need not be converted into gold francs. When an insured letter containing articles liable to customs duty is addressed to a country the internal legislation of which admits such articles in insured letters, a green label in form C-1 or, if the country of destination so desires or if the sender prefers a declaration in form C-2 signed by the sender should be affixed to the article, but the Department will not accept any responsibility for this declaration.

(2) The exact weight of an insured letter in grammes should be entered by the office of the exchange at the top left-hand corner of the address side in case this has not already been done by the office of origin.

80. Information regarding exchange of insured letters.—(1) The Administrations which agree to exchange insured letters, notify to each other by means of a table in form VD-1 (see Appendix E):—

- (a) the names of the countries in respect of which they serve as intermediaries for the transit of insured letters,
- (b) the routes open for the transmission of such articles through their countries or in their service,
- (c) the maximum up to which they admit the insured value of such articles,
- (d) whether insured boxes are admitted, and
- (e) No. of customs declarations required for insured boxes.

(2) Pakistan has also compiled a table in form VD-1 which enables her offices of exchange to determine the route for the despatch of insured articles to other countries as well as the limit of the insured value for those countries.

81. Disposal of insured letters.—(1) Particulars of each insured letter should be entered by the despatching office of exchange in the special despatch list (*Feuille d'envoi*) in form VD-3 with all the details for which the form provides; the indication "*Express*" [Express] should be marked in the "observations" column against the entry of articles for express delivery. This despatch list should be prepared in duplicate, one copy being kept on record in the office, the other copy being sent with the mail. When insured letters are sent in a closed mail through the services of one or more intermediate Administrations which accept responsibilities for the transit of such letters, an additional copy of the despatch list should be prepared for each of those Administrations and sent to them by the first mail.

(2) Insured letters for which acknowledgements of receipt have been paid for by the senders, should be accompanied by the prescribed form of acknowledgement. The letters "A.R." should be entered in the despatch list in the column for remarks against the entry of each such letter.

(3) When all insured articles have been entered in the despatch list the entries in columns 5 and 6 of the list should be totalled and the list signed by the despatching officer. The insured letters entered in each list together with the list itself, should be tied together and then wrapped in strong paper, tied on the outside with twine and sealed with fine wax on every fold by means of the seal of the despatching office exchange. Instead of being made up in a bundle, the insured letters may be placed in an envelope of strong paper, which should also be similarly sealed with fine wax by means of the seal of office of exchange. A label bearing the words "VALEURS DECLAREES" or "LETTERS AVEC VALEUR DECLAREE" or "BOITES AVEC VALEUR DECLAREE", as the case may be, should be firmly affixed to the envelope or packet, which should then be tied with twine to the packet of registered articles and placed in the centre of the mail. If the number or volume of insured letters requires it, they can be placed in a bag which should be closed firmly, either with the office seal impressed on fine wax or with a lead seal. The bundles or envelope containing insured articles may also be enclosed by means of gummed labels bearing the printed indication of the Administration of origin, unless the country of the destination requires that they should be sealed with wax or lead. An impression of the date-stamp of the office of despatch must be made on the label in such a way that it appears partly on the label and partly on the packing. The packet or bag of insured articles should be enclosed in the bundle or bag containing registered articles or in the absence of the latter, in a package (bag or bundle) which would normally contain registered articles. When the mail includes more than one registered bag the packet or bag of insured articles should be placed in the registered bag, to the neck of which is tied the special envelope containing the letter-bill in form C-12. The number of packets or bags of insured letters sent in a mail should be entered in the space provided for the purpose in the letter-bill. When there are no insured letters for despatch the word "Neant" [Nil] should be written in that space.

(4) The total number of insured letters despatched to each foreign office of exchange should be entered on the issue side of the registered abstract.

82. Insured boxes.—The conditions under which insured boxes are accepted for transmission to foreign countries to which the system has been extended will be found in the *Post Office Guide*. Insured boxes should be treated in all respects like foreign insured letters with the exception that a box tendered for despatch should be accompanied by the required number of Custom declarations in form RP-13 or RP-13 (b). The number of Custom declarations as required by each country will be found in the Pakistan Insured Letter Tableau VD.1. These boxes should be forwarded by the Pakistan office of exchange along with insured letters advised on the despatch list VD. 3, the word "Boite" being inserted against the entry in the column for "Observations". If the Administration of destination expressly requests it, the insured boxes should be entered on separate despatch lists VD. 3, and despatched in a separate packet or bag.

N.B.—The Insured Boxes services in the outward direction is under suspension at the moment.

83. Method of despatch of air-mail correspondence.—(1) The provisions of Rules 36(3) and 78A also apply to air-mail correspondence included in ordinary mails. The labels of bundles containing air mail articles must bear the indication "Par avion" [By air].

(2) In the case of inclusion of registered air-mail correspondence in the ordinary mails the mention "Par avion" must be made in Part V of the letter-bill or special lists. In the case of insured air mail correspondence included in ordinary mails the indication "Par avion" should be entered in the "Observations" column of the despatch lists VD. 3 against the respective entries.

(3) Transit air mail correspondence sent *à découvert* in an air despatch, or in an ordinary despatch which is to be retransmitted by air by the country of destination, should be enclosed in a special bundle labelled "Par avion".

(4) The country of transit can ask for the preparation of special bundles for every country of destination. In that case, each bundle must be furnished with a label bearing the indication "Par avion pour..." (by air mail for...).

84. Closing of surface despatches.—(1) The mails should be closed in bags of convenient size, tied and sealed with sealing wax or lead seals and labelled; the seals can also be of light metal or plastic material. The number of bags used must be reduced to the strict minimum. When string is used for closing bags it should be passed twice round the neck of the bag before being tied in such a way that one of the ends is drawn under the loops (For illustration see Appendix F). The impressions of the seal should be very distinct and must show the name of the office of origin or an indication sufficient to identify that office.

(2) The labels of the bags should be of cloth strong cardboard provided with an eyelet, parchment or of paper gummed to a wooden block. Their make-up and text should conform to the specimen C-28 (See Appendix E). In the relations between neighbouring offices, strong paper labels may be used but they should be of sufficient thickness to withstand the various handling processes during the course of transmission. The labels should be of the following colours:—

- (a) Vermillion red, for bags containing registered articles and the letter bill even if this is negative.
- (b) White, for bags containing only unregistered articles of the following categories:—
 - letters and postcards despatched by surface route and by air;
 - newspapers and periodicals despatched by surface route only, except those returned to sender;
- (c) Light blue, for bags containing exclusively unregistered articles not included in bags bearing white labels;
- (d) Green, for bags containing only empty bags returned to origin.

Bags containing mixed unregistered correspondence (letters, postcards and other articles) must be furnished with the white label.

The use of vermillion red, white, light blue and green labels is, obligatory. White

labels can also be used in place of the coloured labels referred to at (a), (c) and (d) above provided they are used in conjunction with a tab of the relevant colour in size 5 × 3 cm.

(3) Unless there is an arrangement to the contrary, when a despatch is very small or there are no articles to be sent, the contents or due documents may be placed in a strong paper cover so as to prevent any damage to them, tied round with a string and sealed in wax or by a lead seal or with seals made of light metal or plastic material. If closed by means of seals made of lead, light metal or plastic material, the mails must be made up so that the string cannot be detached. If the contents consist only of unregistered correspondence, the cover may be closed by means of a gummed seal bearing the name of the office of despatch. Administration can, by mutual agreement, adopt similar procedure for closure of mails containing registered articles which by reason of their small number are despatched in packets or covers. The address labels on such covers and packets should however, be similar to those described in paragraph (2) above.

(4) When more than one bag is closed for an office either on account of the volume of the mail, or at the request of the Administration of the country of destination or any intermediate country, separate bags should, as far as possible, be used for (a) letters and postcards and (b) other articles. When separate bags are used, each of them should bear an indication of its contents. The packet or bag of registered articles with the letter-bill tied to it in the manner described in rule 78(3) should be claped inside one of the bags containing letters or inside a special bag and this outer bag should always bear a red label. The label of the bag or packet containing registered articles to which the letter-bill is attached should be prominently marked with the letter "F" even if the letter-bill contains a 'nil' entry; the label of this bag may also show the total number of bags which compose the despatch. The weight of each bag should not exceed 30 kilogrammes or 66 pounds under any circumstances.

Note 1—When there are more than one registered bag for despatch the supplementary bags may be forwarded un-enclosed bearing the red label.

Note 2—A red label should not be used unless the bag contains registered articles.

(5) The office of exchange should, as far as possible enclose, in its own mail for a particular office, all the mails of small dimensions (packets or bags) which it receives for that particular office.

(6) All packets of printed papers for the same addressee at the same address may be enclosed in one or more special bags; in this case the packets of printed papers need not conform to the normal limits of weight. The labels of such special bags should show information concerning the addressee of the packets in addition to the usual indications. In the absence of an agreement to the contrary, registered articles may also be enclosed in the special bags; these registered articles should be entered on a special list C-13, and separated from the other articles included in the mail.

85. Closing of air despatches.—(1) Air-mail correspondence should be enclosed in bags either entirely blue or bearing wide blue bands. Ordinary air-mail correspondence or registered air-mail correspondence to be despatched in small numbers, may be enclosed in envelopes made of strong blue paper.

(2) The letter bills and the despatch lists which accompany air despatches should bear at the head a "Par avion" label or a stamp impression in blue bearing the same words.

(3) The make-up and text of labels of air bags should conform to the specimen AV 8. [see Annexure E].

86. Delivery Bill.—(1) In the absence of Special agreement between Administrations concerned, the transfer of despatches between two offices of exchange is effected by means of a Delivery Bill conforming to form C-18 [see Appendix E]. This Bill is prepared in duplicate by the despatching office of exchange. The first is for the receiving office and the second for the despatching office. The receiving office acknowledges receipt on the second copy of the delivery bill.

(2) When the delivery of despatches between two offices of exchange takes place through a transport service, a third copy of this delivery bill may be made out for this service. In such a case, receipt will be acknowledged by the transport service on the second copy, and by the receiving office on the third copy.

Certain administrations may request that separate bills C-18 be made out for letter post mails on one hand, and for parcels on the other.

When the transfer of mails between two offices of exchange involves a sea service, the office of exchange of origin may prepare a fourth copy which the office of exchange of destination returns after certifying it. In this case the third and fourth copies accompany the mail.

(3) Only the bags and packets distinguished by red labels which at the time of delivery have to be thoroughly examined as to their sealing and make-up, should be entered in detail on the Delivery Bill, C-18. As regards other bags and packets of which examination is optional, they are entered in bulk category-wise on the Delivery Bill and each category is delivered in bulk. The Administration may, however, agree that only bags and packets distinguished by red labels should be entered on the delivery bill.

87. Air Mail Delivery Bill.—(1) Air Mails to be handed over at the airport should be accompanied by five copies of a white delivery bill (Bordereau de livraison) AV 7 [see Appendix E] for each point of call on the flight.

(2) A copy of the delivery bill AV-7 signed by the representative of the air company responsible for the ground services should be retained by the despatching office; the other four copies should be handed to the conveying company for the following purposes:—

- the first, duly signed at the airport of off loading as a receipt for the mails, is kept by the aircrow on behalf of their company;
- the second accompanies the mails to the post office to which the delivery bill is addressed;
- the third is kept, at the airport of loading, by the air company responsible for the ground services;
- the fourth is handed over at the airport of loading, to the air company responsible for the ground services at that airport.

(3) When air mails are sent by surface means to an intermediate Administration

for re-forwarding by air, they are accompanied by a delivery bill AV 7, for the benefit of the intermediate office.

88. Return of empty bags.—(1) In the absence of other arrangements, the bags received with mails from other Administrations should be returned empty by the next available mail in a direct despatch for the country to which the bags belong. However, in the case of air bags it is obligatory to make special despatches when the number of empty air bags is ten or more. The number of empty bags returned by each mail should be entered in Part IV of the letter-bill, under the heading "*Indications de service*", and they should be sent to the offices of exchange specially earmarked to receive them. In long distance services, the Administrations concerned should, as a general rule, designate only one office for receiving empty bags which are returned to them.

(2) The empty bags should be rolled and made into packets of convenient size. When wooden blocks as well as labels of canvas, linen, parchment or other strong material have been received, they should be placed inside and returned with the bags. The packets of empty bags should be tied up, sealed and labelled. The name of the office of exchange from which the bags had been received should be entered on the label whenever they are returned through the intermediary of another office of exchange. When the number of bags to be returned is not too numerous, they may be placed in the bag containing correspondence; otherwise they should be placed separately in one of the empty bags, closed and labelled with the name of the respective offices of exchange and clearly marked "*Sacs Vides*" [Empty bags].

(3) When the check exercised by an Administration upon the return of the bags belonging to it shows that bags belonging to it have not been returned to it within the period normally taken by the mails for the outward and return trips, it can claim reimbursement of the cost of those bags from the Administration concerned. The latter Administration can only refuse this reimbursement if it is in a position to prove the return of the missing bags.

89. Record of mails despatched.—(1) The following particulars should be recorded in the register of mails despatched, which should be signed by the despatching officer:—

- (1) Date of despatch.
- (2) Nationality and name of steamer, and whether the service is regular or casual.
- (3) Office of origin.
- (4) Office of destination.
- (5) Number of bags or packets for each office of destination.
- (6) Total number of mails forwarded by each despatch, in words and figures.

(2) A delivery bill in form C-18 (App. E), prescribed in rule 86 should also be prepared in respect of each despatch. The first copy duly receipted by the carrier should be duly filed in a separate bundle after a reference to the relative letter-bill is recorded thereon.

(3) When a time-bill is prescribed to accompany the sea-borne mail, it should be prepared in duplicate by the despatching office and sent with the mails to the vessel. Both the copies of the time-bill should be delivered on board the vessel to the officer appointed to receive the mails. A receipt for the mails made over to the ship's officer should also be taken in the register of mails despatched, the time of delivery being noted by the receiving officer below his signature.

90. Record of closed transit mails.—The closed transit mails should be sorted according to the foreign offices of exchange to which they are to be sent. After the mails are despatched, the particulars of their disposal should be entered in the receipt register of closed mails [see rule] 101 from Part VI of the office copy of the letter-bill, or, when they are sent outside, from the register of mails despatched.

91. Exchange of closed mails.—(1) The exchange of correspondence in closed mails is regulated by common agreement made between the Administrations concerned. When the volume of correspondence passing from one Administration to another through a third Administration in open transit is very large, the intermediate Administration may require the preparation of a closed despatch which request should always be complied with. However, in the case of despatch of correspondence *à découvert* to another Administration the despatching office of exchange should, if the traffic justifies, prepare separate labelled bundles for each country of destination.

(2) The intermediate Administration through which a closed transit despatch is made should be informed of the fact sufficiently in advance. If any alteration takes place in the exchange of closed mails established between two Administrations through the medium of one or more other countries, the Administration of origin of the mail should notify to the Administrations of these countries.

92. Routeing of mails.—(1) The mails received from other Administrations in open or closed transit for onward transmission should be sent by the most expeditious route which is employed for the transmission of Pakistan mails. When a despatch consists of several bags, all of them should, as far as possible, be kept together and be forwarded at the same time. All mis-sent articles or bags should, without any delay, be reforwarded by the quickest route to their destination.

(2) If a closed transit mail is marked by the despatching Administration to be forwarded by a particular route, it should be sent by that route provided that the use of that route does not entail special expense on Pakistan or on any other intermediate Administration concerned.

If there is an alteration in the routeing of mails, the new route to be followed should be notified by the Administration of origin of the mail to the Administrations which previously provided the transit, while particulars of the old route are notified, for information, to the Administrations which will provide this service in future.

93. Routeing of air mails.—(1) Administration using air-communications for the conveyance of their own air mail correspondence, must despatch by the same means the airmail correspondence which reaches them from other Administrations.

(2) Administrations of countries which have no air service, should despatch the airmail correspondence by the most rapid means used for mails. The same applies if for any reason the transmission by surface means is more advantageous than the use of airlines.

(3) Closed air mails must be despatched by the route desired by the Administration of the Country of origin, provided that it is used by the Administration of the Country of transit for the transmission of its own mails. If this is not possible or if the time for transshipment is not sufficient, the Administration of the country of origin should be so informed.

(4) Closed air mails, miscarried due to an error of air service or due to circumstances beyond control, or those which have been held up due to interruption of a flight, should be taken over by the postal representatives at the airport where the stop is made; the latter then should forward these mails to destination by the most rapid means available.

94. **Trial Note.**—To determine the most favourable route and the time of transmission of air mails, the office of exchange of origin may send to the office of destination of the despatch a trial note in form C-27 [see Annexure E]. This note should be included in the despatch and attached to the letter-bill; duly completed by the office of destination the trial notes for air mails should be returned by air and those for surface mails by the most rapid means available.

95. **Transshipment by Air Mails.**—In the absence of any agreement to the contrary between the Administrations concerned, the transshipment at the same airport of mails in the course of transmission, is performed by the Administration of the country in which the transshipment takes place. This rule does not apply when the transshipment takes place between aircraft performing successive stages of the same transport undertaking.

Administrations must take the necessary steps to speed up the taking over and onward transmission of air mails arriving at their airports.

(2) The Administration of the transit country may authorise a transshipment direct from one aircraft to another; where required the transport undertaking is under obligation to send to the office of exchange of the country where the transshipment takes place a document giving full details of the operation.

96. **Treatment of air mails in the event of an accident or interrupted flight.**—(1) When as a result of an accident enroute, an aircraft carrying mails is unable to continue its flight and deliver the mails at the scheduled stopping places, the crew of the aircraft must deliver the mails to the post office nearest to the place of the accident or to the office best able to re-forward the mails. If the crew are unable to do this, the office which has been informed of the accident must do all that is possible to take over the mails without delay. The post office receiving such mails must first check the mails and if necessary repair such correspondence as might have been damaged. It should then forward the mails to the offices of their destination by the quickest available air or surface route.

(2) The Administration of the country where the accident takes place should inform telegraphically all the Administrations of the previous airports of call of the fate of the mail; the after Administrations, in their turn, advise by telegram all the other Administrations concerned.

(3) The Administrations which have loaded mail on the aircraft involved in the accident, should despatch copies of delivery bills, AV 7, to the Administration of the country where the accident occurred. The latter Administration should then notify

the offices of destination of the mails by verification note giving details of the circumstances of the accident and the results of the check of the mails; a copy of each verification note should be sent to the offices of origin of the mails concerned, and another copy to the Administration of the country to which the airline belongs. These documents should be sent by the most rapid means (air or surface).

(4) When the flight of an aircraft is interrupted for a length of time such as to delay the mails or when because of unavoidable circumstances the aircraft can not land in the country of destination, the mails, whatever their origin, should be reforwarded to their destination by the nearest post office by the most rapid means. The Administration of the office which reforwards the mails, should inform the Administrations of origin of the action taken.

97. Record of Letter-bills despatched.—All letter-bills issued should be serially numbered, a separate series being maintained for each office to which mails are sent. The office copies of letter-bills despatched should be filled, in serial order, in a separate file for each office of exchange to which they are addressed. A record should be kept of the serial numbers and dates of letter-bills despatched, in the index of outward letter-bill numbers.

98. Record of verification notes received.—Copies should be kept of the verification notes received from other Administrations in respect of mails despatched by an office. They should be filed with the office copies of the letter-bills, with which the mails forming the subject matter of the enquiry were sent.

CHAPTER V

Receipt of Mails

99. Examination of mails received.—(1) All mails received should be examined in a general manner to see that they are in good condition. Mail bags and packets bearing the red label, i.e., mail bags and packets containing registered bags or packets should however be carefully examined to see that the bags are in a good condition and that the fastening and seals are intact. The acceptance of a mail cannot however be refused on account of any damage to it. When a closed transit mail passing through Pakistan is received by an office of exchange in a damaged condition, it should be reclosed as it is, in fresh packing. The office which does this should write on the fresh label the entries made on the original label and should impress its date-stamp on the label preceded by the words "*Remballé à*" [Repacked at....]. It should also verify the contents, if it has reason to believe that they are not intact.

(2) When the contents of a despatch addressed to the office, or of a closed transit mail are found on examination to be not correct, a verification note in form C-14 should be prepared and disposed of as laid down in rule 37.

100. Record of mails received.—(1) The following particulars of all mails received should be entered in the Register of Mails Received:—

- (1) Date of receipt.
- (2) Nationality and name of steamer, and whether the service is regular or casual.
- (3) Office of origin.
- (4) Office of destination.
- (5) Number of bags or packets from each office of origin.
- (6) Total number of mails received by each despatch, in words and figures.

(2) A receipt for the mails should be granted to the agent of the carriers in the duplicate copy of the delivery bill, C-18 (see App. E), as prescribed in rule 86. The triplicate copy of the delivery bill should be recorded in a separate bundle after a reference to the relevant letter-bill is noted therein. The entries in the delivery bill should be verified by the receiving official, before it is signed.

(3) When mails are accompanied by a time-bill, the entries therein should be compared with the entries in the Register of Mails Received. If the mails do not correspond exactly with those named in the time-bill, a note of the discrepancy should be made in the Remarks column of the time-bill, and the acknowledgment given on it should be for the mails actually received. The time-bill, after signature, should be disposed of according to the instructions printed on it. If the exchange office receiving the mails is at an intermediate port, the time-bill should be returned to the officer or agent of the ship bringing the mails.

101. Treatment of transit mails.—(1) The closed transit mails received outside should be separated from the mails addressed to the office, and transferred for disposal

to the proper official, under receipt to be taken in the Register of Mails Received. The closed transit mails addressed to the office should be opened, and those intended for onward despatch found inside the bags addressed to the office should also be transferred to the same official for disposal, under receipt to be taken in the letter-bill.

(2) A Register of closed transit mails should be maintained in which the following particulars regarding the mails received should be entered:—

- (1) Date of receipt.
- (2) Name and nationality of steamer, and whether the service is regular or casual.
- (3) Office of origin.
- (4) Office of destination.
- (5) Number of bags, boxes or packets.
- (6) Name of the office through which the mails are received.

(3) The mails should then be sorted in accordance with the places to or the mail lines by, which they are to be despatched. Mails which cannot be forwarded at once should be kept securely in the mail room.

(4) Correspondence received in open transit in the bags addressed to the office, but intended for onward transmission to another country, should be separated from the station articles and transferred to the proper official for disposal.

102. Opening of mails.—(1) Each bag, box, or packet addressed to the office should be opened separately, and the entry relating to it in the Register of Mails Received should be ticked off as this is done. The empty bags, boxes, packing papers, seals and labels should be preserved intact until the entire mail has been opened, verified and disposed of.

(2) The entries in the letter-bill should be examined and bags of mails, special lists, registered and insured articles, including registered and insured packets and bags, closed transit mails and empty bags returned, invoiced therein, should be checked. If found correct, they should be transferred for disposal to the respective officials concerned, under receipt taken in the letter-bill. If, however, the letter-bill is incorrect or any of the articles detailed therein or in the special list is missing, or any other irregularity is noticed, the matter should be immediately investigated by two postal officials, and on the irregularity being established, a verification note should be drawn up and issued as laid down in rule 37.

(3) The empty bags and wooden blocks should, after careful examination, be disposed of in accordance with rule 88.

103. Record of Letter bills received.—All letter-bills received should be filed in serial order in a separate file for each office of exchange by which they were issued. The serial number and date of each letter-bill should be entered in an index book, called the "Index of inward letter-bill numbers", which is maintained for each despatching office of exchange. The number should be checked to see whether it follows

- postage rate, they will be sent by surface duly impressed with the 'T' stamp with the necessary fraction based on surface postage rate indicated beside it. The words 'AIR MAIL' shall be scored out in each case.
- (c) Any surface mail underpaid item bearing the 'T' stamp alone without the fraction by the side of 'T' stamp, shall be considered as having been fully prepaid and delivered. Any insufficiently prepaid air-mail item on which the prepayment represents at least the surface postage shall also be delivered without collecting any charge.
- (d) Any completely unpaid item received without the 'T' stamp and also without the fraction will be charged at the rate of double the postage from Pakistan to the country of origin.
- (e) The deficient postage shall not be doubled in the case of unpaid or underpaid outgoing registered letters but the amount of actual deficiency will constitute the numerator of the fraction by the side of the 'T' stamp.
- (f) Letters originally posted abroad and redirected to Pakistan will be treated on delivery as follows:—
- (i) If originally fully prepaid to their first address, they will be charged with the difference (if any) between the postage already paid and the postage which would have been required for prepayment from the place of origin to the final destination.
- (ii) If originally unpaid or insufficiently paid to the first address, they will be charged as if they had come direct from the place of origin as unpaid or insufficiently prepaid items.
- (g) Letters originally posted in Pakistan and returned will be treated on delivery as follows:—
- (i) If originally prepaid to the first address they will be delivered free of charge.
- (ii) If originally unpaid or insufficiently prepaid to the first address, they will be charged as if they have come direct from place of first destination to their new destination in Pakistan as unpaid or insufficiently prepaid items.

Exception.

The following articles are, however, treated as properly prepaid although they do not bear the postage stamps or impressions of the franking machines of the country from which they have been received:—

- (i) Fully prepaid reply-halves of Reply post cards.
- (ii) Articles properly prepaid for their first transmission and on which a complementary postage has been paid before their redirection by means of the postage stamps, etc., of the redirecting country.
3. Postage stamps and postal franking impressions not valid for prepayment

of postage are not taken into account. In that case, the figure nought (0) is placed beside each postage stamp or impressions which are to be marked around in pencil.

4. The above rules apply to unpaid and underpaid letters (including aerograms) and single postcards. Under the Convention unpaid or under-paid items of the second class mail are not supposed to be forwarded to destinations nor reply paid postcards of which two halves are not fully prepaid at the time of posting forwarded. Such items, if forwarded by any country by mistake, will, therefore, obviously neither bear the 'T' stamp nor any fraction. They will be treated in the offices of exchange/offices of delivery as follows:

- (i) If completely unpaid, they will be taxed at double the postage rate from Pakistan to the country of origin for that category of the item.
- (ii) If suspected to be insufficiently prepaid, the items will be delivered without any charge.

106. Unpaid and insufficiently paid correspondence from countries outside the Union.—Unpaid or insufficiently paid articles originating in a non-Union country, received for delivery in Pakistan, should be taxed with postage at the rates applicable to similar articles from Pakistan to that country.

107. Treatment of letters containing articles liable to customs duty.—(1) Inward foreign letters which contain dutiable goods and bear on the address side either a green label (Form C. 1) marked "Douane" showing the nature, weight and value of the contents, or the upper part of the green label marked "Douane" accompanied by a separate Customs declaration (Form C. 2), should be detailed for customs examination.

(2) A general and careful examination of all articles of the letter-mail—including registered and insured—should also be made with a view to detect if any one of them contains anything on which import customs duty is chargeable. If there are reasonable grounds for believing that an article of the letter-mail contains dutiable goods, it should be intercepted for transfer to the Customs Examination Department. Bulky articles and others which from their appearance and general make-up arouse suspicion should be generally intercepted. On receipt in the Customs Examination Department, the particulars of the intercepted articles will be entered in the first six columns of the Letter Mail Register which should be prepared in triplicate by the carbon process. The Letter Mail Register will then be put up to the Postal Appraiser who would then examine the intercepted articles. Articles which in the latter's opinion do not contain dutiable goods will be eliminated, impressed with a rubber stamp "Passed by Customs" on the address side of each such article and disposed of without further detention.

(3) An Assessment Memo in form Ms. 9(a) should be prepared in respect of each article subjected to customs duty, and it should be stamped with the name of the office of exchange and the serial number assigned to the article in the Register should be pre-fixed with the code letter of the Customs House and noted both on the Assessment Memo and on the letter or packet. The serial number will be continuous for all the intercepted articles received in a month; a fresh series being started on the first of every month.

(4) The relative letters and packets together with these documents should then be submitted for examination and assessment to the Customs Appraiser, who will fill

in the remaining particulars regarding contents, value and duty, both in the *Register* and the Assessment Memos.

(5) After examination and assessment of letters and packets the articles together with the assessment memos and the original and the duplicate copies of the *Register* will be returned to the office of exchange which will forward the duplicate copy of the same to the Lahore Audit Office, after certifying to the correctness of the entries in the *Register* and after striking out the total page by page. A grand total should be struck in an abstract of the page totals in form F.P. 29.

(6) The assessment memos should be impressed on their top right-hand corner with the oblong month stamp showing the month of assessment of the respective articles. The articles will then be repacked and sealed with the distinctive seal prescribed for the purpose. After tying the relative assessment memos, securely to the articles and after affixing the labels F.P. 53 duly filled in, they will be despatched for delivery to the addressees.

(7) A fee of Rupee one shall be charged on each inward article of the letter-mail which is presented to the Customs provided customs duty is levied thereon.

108. Poste-restante articles.—The period of detention of correspondence, at the request of the addressee or addressed poste-restante, is prescribed in the *Post Office Guide*. The return to the country of origin must take place within a shorter period if the sender has requested it by a note on the address side in a language known in the country of destination. If a special fee is prescribed for delivery of poste-restante articles, it is cancelled before re-despatch of the article to the country of origin. The Pakistan Post Office does not levy any special fee for the delivery of poste-restante articles.

109. Obligatory prepayment of postage.—(1) When a country reduces its rates of postage on various categories of letter mail articles lower than the standard rates laid down in Article 16 of the Convention of the Universal Postal Union, the other countries which have not adopted such reduced rates, can make prepayment obligatory in respect of articles intended for that country, and can also deliver unpaid and insufficiently paid articles originating in that country without taxing them. The country reducing its rates of postage can also require prepayment of postage on all articles posted in it for countries abroad.

(2) On receipt of intimation that a country has fixed exceptionally low rates of postage for Pakistan but has not made prepayment of postage obligatory on all articles posted in that country, it should be seen whether unpaid and insufficiently paid articles originating in that country have been ordered to be passed without taxing. In the event of such orders being received, the unpaid and insufficiently paid articles, received from that country in bundles of unpaid and insufficiently paid letters or separately should be treated as full prepaid and disposed of accordingly, after cancellation of the impression of the T stamp on them.

Note.—No country can reduce its postage rate lower than 50% of the standard rate laid down in article 4 of the convention of the Universal Postal Union.

110. Correspondence posted in neighbouring countries to take advantage of lower rates of postage.—(1) When it is found that correspondence from persons residing in Pakistan and also intended for delivery in Pakistan has been posted in a neighbouring country with a view to take advantage of the reduced rates of postage prevailing in that country or in large numbers whether or not this has been done to take advantage

of lower rates of postage, the matter should be reported to the Head of the Circle for orders as to whether the articles should be charged with inland rates of postage or returned to the office of posting of the articles.

(2) If it is decided that the articles should be charged with the inland rates of postage, they should be impressed with the inland "postage due" stamp and the amount to be recovered will be ordinary and not double inland postage leviable on the article.

(3) If it is decided that the articles should be returned to the office of origin, they should be consigned to the Returned Letter Office, with a note explaining the circumstances of their return.

111. Stamping of articles.—(1) All correspondence received for delivery should be impressed with the date-stamp of the office. The Heads of Circles can allow at their discretion exemptions to post offices in big cities from date-stamping all or only certain classes of paid unregistered articles of the inward foreign letter mail according as the bulk of mail matter received is large or small, provided that delivery would thereby be accelerated.

(2) Missent articles except unregistered articles sent at a reduced rate should always be impressed with the date-stamp by the receiving office which should also affix the "*Mal dirigé*" stamp on them and forward them to destination by the first available mail. The date-stamp should be impressed on the back of articles in the case of letters and on the front in the case of postcards.

(3) Articles posted on board a vessel on the high seas should be impressed with the combined date-stamp of the office to which the articles are handed over. They should also be impressed with the "*paquebot*" or "*Navire*" stamp, or one of these words may be written on the article in *manuscript*.

(4) Unless the Administrations have prescribed cancellation by means of a special stamp, postage stamps not cancelled through error or oversight in the country of origin must be struck through with a thick line in ink or indelible pencil, by the office which detects the irregularity. These stamps should not in any case be obliterated with the date-stamp.

(5) The office of destination of a Reply-paid Postcard may place its date-stamp impression on the left hand side of the front of the reply half. Such postcards received from foreign countries in Pakistan should invariably be date-stamped by the office of delivery in the top left hand corner of the front of the reply-half.

112. Disposal of registered articles.—(1) The seals of the bags and packets of registered articles should be carefully examined, and each bag or packet should be opened separately, the bag or packing paper, the label and seal being preserved until all the registered bags and packets have been opened and their contents verified and disposed of.

(2) All the registered articles received should be stamped with the combined date-stamp and checked with the entries in the list or letter-bill. The articles should then be entered in the ordinary inland form of registered list, maintaining the number assigned to the article by the office of origin. The total number of articles received from each office of exchange should then be entered in the appropriate place in the registered abstract.

(3) The registered articles which bear the stamp impression "A.R." or the inscription "*Avis de reception*", or against the entries of which in the letter-bill or registered list the letters "A.R." appear, will be accompanied by acknowledgments of receipt. Should any such article be unaccompanied by an acknowledgment, a blank copy of the acknowledgment in form C-5 should be forwarded to destination along with the article.

(4) Any registered article declared or suspected to contain dutiable goods should first be made over to the nearest Collector of Customs and assessed to duty. A fee of sixty paise will be levied on the article for the performance of customs formalities provided customs duty is assessed on the said article. This fee will be added on to the other charges included in the assessment memo.

(5) If a registered letter bearing on the cover the superscription "Insured for Rs.£/....." is received from a foreign country advised in the registered list, it should be treated as an insured letter in the Pakistan inland service and the receiving office of exchange should issue a verification note to the country of origin.

(6) The registered articles other than those specified above should then be disposed of in the ordinary course.

113. Disposal of insured letters.—(1) The number of packets or bags of insured letters received should be verified by reference to the entries in the letter-bill. The packets or bags should then be carefully examined to see that their condition is perfect and the seals and fastenings do not bear any signs of tampering. Each packet or bag should be opened separately, care being taken to leave the seals intact, the wrapper of the packet or the bag, labels and twine being preserved until the entire contents have been verified and found correct.

(2) Each insured letter should be carefully examined to see that it is in good condition, that it is not damaged and does not bear any sign of tampering. If found correct, it should be weighed and the weight recorded in red ink in rates or tolas on the insured letter as well as on the invoice with which it was received. The weight should also be verified by reference to the weight recorded on the article by the office of posting, the conversion of grammes into tolas and rates, if necessary, being made in accordance to the table of weights given in the *Post Office Guide*. The other entries on the letter should also be checked by reference to the entries relating to it in the insured letter despatch list.

(3) All the insured letters received should be impressed with the combined date-stamp and their total number should be entered in the appropriate place in the registered abstract.

(4) If an insured letter bears the stamp-impression "A.R." or the inscription "*Avis de reception*" or against the entry of which in the despatch list the letters "A.R." appear, it should be seen whether an acknowledgment accompanies the letter or not. In the letter case, a blank acknowledgment in form C-5 should be forwarded to destination along with the article.

(5) Insured letters declared or suspected to contain dutiable goods should be dealt with as laid down in rule 45. Other insured letters should be dealt with in the ordinary way.

114. Inward insured boxes.—Inward insured boxes will be received entered in

the form of Insured despatch list with the word "Boite" written in the column for "Observations". An insured box should be treated in the office of exchange as an insured letter and assessed to duty at the office of exchange in the same way as foreign articles of the letter mail possessing dutiable contents.

Note.—If an inward insured box contains any document having the character of current and personal Correspondence, it will be disposed of in accordance with the provisions of clause 224-D (3) of the Post Office Guide.

115. Treatment of irregularly addressed, undeliverable, and unpaid or insufficiently paid insured articles.—(1) Insured articles addressed to initials, or the address of which is written in pencil as well as articles which bear erasures or corrections in the address, should be returned to the office of origin.

(2) An insured article which cannot be delivered for any reason, or cannot be redirected on account of the removal of the addressee to a country to which insured service is not available, should be returned as undeliverable to the office of origin for return to the sender.

(3) Unpaid or insufficiently prepaid insured articles should not be taxed for deficiency of postage and other fees noticed; irregularities of this kind should be notified to the office of origin of the article by means of a verification note. Any postage and fees which may have been charged on a redirected insured article at the time of its redirection are, however, recoverable from the addressee.

(4) All insured letters returned to the office of origin should be entered in the despatch list VD. 3 of insured letters despatched.

116. Treatment of damaged insured letters.—If an insured letter is received in a damaged condition it should be dealt with as laid down in rule 46. The weight of the article, both before and after repacking, should be recorded on the despatch list VD 3 with which it was received and on the registered list, if the article is for transmission by the inland service. In the latter case, the insured letter should be placed in an insured envelope before transmission.

117. Declaration of value of the contents of insured letters and boxes.—When circumstances of any kind or the claims made by the interested parties disclose that a fraudulent insurance has been effected for a sum greater than the actual value of the contents of a letter or box, a report should be made immediately to the head of the Administration of the office of origin, supported by such evidence as may be available, with a view to enable that Administration to take necessary legal action against the sender.

118. Enquiry relating to registered articles and insured letters.—When enquiry form C-9 accompanied by an acknowledgment of receipt in form C-5 is received, an enquiry should be made with the office of delivery. A single form may be used in respect of several letters posted simultaneously at the same office by the same sender to the address of the same addressee and despatched by the same route. In such cases, a single fee will be chargeable according to clauses 46 and 211 of the *Post Office Guide*. If the article has been properly delivered, the postmaster of the office of delivery will get the acknowledgment signed by the addressee in token of delivery of the article to him or if the addressee refuses to sign it, or is not available at the office of delivery, affix his own signature to it in token of correct delivery. The acknowledgment should

then be sent direct to the sender. In these cases the form of enquiry may be filed in the office of delivery. If the article is found not to have been duly delivered, the postmaster of the office of delivery will return the acknowledgment and the form of enquiry to the office of exchange and the latter should send a suitable reply to the Administration from which the enquiry was received. The enquiry must be completed and the result intimated to the office making the enquiry within the quickest possible period and at the latest within five months from the date of enquiry.

119. Receipt of empty bags.—With the help of the entries in the letter bill under the heading "Indications de service" each office should maintain a check over the return of the bags used in despatching mails to offices in other countries. When the examination of the account shows that bags used are not being returned by a certain foreign office of exchange within the period required for outward and return journey of mails, the matter should be taken up with that office. If however, the foreign office of exchange concerned fails to return the bags, the matter should be brought to the notice of the Director-General who will then arrange to recover from the foreign administration concerned the cost of the bags not returned.

120. Cases in which verification notes are necessary.—(1) When any of the irregularities mentioned below are noticed in connection with a mail received by the office, a verification note should be drawn up and disposed of as laid down in rule 37.

- (1) Incorrect serial number of the letter-bill.
- (2) Non-receipt of mail.
- (3) Non-receipt of bag or packet.
- (4) Damage to mail.
- (5) Damage to mail-bags.
- (6) Abstraction from the mail.
- (7) Absence of seals on bags.
- (8) Damaging substance in mail.
- (9) Loss of or damage to registered articles or insured letters.
- (10) Wrong total in or absence of total from registered list or insured letter invoice.
- (11) Absence of due documents, *viz.*, letter-bill, registered list, invoice of the insured letters, etc.
- (12) Habitual disregard of Union rules regarding the making up of mails.
- (13) Habitual missending of correspondence.

(2) In the event of the actual loss of a mail or part of a mail, a special report in the form of a letter should be sent to the office of origin and to its central office of Administration in addition to the verification note, a copy of the report being sent at the same time to the Head of the Circle of the receiving office of exchange.

(3) When the loss of an insured article or an alteration or irregularity of a nature involving the responsibility of an Administration is noticed in the portion of the mail consisting of insured articles, the procedure laid down in rule 46 should be followed.

121. Record of verification notes despatched.—The office copy of a verification note issued should be filed with the letter-bill which accompanied the mail in which the irregularity was noticed.

122. Filing of Registered lists and insured letter despatch lists and receipts.—Registered lists and insured letter despatch lists should be filed in daily, bi-weekly or weekly bundles as the case may be according to the frequency of the mail service. The receipts for the articles delivered by the office of exchange should be filed with the registered list or despatch list with which they were received. In regard to articles forwarded to other offices for delivery or those redirected or sent to other countries, entries showing the date and manner of disposal should be made in the relative registered lists or insured letter despatch lists.

CHAPTER VI

Exchange of Mails with Warships or Military Aircraft

123. Contents of naval mails.—The correspondence enclosed in these mails must consist exclusively of articles addressed to, or sent by the officers and crews of the ships to and from which the mails are forwarded.

124. Charges for naval mails.—(1) The Tariff of charges for and conditions of despatch of such articles are governed by the internal postal regulations of the countries to which the ships belong.

(2) The same transit charges are payable on naval mails as on other mails. In the absence of any other contrary arrangement, the Administration of the country to which the ships of war belong is accountable to the intermediate Administrations for the transit charges on the mails calculated in accordance with the provisions which govern the calculation of such charges as laid down in Chapter VII.

125. Exchange of naval mails.—(1) Closed mails may be exchanged between the post offices of any one country and the commanding officers of naval divisions or ships of war of the same country stationed abroad, or between the commanding officer of one of those naval divisions or ships of war and the commanding officer of another division or warship of the same country, through the medium of the land or sea services maintained by another country. The establishment of such an exchange of closed mails should be notified to the intermediary Administration in advance as far as possible.

(2) The superscription of the despatches should be in any one of the three forms as shown below:—

(1) From the office of

For { the (nationality) naval division of (designation of the division) at .. } (Country)
 { the (nationality) ship (name of the ship) at }

or

(2) From { the (nationality) naval division of (designation of the division) at .. } (Country)
 { the (nationality) ship (name of the ship) at }
 For the office of

or

(3) From { the (nationality) naval division of (designation of the division) at .. } (Country)
 { the (nationality) ship (name of the ship) at }
 For { the (nationality) naval division of (designation of the division) at .. } (Country)
 { the (nationality) ship (name of the ship) at }

126. Routeing of naval mails.—Despatches addressed to or originating from naval divisions or ships of war are, in the absence of any special indication of the route on the address, conveyed by the most expeditious route and under the same conditions as for despatches exchanged between post offices.

127. Disposal of naval mails.—(1) The captain of a mail ship which carries a despatch for a naval division or ship of war holds them at the disposal of the Commander of the naval division or of the battleship to whom the despatch is addressed, in anticipation of the latter requiring delivery *en route*.

(2) If the ships of war are not at the place of destination when the mails addressed to them arrive there, the mails are kept at the post office until they are collected by the addressee, or redirected to another place. Redirection can be demanded, either by the Administration of origin of the mails, or by the Commanding officer of the naval division or the ship of war to which the mails are addressed or by a Consul of the same nationality.

(3) Such of the naval mails as are addressed to the care of the Consul of the country are delivered at the Consulate of the country of origin. At the request of the Consul, they may afterwards be received back into the postal service and redirected to the place of origin or to another address.

(4) Despatches addressed to a ship of war are regarded as in transit until their delivery to the Commanding officer of the vessel, even if they are directed originally to a post office or to the care of a Consul empowered to act as a forwarding agent; they are not regarded as having arrived at their address until they are delivered to the warship concerned.

128. Receipt of naval mails.—A receipt should be granted to the Commander of a vessel or naval division, or any other officer bringing the mails, for all naval mails received. The particulars of all such mails should be entered in the register of closed transit mails and they should be dealt with as laid down in rule 101.

129. Disposal of foreign naval mails.—(1) Closed naval mails received from or addressed to a foreign warships, naval authorities or Consuls should be forwarded as addressed, and in the absence of instructions to the contrary, by the quickest route. The mails should be treated as ordinary closed transit mails.

(2) Foreign naval mails should be delivered according to their address, either to the vessel or the division for which the mails are intended, or to the Consul for the country concerned.

(3) Instructions for the redirection of foreign naval mails should be complied with when received from (i) the office of origin, (ii) the Commanding officer of the vessel or the division concerned, or (iii) the Consul for the country concerned.

130. Exchange of mails with Military aircraft.—After agreement between the Administrations concerned, closed mails can also be exchanged with military aircraft in accordance with the provisions of Rules 118 to 129.

CHAPTER VII

Accounts

131. Services which give rise to account.—(1) The Administration of each country retains all the postage, as well as other charges, including the air fees in respect of articles despatched by air mail collected by it, whether on prepaid correspondence posted within its own jurisdiction or on correspondence taxed with postage received from other countries. The cost of transit of all correspondence, from the country of origin to the country of destination is borne entirely by the Administration of the country of origin. For the transmission and delivery of correspondence within the country of destination, the Administration of that country is not entitled to any transit charges beyond the conveyance charges in respect of articles carried by an air route under its own control in that country. The exchange of correspondence within the Union, therefore, does not give rise to any accounting when the services of the country of origin only are utilised in its transmission to the country of destination. When, however, there is an intermediary service or services, or in other words, when the services by land or sea of one or more other countries other than the country of origin are used for the transmission, each of the Administrations providing an intermediary service has the right to claim transit charges in respect of correspondence in closed mails exchanged by either the surface or the air route and in respect of correspondence sent *à découvert* (in open transit) only when exchanged by the air route, and these form the subject of Union accounts. The provision of the last sentence applies also to air mail correspondence when conveyed by land or sea.

(2) The country of destination which conveys air mail in its internal service is entitled to a uniform conveyance charge in respect of all the sections of its internal air mail system.

132. Transit charges on close mails sent by land or sea.—With the exception of mails, referred to in rule 134 closed mails exchanged between two Administrations or between two offices of the same country, by means of the services of one or more other Administrations (third party services) are subject, in favour of each of the Countries across whose territory or by whose services they are carried, to the transit charges indicated in the table below. These charges are payable by the Administration of the country of origin of the mails. However, transport charges between two offices of the country of destination are required to be borne by the country of destination itself.

Distance traversed		Rate	
		per kg, Gross	
		fr	c
(i) For Land Transit			
upto	300 km.	—	10
above	300 upto 600 km.	—	17
„	600 „ 1000 „	—	24
„	1000 „ 1500 „	—	33

Distance traversed								Rate per kg. Gross			
								fr	c		
above	1500	upto	2000	km.	—	42	
..	2000	..	2500	—	51	
..	2500	..	3000	—	60	
..	3000	..	3800	—	71	
..	3800	..	4600	—	83	
..	4600	..	5500	—	97	
..	5500	..	6500	—	1.11	
..	6500	..	7500	—	1.26	
..	7500 for every 1000 km.			—	15	
(ii) <i>For Sea Transit</i>											
upto	300 nautical miles			—	19
above	300	upto	600	nautical	miles	—	27
..	600	..	1000	—	33
..	1000	..	1500	m	38	
..	1500	..	2000	—	43
..	2000	..	2500	—	47
..	2500	..	3000	—	50
..	3000	..	3500	—	53
..	3500	..	4000	—	56
..	4000	..	5000	—	60
..	5000	..	6000	—	64
..	6000	..	7000	—	69
..	7000	..	8000	—	72
..	8000 nautical miles			—	76

(2) In the absence of any other arrangement, the direct sea conveyance between two countries by means of ships of one of them is regarded as a third party service.

(3) Mis-sent mails are regarded in respect of the payment of transit charges, as if they had followed their normal route. The Administrations which participate in the transport of mis-sent mails are not entitled on that account to demand a payment from the despatching Administration, but the latter remain liable for the appropriate transit charges to the countries whose intermediary they normally utilise.

(4) Sea transit begins when the mails are deposited on the quay serving the ship in the port of departure and ends when they have been unloaded on the quay of the port of destination.

(5) The distances used to determine the transit charges according to the above table should be taken from the "Listes des distances Kilometriques afferents aux parcours territoriaux des depeches en transit" [List of Kilometric Distances relating to Land Sectors for Mails in Transit] as regards distances traversed by land, and from the "Liste des lignes de paquebots [List of Shipping Lines] as regards distances traversed by sea.

133. Free transmission of mails other than air mails exchanged in open transit.—Correspondence, other than air correspondence, exchanged in open transit between two Administrations of the Union is not subject to any transit charge.

134. Correspondence exempted from payment of transit charges.—The correspondence exempt from postage mentioned in rule 64 is also exempt from all charges for land or sea transit.

Note :—Empty bags are also exempt from payment of transit charges.

135. Extraordinary Services.—(1) The transit charges mentioned in rule 110 do not apply to extraordinary services specially set up or maintained by a country at the request of one or several other Administrations. The terms and conditions under which such services are available are settled by mutual agreement between the Administrations concerned.

(2) Apart from air services, the only intermediary services recognised as Extraordinary Services giving rise to the collection of special transit charges, are the special motor services plying between Iraq and Syria.

136. Warehousing charges.—As a general rule no charge is payable for the warehousing in a sea-port of closed mails carried by one steamer and intended for conveyance by another. As an exceptional measure, however, a fixed charge of 40 gold centimes for each bag is to be paid to Aden Administration for storing the bags at Aden, provided that the said Administration does not receive any payment for the land and sea transit of those bags.

Note :—The term "Warehousing" includes also the mere transhipment of mails from one steamer to another.

137. Collection of statistics for transit charges.—(1) The transit charges mentioned in rule 132 are levied on the basis of the weight of mails sent in closed despatches. These statistics are collected once every three years and form the basis of payment. The statistics are taken alternately during the first 14 or 28 days following 1st of May, or during the 14 or 28 days following the 14th of October. The statistics are taken during the second year of each triennial period. The statistics of October-November 1964 will apply on the basis of the Ottawa Convention 1957 to the years 1963, 1964 and 1965; those of May 1967 apply to the years 1966, 1967 and 1968.

(2) The mails made up on board ships are included in these statistics if the mails are landed during the statistical period.

(3) The Administrations concerned may agree that air mails conveyed for a part

of their journey by the surface route are not included in the statistics relating to surface transit charges. In that case, the transit charges relating to such air mails are settled on the basis of their actual gross weight as noted in statements AV. 7.

(4) The annual payments of transit charges to be made on the basis of a set of statistics should be continued provisionally until the accounts prepared according to the next statistics are agreed upon or considered as fully accepted. It is then that adjustment is made of the provisional payments.

(5) In the absence of agreement between the Administrations concerned, each of them may ask for a revision of the accounts relating to transit charges and, where necessary, for the maintenance of special statistics in the following cases:—

- (a) Use of air instead of surface means for the conveyance of mails;
- (b) An important change in the surface routing of mails from one Country for one or several other countries;
- (c) establishing by an intermediate Administration within the year which follows the statistical period that there exists between the despatches made by an Administration during the statistical period and the normal traffic a difference of 20% at least in the total weight of mails despatches in transit, these weights being calculated by multiplying the number of bags in each category by the average respective weights;
- (d) establishing by an intermediate Administration at any time during the period of application of the statistics that the total weight of mails in transit has increased by at least 50% or decreased by at least 50% compared with the results of the last statistics, this weight being calculated by multiplying the number of bags in each category by the relative average weights.

(6) The special statistics will cover either all or only part of the traffic depending on the circumstances.

(7) Also in the absence of agreement the results of special transit statistics taken on the basis of Sub-section 5 are only taken into consideration if they affect by more than 5,000 francs per annum the accounts between the Administration of origin and the Administration concerned.

(8) Modifications resulting from the application of Sub-sections 5 and 7 must be taken into account in the general accounts of the Administration of origin with the Administrations which performed the transit before, and the Administrations which provided it after the modifications which have occurred, even when for certain Administrations the reduction in the accounts does not reach the fixed minimum.

(9) Notwithstanding Sub-section 5, 7 and 8 and in the event of complete and permanent diversion of mails from an intermediate Country by another Country, the transit payments due to be paid by the Administration of origin, on the basis of the last statistics, to the Country which previously effected the transit are in the absence of any special agreement to be paid by the Administration concerned to the new transit Country from the date the diversion was established.

138. Preparation of closed despatches during the statistical period.—(1) During

each statistical period, the number of bags used for the making up of a mail should be kept to the strict minimum.

(2) For the purpose of statistics the bags despatched during the statistical period are divided into three classes according to the gross weight of the bags; (i) bags weighing up to 5 kilogrammes are called "light" bags, (ii) bags weighing more than 5 and up to 15 kilogrammes are called "medium" bags and (iii) bags weighing more than 15 and up to 30 kilogrammes are called "heavy" bags. The despatching office should decide carefully, with reference to the volume of the mails to be sent in each despatch, how many bags and of what class should be prepared for the despatch, and should make up the mails accordingly, care being taken to avoid the use of an unnecessarily large number of bags and to see that the weight of the bag does not exceed the limit prescribed for that class of bags. It is not necessary that bags of all the three classes should be used for each despatch. In the case of heavy despatches all the bags used may belong to class (iii) and in the case of a small despatch a single bag of class (ii) or class (iii) will be sufficient. It is also not necessary that all the bags should be actually weighed for this purpose as it should be easy for experienced officials to ascertain by sight and by lifting the bag that the gross weight of a bag does not exceed the limit of weight prescribed for that class. It is, therefore, essential that officials who can do this should be employed on this work. In cases of doubt, the bags should be weighed in order to ascertain the class to which they belong.

(3) During the statistical period all the bags sent in transit should have, in addition to the usual labels, a special label bearing in bold letters the number and the date of make up of the mail, and, the word "Statistique" followed by a mention of the category of weight of the bag, viz., "5 kilogrammes", "15 kilogrammes", or "30 kilogrammes". For example, a bag weighing 12 kilogrammes should have a label "Statistique—15 kilogrammes" and a bag weighing 22 kilogrammes should bear the words "Statistique—30 kilogrammes". The word "Exempt", instead of a mention of the category of weight, should however appear after the word "Statistique" on the labels of the following kinds of bags, which are exempt from the payment of transit charges:—

(i) Bags which contain only empty bags.

(ii) Bags which contain only the correspondence which is free from all transit charges (*vide* rule 134).

(4) The letter bill of the last despatch made during the period of statistic must bear the remarks "*Dernier envoi de la période de statistique*" (Last despatch of the statistical period). When the office of despatch is unable to note this remark due to uncertainty of sailings etc. it should inform the office of destination as soon as possible by the most rapid means (air or surface), of the date and serial number of the last despatch made during the statistical period.

139. Calculation of the number of bags and weights of closed despatches.—(1) So far as the mails which give rise to transit charges are concerned, the despatching office of exchange uses a special letter-bill for the receiving office of exchange in form C-15 (see Appendix E) and enters on it the number of bags included in the despatch, classifying the bags as follows:—

Number of bags of which the gross weight		
Does not exceed 5 kg. (Light) 1	Exceeds 5 but not 15 kg. (medium) 2	Exceeds 15 but not 30 kg. (heavy) 3
Number of bags exempt from transit charge.....		

The total number of bags to be entered against the entry "Exempt from transit charge" will be the total number of bags on the special labels of which the word "Exempt" has been written after the word "statistique" in accordance with the instructions in the preceding rule.

(2) The foregoing entries made on the letter-bill should be verified by the receiving office of exchange. If that office notices a mistake in the number of bags entered on the letter-bill, that office will make the necessary correction in the entry and will at once report the irregularity by means of a verification note in form C-16 to the office concerned. However, as regards the weight of a bag the entry made by the despatching office of exchange will be considered as correct unless the actual weight exceeds by more than 250 grammes the maximum weight of the category in which the bag has been entered.

140. Preparation of statements of close despatches.—(1) As soon as possible after the receipt of the last despatch made during the statistical period, the office of exchange of destination should prepare a statement of mails received in closed despatches from another office of exchange in form C-17 (*see Appendix E*) which *inter alia* must show the details of the route followed and the services utilised. This statement is prepared for each administration of transit plus one for the Country of origin. The copies should then be forwarded to the despatching office of exchange for acceptance; air mail may be used if considered advantageous. The latter, after attesting the copies in token of acceptance, will forward them to its Central Administration for distribution to the Administrations concerned.

(2) If the statements in form C-17 are not received by the despatching office of exchange, or if they are not received in sufficient number, within a period of 3 months (4 months in respect of distant countries) from the date of despatch of the last mail of the statistical period, the despatching office prepares the necessary number of copies from its own records and enters a remark on each of them to the effect that the statement in form C-17 of the receiving office has not been received within the prescribed period, in the following terms:—"Les relevés C-17 du bureau destinataire ne sont pas parvenus dans ledelai réglementaire" (Statements C-17 not received from the office of destination within the prescribed period). This office then forwards these statements to its Central Administration which distributes them among the Administrations concerned.

(3) If within six months from the expiry of the statistical period, the despatching administration has not distributed the statements C-17 to the Administrations of intermediate countries, the latter prepare the statements themselves on the basis of their own information. These documents bearing the superscription "*Établi d'office*" (prepared as a matter of course) should then be annexed to the Account C-20 (see Appendix E) and forwarded to the despatching Administration in accordance with the provisions of Rule 143.

141. Closed despatches exchanged with warships and Military aircraft—(1) Administrations of countries to which warships or military aircraft belong should prepare the statements in form C-17 in respect of mails sent or received by such ships or aircraft. The mails sent to warships or military aircraft during the statistical period should bear on the labels, the date of despatch. If such mails are redirected the re-directing Administration should inform the Administration of the country, to which the warships or military aircraft belongs, that such a redirection has been made.

Note.—Also see Chapter VI.

142. Transit Note :—

(1) For the purpose of obtaining all the information necessary for the preparation of statements C-17, the Administration of destination may ask the Administration of origin to attach to each mail a transit bulletin, green in colour, and conforming to the annexed specimen C-19. This request should reach the Administration of origin three months before the beginning of the statistical operation.

(2) The transit bulletin should only be used, if, during the statistical period, the route followed by mails is uncertain or if the transport services used are unknown to the Administration of destination. Before requesting the preparation, the Administration of destination should satisfy itself that there is no other means of finding out the routing of the mails it receives.

(3) Exceptionally, the Administration of origin may, without a formal request from the Administration of destination, send a transit bulletin with its mails when it cannot ascertain in advance the route they will follow.

(4) The presence of a transit bulletin accompanying a mail should be advised by the inscription "C-19" entered in bold lettering:

- (a) at the head of the letter bill of the mail;
- (b) on the special "Statistique" ["statistics"] label of the bag containing the letter bill;
- (c) in the "observations" column of the delivery bill C-18.

(5) The transit bulletin annexed to the delivery bill C-18 is to be forwarded unenclosed with the mails to which it refers to the different services participating in the conveyance of these mails. In each transit Country, the inward and outward offices of exchange, to the exclusion of every other (intermediate) office, enter on the bulletin particulars of the transit performed by them. The last intermediate office of exchange forwards the bulletin C-19 to the office of destination which records on it the exact date of arrival of the mail. The bulletin C-19 is returned to the office of origin in support of the statement C-17.

(6) When a transit bulletin, the sending of which is advised on the delivery bill or the special "Statistique" labels, is missing, the intermediate office of exchange or

the office of exchange of destination which notices its absence is required to make immediate enquiries about it to the preceding office of exchange; nevertheless the intermediate office of exchange prepares a new bulletin without delay, bearing the words "Prepared by the office of", and forwards it with the mail. When bulletin C-19 prepared by the office of origin reaches the office which has been enquiring about it, the latter sends it direct to the office of destination, under sealed cover, having endorsed it accordingly.

143. Transit Accounts.—(1) The duty of preparing the transit accounts devolves on the creditor Administration which forwards them to the debtor Administration.

(2) For the preparation of transit accounts, the light, medium or heavy bags, as defined in rule 138, are reckoned as having average weights of 3, 12 or 26 kilogrammes respectively.

(3) The total amounts of the credits for closed mails are multiplied by 26 or 13 as the case may be and the product serves as the basis for the detailed accounts determining in francs the annual sums due to each Administration.

(4) If the use of the multiplier 26 or 13 gives a result which does not correspond to normal traffic, each Administration concerned may request that another multiplier should be adopted. This new multiplier is valid during the years to which the statistics apply.

(5) In the absence of agreement on the new multiplier, the Administration which considers itself aggrieved may—provided it furnishes all the necessary supporting evidence—submit the question to the International Bureau or to a committee of arbitrators for the purposes laid down in Article 50 Sub-Section 3 of the Convention.

(6) However, in the absence of any special arrangement between the Administrations concerned, a new multiplier may only be adopted if the established difference between the traffic as revealed by the statistics and the actual traffic involves a modification of more than 5,000 francs per annum in the transit charges' account, to the exclusion of any other condition.

(7) The detailed accounts are prepared in duplicate on forms C 20 in the form of the annexed specimen and on the basis of the statements C 17. They are forwarded in support of the account C 20 only if they have been prepared officially by the intermediate Administration or if the despatching Administration so requests.

(8) If the Administration which has sent the detailed account has received no notice of amendment within three months from the date of despatch the account is regarded as fully accepted.

144. General Account.—(1) The general liquidation account of transit charges is prepared annually by the International Bureau: exceptionally Administrations may agree to settle their accounts directly between themselves if they consider that there would be advantage in so doing.

(2) As soon as the detailed accounts (C-20) between two Administrations are approved or regarded as fully accepted, each of the two Administrations forwards without delay, to the International Bureau a statement in form C-21 (see Appendix E),

indicating the total amounts of these accounts. A copy of the statement is forwarded at the same time to the Administration concerned. The statement C-21 is prepared for each of the three years to which the statistics apply.

(3) In case of difference between the corresponding items furnished by two Administrations, the International Bureau invites them to come to an agreement and to communicate to it the sums finally agreed upon. If only one of the Administrations furnishes the statement C-21, the International Bureau informs the other Administration concerned of the amount of statement C-21 received by it. If within a period of one month from the date of its communication, the International Bureau does not receive any observation, the amount of the statement C-21 is regarded as fully accepted. In the case referred to in Rule 143(6), the statement C-21 should bear the remark "Aucune observation de l'Administration débitrice n'est parvenue dans le délai réglementaire." (No observation has been received from the debtor Administration within the prescribed period).

(4) In the event of two Administrations agreeing between themselves to effect a special settlement of accounts, the statement in form C-21, submitted to the International Bureau should bear the remark "*Compte réglé à part à titre d'information*" (account settled separately—for information only). The figure shown in this statement will not be included in the general account referred to in rule 145.

145. Annual General Liquidation Account prepared by the International Bureau.—(1) The general liquidation account of transit charges is prepared annually by the International Bureau; exceptionally, administrations may agree to settle their accounts directly between themselves if they consider it expedient.

(2) At the end of each year, the International Bureau prepares, on the basis of the statements received by it, and which are regarded as fully accepted, an annual general liquidation account of transit charges. If necessary, this account conforms to the principle laid down in Rule 137 (4) for annual payments. This account shows:—

- (a) The debit and credit of each administration.
- (b) The debit balance or credit balance of each Administration.
- (c) The sums to be paid by the debtor Administrations.
- (d) The sums to be received by the creditor Administrations.

(3) The International Bureau arranges by off-setting balances to restrict to the minimum the number of payments to be made by the debtor Administration. It sends the annual general liquidation accounts to the Union Countries, as soon as possible, and at the latest within the first quarter of the year following the year of their preparation.

(4) When in the relations between two Administrations, the yearly balance of transit charge account does not exceed 25 gold francs, the debtor Administration is exempt from all payment.

146. Payment of transit charges.—(1) The provisions of rules 176 and 177 also apply to the payments of transit charges.

(2) If the amounts due as a result of the general annual liquidation account of the International Bureau have not been paid one year after the expiry of the prescribed period, it is permissible for the creditor Administration to notify the International

Bureau which invites the debtor Administration to pay within a period of not more than four months.

(3) If the amounts due have not been paid on the expiry of this new period, the International Bureau includes in the next general liquidation account to the credit of the creditor Administration. In this case, compound interest is chargeable, that is to say, the interest is added to the principal at the end of each year until full settlement.

(4) When the provisions of para.(3) are applied, the general liquidation account in question and those of the following four years should not, as far as possible, include in the balances due as a result of the offsetting table sums to be paid by the defaulting Administration to the creditor Administration concerned.

Note.—The actual Procedure for settlement of accounts between Pakistan and Foreign Administrations is laid down in Chapter VIII.

147. Conveyance charges in respect of closed mails carried by air.—(1) The air conveyance charges for air-mail correspondence despatched in closed mails are borne by the Administration of the Country of origin of the mails. Each Administration which undertakes the conveyance by air of Air Mail correspondence as an intermediate Administration is entitled on the account to remuneration for the conveyance charges. The basic rates applicable to the settlement of accounts relating to such conveyance charges, are fixed per kilogramme of gross weight and per kilometre as follows:—

(a) For LC. articles (letters, aerogrammes, post-cards, postal money orders, C.O.D. money orders, Insured letters and boxes, enquiries, advices of payment and advices of delivery) : 0.003 gold franc as a maximum. However, this flat rate is allowed to be increased to 0.004 gold franc as a maximum for LC. articles conveyed by airlines for which the conveyance rate in force of the 1st of July, 1952, exceeded 0.003 gold franc;

(b) For AO. articles (articles other than LC.): 0.001 gold franc as a maximum.

The above rates are applicable proportionately to fractions of a kilogramme.

(2) The air conveyance charges for closed mails are calculated by multiplying the conveyance rates (fixed within the limits referred to above) by the kilometric distances appearing in the "*Liste des distances aeropostales*" on the one hand, and on the other by the gross weight of the mails concerned. The weight of '*sacs collecteurs*' is not taken into account.

(3) Except where the corresponding Administrations have agreed not to collect any remuneration from each other for the air conveyance of mail in the interior of the country of destination, the charges for such conveyance are fixed in the form of a uniform rate for each of the two categories LC and AO. These uniform rates are calculated on the basis of the rates prescribed in para. (1) above and according to an average distance of all the internal air routes used for international mail.

(4) The provisions of Rule 132, concerning transit rates, are also applicable to the land or sea transport, if any, of air Mail correspondence. However, transit charges are neither admissible for the transhipment of air mail despatches between two airports of one and the same town, nor for the transport of such despatches between

the airport of a town and a warehouse situated in the same town as well as for the return of these despatches from the warehouse to the airport concerned for the purpose of reforwarding of the despatches.

(5) The rates for conveyance mentioned in para. (1) are also applicable to correspondence exempt from transit charges as well as to missent or diverted despatches or *à découvert* correspondence. The supplementary conveyance charges which the Administration of origin has to pay for mis-sent despatches are reimbursed to it by the Administration responsible for the mis-sending.

(6) The Administrations of countries flown over have no right to claim remuneration for despatches transported by air over their territories.

(7) If as a result of an accident to an aircraft or for any other reason involving the responsibility of the air transport undertaking, the mail is lost or destroyed, no payment of air conveyance charges is due for the lost or destroyed air despatches over any portion of the air route used.

148. Conveyance charges for air mail articles exchanged in open transit and Method of Accounting for Air conveyance Charges.—Air conveyance charges for air-mail correspondence in transit *à découvert* are calculated, in principle, as indicated in Rule 147 (2), but according to the net weight of the correspondence: the total amount of the conveyance charges of destination of such correspondence is served by one or more lines with several places of call in that territory, the conveyance charges are calculated on the basis of a weighted average rate taking into account the weight of the mail off loaded at each place of call.

(2) The intermediate Administration is however entitled to calculate the charges for conveyance of *à découvert* correspondence on the basis of not more than 20 average rates, each relating to a group of Countries of destination and fixed according to the weight of mail off loaded at different destinations within the group. The product of these charges must not exceed in total the amounts which have to be paid for conveyance.

(3) Accounting for charges for air conveyance of air-mail correspondence in transit *à découvert* takes place, in principle, on the basis of the data of statistical returns compiled once every six months over a period of fourteen days.

(4) Nevertheless, the intermediate Administration has a right to payment on the basis of the actual weight in the case of misrouted correspondence or correspondence posted on board ship or sent to the Administration at irregular intervals or in too varying amounts.

(8) (a) The Administration of origin of a mail which has gone off its route in course of conveyance is due to pay the charge for conveyance of the mail as far as the airport of offloading initially provided for on the delivery bill AV 7.

(b) It also settles the costs of reforwarding which relate to the sectors actually covered subsequently by the mail in order to reach its place of destination.

(c) The supplementary costs relating to the sector subsequently covered by the diverted mail are reimbursed as follows :—

(i) by the administration whose services have committed the error in the

case of mis-routeting ;

- (ii) by the administration which has collected the charges paid over to the air company when the latter has off loaded in a place other than that which is shown on the delivery bill A.V. 7.

149. See Rule 148(3)

150. Determination of the weight of air mails and à découvert air mail correspondence.—(1) The number of the despatch and the gross weight of each bag, envelope or packet forming a part of the despatch, as well as that of both the categories of articles (LC or AO) enclosed therein, should be shown on the label or outer address of the mail.

(2) If the two categories of articles L.C. and A.O. are included in the same bag, envelope or packet the weight of each of these two categories of articles, as well as the total weight, should be shown on the label or outer address of the mail. The weight of the outer packing should be added to the weight of those articles included therein that are chargeable at the lower conveyance rate. If a collective bag (*Sac Collecteur*) is used its weight should not be taken into account.

(3) The number of the despatch, the weight of each category of articles for each bag, envelope or packet and all other necessary particulars appearing on the label or outer address of the mail, must be copied on to the form AV-7 when the despatch is conveyed by an international air service. However, in the relations between countries which may have mutually agreed, the particulars of total weight of each category of articles may be replaced by category-wise weight of articles for each bag, envelope or packet.

(4) Any transit office or office of destination which discovers any errors in the particulars noted on form AV-7, should notify the same immediately to the last office of exchange and to the office of origin of the mail by means of a verification note, C-14.

(5) If à découvert correspondence, intended for onward transmission by air is included in an ordinary mail or in air mail, it must be made up into a special bundle labelled "Par Avion" and accompanied by statements AV-2, one for unregistered correspondence and another for registered correspondence. The weight of correspondence in transit à découvert should be shown separately for each country of destination or for each group of countries for which the conveyance charges are the same. The letter bill is headed "Bordereau AV-2" (statement AV-2). Transit Administrations are at liberty to request the use of special statements AV-2 listing in a fixed order, the most important countries and air lines. Statements AV-2 should be numbered in a consecutive annual series separate services being maintained for and unregistered articles.

(6) The weight of the air mail or, where applicable, the weight of each of the categories (LC and AO) is rounded up or down to the nearest hectogramme according to whether or not the fraction of the hectogramme exceeds 50 grammes; weights of 50 grammes or less are shown as "0". If the weight of each category is less than 50 grammes, but the total weight exceeds 50 grammes, the weight of the heavier category must be rounded up to one hectogramme.

(7) The weight of each category of à découvert air correspondence for each country, and if necessary for each group of countries, is rounded up or down to the nearest decagramme according as the fraction of the decagramme exceeds 5 grammes.

(8) If the intermediate office finds that the actual weight of one of the bags constituting a despatch differs by more than 100 grammes and that of the à découvert correspondence by more than 20 grammes from the weight recorded, it can amend the label or statement AV-2 and immediately notify the despatching office of exchange of

the mistake by means of a verification note. If the discrepancy in weight relates to a bag wherein both the categories of articles are enclosed, the correction is made to that category of articles of which the weight is more. However, if the discrepancies noted are within the above-mentioned limits the entries of the office of despatch should be as valid.

(9) The absence of a statement AV-2 does not entitle a transit Administration to forward surcharged air mail correspondence by surface. Onward transmission by air should be ensured. If necessary, a statement AV-2 should be prepared officially and the office of origin made aware of the irregularity by means of a note C-14.

(10) Unless Administrations concerned disagree, despatches may be enclosed in another despatch of the same kind *i.e.*, containing articles of the same category (LC or AO).

(11) Air-mail correspondence posted on board a ship on the high seas, prepaid by means of postage stamps of the Country to which the ship belongs or by which it is maintained, should be accompanied by a statement AV-2 when handed over unenclosed to the Administration at an intermediate port of call, or, if the ship is not equipped with a post office, by a statement of weights which should serve as a basis for the intermediate Administration for claiming the air conveyance charges. The statement AV-2 or the statement of weights should include the weight of the correspondence for each country of destination, the date, and the name and flag of the ship, and be numbered in a consecutive annual series for each ship. These particulars should be checked by the office to which the correspondence is handed over from the ship.

(12) Late posting at airport post offices of un-registered air mail correspondence, should be despatched by scheduled aircraft enclosed in AV-9 addressed to the officer of exchange of destination and entered on Delivery Bills AV-7.

151. Preparation of statements of weights of mails and corresponden conveyed.—(1) Each creditor Administration notes on a statement in the form of the annexed specimen AV-3 the relative air-mail particulars given on forms AV-7. Mails carried over the same air sector are entered on statement AV-3 by office of origin, then by Country and office of destination, and in chronological order for each office of destination.

(2) For *à découvert* correspondence received by either surface or air and forwarded by air, the creditor Administration prepares a statement in the form of the annexed specimen AV-4 in accordance with the particulars appearing on the statements AV-2.

(3) Statements AV-3 are prepared monthly or quarterly at the choice of the creditor Administration.

(4) Statements AV-4 are prepared at the end of each of the statistical periods. If the accounts have to be prepared on the basis of the actual weight of the *à découvert* air-mail correspondence, statements AV-4 are drawn up as often as is provided for in Sub-section 3 for the statements AV-3.

(5) If the debtor Administration so requests, separate statements AV-3 and AV-4 drawn up for each office of exchange which despatches air-mails or air correspondence in transit *à découvert*.

152. Communication and Acceptance of Statements of Weights AV-3 and AV-4 and Preparation of Detailed Accounts AV-5.—(1) As soon as possible and at the latest within six months from the end of the period to which they refer, the creditor Administration draws up at one and the same time, the statements AV-3, statements AV-4 for cases of *à découvert* air correspondence for which payment is made on the basis of the actual weights, and the relative detailed accounts; or forwards them together in duplicate to the debtor Administration. The detailed accounts are drawn up on a form conforming with specimen AV-5 annexed, which shows the conveyance charges due to the creditor Administration for the period concerned. The debtor Administration may refuse to accept accounts not forwarded to it within the above-mentioned period of six months.

(2) Detailed accounts AV-5 — increased by 5% for air-mail correspondence in transit *à découvert*— are prepared monthly or quarterly on the basis of the gross weight of (closed) mails and the net weight of *à découvert* items, appearing in the statements AV-3 and AV-4. Centimes are ignored in the balance.

(3) After having verified statements AV-3 and AV-4 and having accepted the relative detailed accounts AV-5, the debtor Administration returns one copy of the accounts AV-5 to the creditor Administration. If the verification reveals any discrepancies, the corrected statements AV-3 and AV-4 must be sent to the creditor Administration in support of the accounts AV-5 duly amended and accepted. A creditor Administration which has received no notice of amendment within four months from the date of despatch of the accounts, shall consider the accounts as fully accepted.

(4) Monthly AV-5 accounts shall be summarized by the creditor Administration in a quarterly or half-yearly recapitulative air-mail account, as agreed between the Administrations concerned.

(5) As regards air-mail correspondence *à découvert* for which payment is made on the basis of statistics, the relative sums are calculated from the corresponding statements AV-4, multiplied by 13 and increased by 5%. The total sum is included in a special account AV-5 or in the first account prepared in accordance with Sub-section 1 above and the period of acceptance by the debtor Administration is fixed at two months.

(6) Discrepancies in the accounts are not taken into consideration if they do not exceed 10 francs per account.

(7) In the absence of any agreement to the contrary between the Administrations concerned, the statements AV-3 and AV-4 and the corresponding detailed accounts AV-5 are always transmitted by the most rapid means available to the post (air or surface).

(8) If the total of the detailed accounts AV-5 does not exceed 25 gold francs per annum, the debtor Administration is excused all payment.

CHAPTER VIII

Collection of Statistics and preparation of accounts in Pakistan

153. Mails of which statistics are to be taken.—During the statistical period, the Pakistan offices of exchange should weigh all mails sent or received in closed despatches to and from all foreign countries, whether they belong to the Postal Union or not. The figures thus collected from the data for the calculation of transit charges according to the rates and conditions mentioned in the preceding chapter.

154. Separation of correspondence.—(1) All correspondence enclosed in the mails of which statistics are compiled should be sorted into three groups, viz., (1) for the country to which the mail is addressed, (2) for countries served in closed transit through that country, and (3) articles exempted from payment of transit charges.

(2) The paid and unpaid articles of each class should be bundled together, wrapped in packing paper and tied in the usual manner.

(3) The registered correspondence and insured letters for despatch should also be separated similarly.

155. Preparation and despatch of mails.—(1) The gross weight of mails sent in closed despatch should be entered in the special letter-bills (Form C. 15) used during the statistical period in the manner described in the preceding chapter. The weights taken in pounds and ounces should be converted into grammes according to the table given in the Appendix D before entry in the letter-bills.

(2) Correspondence exempt from transit charges should be bagged separately. The empty bags should also be closed separately and marked "Sacs Vides". The special statistical labels on such bags should bear the word "Exempt" after the indication "statistique".

(3) Closed transit mails should be disposed of in the same manner, except that they should not be enclosed in the mail bags containing direct correspondence, but should be forwarded enclosed in separate bags labelled in the usual way and marked "Dépêches closes" with the date of despatch clearly written on the label of each bag.

156. Verification of mails received.—(1) On receipt of a mail of which statistics are taken, the entries of gross weight in the letter-bill should be verified. This should be done by weighing the bag or bags accurately in pounds and ounces and converting the weights into grammes according to the table of equivalents given in the Appendix D. The weights in grammes should be entered in a memorandum, and if any empty bags have been returned enclosed in a mail bag containing correspondence, their weight should be deducted from the total weight of the class. Similarly, the weight of the outer bags of "*sacs collecteurs*" of bags containing only correspondence exempted from transit charges, and of mails consisting simply of blank letter-bills should be taken separately and deducted from the ascertained total weight of the bags. If it is found that the actual weight of a bag exceeds by more than 250 grammes the maximum weight of the category in which the bag has been entered, the relevant entry in the letter-bill should be corrected. In every case in which an entry of gross weight in a letter-bill is corrected, the fact should be reported to the despatching office by means of a Statistical Verification Note in Form C-16 (See App. E.).

(2) The bundles of transit correspondence for transmission to other countries, contained in the bag or bags should be separated from the bundles of direct correspondence. Each of the bundles of transit correspondence should then be weighed, and the weights entered in a memorandum and verified by reference to the entries of weight, if any, made in the letter-bill. The bundles should then be opened and the articles contained in it, excluding the exempted articles, accurately counted. The number of letters, postcards or other articles found in each bundle should be entered in a memorandum, and totalled, and the totals compared with the related entries of numbers in the letter-bill. The number of articles contained in the bundles of registered transit correspondence must also be counted for the purpose of verifying the entries in the letter-bill. If a discrepancy of more than 5 is noticed in the number entered in the letter-bill, the entries in the letter-bill should be corrected, and the error should be reported by means of a Verification Note to the despatching office. Should the discrepancy, however, be less than 5, the entry in the letter-bill should be accepted as correct. The articles, including those contained in the bundles of direct correspondence, should then be disposed of in the usual manner.

157. Pakistan office of account.—The office of the Senior Superintendent, Foreign Post, Karachi, is the sole office of account in Pakistan for transit claims in connection with the exchange of correspondence with all foreign countries. The accounts for and on behalf of the Pakistan Administration in general and all the Pakistan offices of exchange in particular are prepared and dealt with in the office of the Senior Superintendent, Foreign Post, Karachi, and all correspondence relating to such charges, should be addressed to the Senior Superintendent, Foreign Post, Karachi.

158. Statistical documents to be furnished to the office of account.—(1) For the preparation of C-20 statements and of the accounts relating to claims of the Pakistan Post Office and for the purpose of checking the statistical documents and account received from other Administrations each Pakistan office of exchanges should furnish the Senior Superintendent, Foreign Post, Karachi, with the following documents, during and soon after the statistical period:—

- (a) Relating to mails despatched.
 - (i) Copies of letter-bills.
 - (ii) Copies of verification Notes (C-16) despatched relating to (i).
- (b) Relating to mails received—
 - (i) Original letter-bill.
 - (ii) Copies of verification Notes (C-16) despatched relating to (i), as well as the originals when returned accepted by the Administrations to which they were sent.

(2) The copies of the letter-bills and the relative Verification certificates should be forwarded to the Senior Superintendent, Foreign Post, Karachi, by registered post with a list of the contents, arranged according to the serial numbers of the despatches received from each office of exchange.

159. Registers of mails received and despatched to be sent to Karachi.—(1) At the close of the statistical period, the Karachi office of account should obtain from all Pakistan offices of exchange their registers of mails received and despatched for the eleven months prior to the statistical month. The registers should be sent promptly to Karachi by registered post.

(2) From those registers, the Karachi office of account will ascertain the number of mails despatched from and received at each Pakistan office of exchange during the year, with a view to adopting a suitable multiplier for determining the volume of the annual mail, should it be found to be unsuitable in any particular case. The register should be returned to the respective offices of exchange when no longer required.

160. Abstracts of statistical letter-bills received and despatched.—(1) All the letter-bills received by the Pakistan offices of exchange from foreign countries and all the copies of letter-bills despatched by those offices to foreign countries during the statistical period, should be sorted in the office of the Senior Superintendent, Foreign Post, Karachi, so as to bring together all the letter-bills from the same despatching office of exchange to the same receiving office of exchange. Each separate bundle of letter-bills should also be arranged according to the dates of despatch, and the following particulars should be entered in two statements headed "Abstract of statistical letter-bills despatched".—

- (i) Name of the Receiving/Despatching office of exchange and the name of the Administration to which it is subordinate.
- (ii) Name of the Receiving/Despatching office of exchange.
- (iii) Date of despatch of the mail.
- (iv) Gross weight in kilogrammes of all the articles of correspondence.
- (v) Names of Administrations providing intermediary service.

(2) The abstracts should be carefully prepared and retained in the office of the Senior Superintendent, Foreign Post, Karachi.

161. Preparation and disposal of C-17 statements.—(1) At the close of the statistical period, the Karachi office of account should prepare a separate C-17 statement for the closed mails received by each Pakistan office of exchange from each other foreign office of exchange, from the abstract of statistical letter-bills received. This statement should be prepared in as many copies as there are Administrations concerned in the transit, as well as for the Administration of the despatching country. All the copies of the C-17 statement should be dated and signed by an officer not below the rank of a Superintendent, Foreign Post and sent under registered cover by the Karachi office of account to the despatching office of exchange for acceptance and submission to its central office of Administration for distribution to the Administrations concerned. A copy of every C-17 statement should be kept on record.

(2) In regard to mails despatched by the Pakistan offices of exchange, the Karachi office of account should verify the entries in the C-17 statements received from the foreign Administration by reference to the abstract of the statistical letter-bills despatched from the different offices. These C-17 statements are generally sent by the receiving offices of exchange in foreign countries direct to the Senior Superintendent, Foreign Post, Karachi, but when such statements are received by any other Pakistan office of exchange from a foreign country they should be sent to the Senior Superintendent, Foreign Post, Karachi, for disposal. If the entries are found correct, all the copies of the C-17 statement should be dated and signed by an officer not below the rank of a Superintendent, Foreign Post, in acceptance thereof, and forwarded in registered covers to the respective Administrations. The copies of C-18 statements intended for the despatching offices of exchange in Pakistan should be retained in the office of the Senior Superintendent, Foreign Post, Karachi.

Note.—Also see Rule 140 (2).

(3) When closed mails are exchanged between a Union country and a country outside the Union through the medium of one or more Union Administrations, and Pakistan happens to be the country of exit from or of entry into the Union, the Senior Superintendent, Foreign Post, Karachi, will receive C-17 statement, from the Union country despatching or receiving the mail and will at the end of the statistical period, prepare a general C-17 statement in as many copies as there are Union Administrations concerned in the transit including the Pakistan Administration and the debtor Administration. A copy of this statement should be sent to the last-mentioned Administration and one to each of the Administrations which have taken part in the conveyance of mails. If Pakistan itself happens to be the despatching or receiving country, the Karachi office of account will prepare the C-18 statement in respect of both the mails sent and received and forward it to the Union Administration serving as the country of exit or entry.

162. Closed mails received and despatched in transit.—If statements C-17 are received by the Senior Superintendent, Foreign Post, Karachi, in respect of the mails exchanged in closed transit through the intermediary of Pakistan within six months after the close of the statistical period, action should be taken in accordance with the procedure laid down in rule 14D (3).

163. Preparation and despatch of transit notes.—(1) Should any request be received by a Pakistan office of exchange from a foreign office of exchange for the preparation of a transit note in Union Form C-19 in respect of any closed mail despatched to the latter during the statistical period, the Pakistan office of exchange should enter the necessary particulars in the form and forward it without delay in a postal service registered cover to the office of exchange of the intermediary Administration to which the mail was first consigned. The statement will then be forwarded, from office to office over the route by which the mail in question travelled, and each successive office will note in it the information regarding the transit of the mail to the next office till the form reaches the office of destination by which it will be returned to the despatching office of exchange along with the C-17 statement relating to the mail. As soon as the completed C-19 statement is received by a Pakistan office of exchange, it should be forwarded along with the relative C-17 statement to the Senior Superintendent, Foreign Post, Karachi.

(2) When a C-19 statement is received by a Pakistan office of exchange relating to a mail sent in transit through Pakistan, particulars of the route followed from that office should be noted in the statement, and if those particulars complete the information regarding the route, the statement should be forwarded direct to the country of destination. If, however, further particulars are required, the statement should be forwarded to the next Administration concerned in the transit.

(3) In order to facilitate the entry of particulars in the C-19 statement, each Pakistan office of exchange should, in respect of the closed mails despatched by foreign countries during the statistical period and sent in transit through Pakistan, maintain a register showing:—

- (1) the office of origin,
- (2) the date of despatch of the mail by the office of origin (this date will generally be found written or impressed on the label of each bag).
- (3) the date on which the mail is re-forwarded by the Pakistan office of exchange, and
- (4) the office of exchange of the next Administration concerned in the transit.

(4) Similarly, for any mail despatched by a foreign Administration to Pakistan during the statistical period, the Karachi office of account should, if necessary, request the office of exchange of the country of origin to prepare a statement in Union Form C-19. On receipt of the statement duly completed by the different Administrations concerned, the Karachi office should return it along with the relative C-17 statement to the office of exchange of the country of origin.

164. Preparation of account relating to closed mails sent in transit through Pakistan services.—When with the help of the two statements C-17 received from the despatching Administrations in respect of the mails transmitted on the Pakistan services, an account in Union Form C-20 should be prepared by the Karachi office of account, in accordance with the instructions contained in rule 143, showing the amount due to Pakistan from the despatching Administration. The account should be prepared in triplicate, two copies of which be forwarded with a covering letter by registered post to the foreign Administration concerned for acceptance, and one copy should be retained for record. One copy of each account together with the C-17 statements if any, will be returned after acceptance by the foreign Administration to the Senior Superintendent, Foreign Post, Karachi.

165. Check and disposal of accounts relating to closed mails sent in transit through other countries by Pakistan.—The closed mail accounts in form C-20 prepared by foreign Administrations showing the claims against Pakistan will be received in duplicate in the manner indicated in rule 143. The entries and calculations in the accounts should be carefully checked and, if found correct, the accounts should be dated and signed by the Senior Superintendent, Foreign Post, Karachi in acceptance thereof. After acceptance one copy of each account should be returned, with the connected C-17 statements, if any, to the Administration concerned, by registered post.

166. Preparation of abstract of transit charges.—(1) As soon as the detailed accounts in form C-20 between Pakistan and another country have been exchanged and accepted, an abstract of the charges should be prepared by the Karachi office of account in the Union Form C-21.

(2) When all the necessary figures for a year have been posted in the abstract, the money columns should be totalled and balanced and the net balance at the credit of the Pakistan or foreign Administration as the case may be, should be noted in the appropriate column with the name of the creditor Administration. The abstract, which should be prepared in triplicate, should then be dated and signed by the Senior Superintendent, Foreign Post, Karachi. One copy of the abstract should be kept on record and two copies should be forwarded by registered post to the Director-General of Pakistan Post Office for transmission to the International Bureau. In cases in which the Pakistan and the foreign Administrations concerned agree to settle their claims directly between themselves, the copy of the abstract in form C-21 submitted to the International Bureau should be superscribed as stated in rule 144(4).

167. Settlement of annual general account.—(1) The accounts of transit charges between the several Administrations of the Union are consolidated, and the net amount payable is shown in an annual general account prepared by the International Bureau as described in rules 144 and 145. The annual balance is payable by the debtor Administration to the creditor Administration in gold or by means of a demand draft as laid down in rule 146. The International Bureau also issues instructions as to the manner in which the account is to be settled. In the case of Pakistan, the copies of the accounts and instructions are sent by the International Bureau to the Director-General of Pakistan Post Office who communicates the necessary orders to

the Senior Superintendent, Foreign Post, Karachi.

(2) Demand drafts received from foreign Administrations in settlement of balances in favour of Pakistan should be cashed and the proceeds credited in the accounts of the Karachi General Post Office under the head "Miscellaneous (unclassified) receipts". The memorandum relating to the sale of the draft, received from the bank should be forwarded to the audit office with the schedule of "miscellaneous (unclassified) receipts".

(3) The cost of purchasing bank drafts in making payments to foreign Administrations should be charged in the accounts of the Karachi General Post Office under the head "Miscellaneous (unclassified) payments", the memorandum of cost furnished by the bank being submitted to the audit office with the schedule of "Miscellaneous (unclassified) payments". The letters received from foreign Administrations acknowledging receipt of the draft should be sent in original to the audit office, quoting thereon the particulars of the schedule in which the charge has appeared.

168. **Filling of statistical documents in office of exchange.**—All office copies of letter-bills and verification notes relating to mails despatched during the statistical period, should be filed in a special file labelled "Union statistical file, (outward)—19—". The office copies of letter-bills received and of verification notes issued relating to mails received from foreign countries should be kept in another special file marked "Union statistical file (inward)—19—". The preservation of these records should be limited to two Union statistical periods.

169. **Filling of statistical documents and accounts in the Karachi Office of account.**—Copies of letter-bills despatched with the Verification Notes relating to them should be filed in the order in which they are entered in the abstract of statistical letter-bills despatched. Original letter-bills received from foreign Administrations and copies of the Verification Notes issued should be filed in the order in which they are entered in the abstract of statistical letter-bills received. All the accounts in respect of claims due to or from each foreign Administration should be kept in a separate file, with all the documents relating thereto. The preservation of these records should be limited to two Union statistical periods.

169A.—**Air-Mail correspondence in transit à découvert Statistical Operations.**—(1) Payments for air conveyance of air-mail correspondence in transit à découvert provided for by rule 148, are calculated on the basis of statistics taken during the following periods:—

—for the months January to June	.. from 2nd to 15th May
— for the months July to December	.. from 15th to 28th October

(2) During the statistical period, à découvert transit air-mail correspondence is accompanied by statements in accordance with annexed specimen AV-2. The AV-2s are specially numbered during each period, in two consecutive series, one for unregistered items, and the other for registered items. The statements AV-2 are prepared and verified as laid in rule 169-B, but the bundle label and the statement AV-2 are overprinted with the letter "S".

(3) Each Administration despatching transit air-mail correspondence à découvert is required to inform intermediate Administrations of any change occurring during an

accounting period in the provisions laid down for the exchange of this correspondence. As a general rule, such changes have no effect on the payments due for the period in question. Nevertheless, if as a result there is a variation of at least 20% and exceeding 500 francs in the half yearly total of amounts to be paid by the despatching Administration to the intermediate Administration, these Administrations at the request of one or other, may agree to the use of a special multiplier which is valid only for the half year during which the change took place.

169-B Transmission of air mail correspondence in transit à découvert, Preparation and checking of statements AV-2.—(1) Correspondence in transit à découvert, which is intended to be reforwarded by air and which is included in a surface mail or in an air-mail, is made up in special bundles labelled "Par Avion" (By Air-mail). When this correspondence is accompanied by statements AV-2, one for unregistered items and another for registered items, their weight is shown separately for each Country of destination or for each group of Countries for which the conveyance charges are the same. The letter bill is endorsed "Bordereau AV-2" (Statement AV-2). Transit Administrations are at liberty to request the use of special statements AV-2 listing in a fixed order the most important Countries or groups of Countries.

(2) The weights of each category of à découvert correspondence for each Country or, if applicable, for each group of Countries is rounded up or down to the nearest decagramme according to whether or not the fraction of the decagramme exceeds 5, grammes.

(3) If the intermediate office establishes that the actual weight of à découvert correspondence differs by more than 20 grammes from the weight recorded, it amends statement AV-2 and immediately notifies the despatching office of exchange by verification note. If the difference noted is within the above-mentioned limits the entries made by the despatching office hold good.

CHAPTER IX

System of exchange of correspondence and accounts with Great Britain and Northern Ireland

170. System of exchange of correspondence.—Correspondence is exchanged between Pakistan and Great Britain and Northern Ireland under the principles of the Union.

171. Pakistan offices of exchange.—Mails for Great Britain and Northern Ireland are made up by the following offices of exchange:—

- (i) Karachi.
- (ii) Dacca.

172. Return of empty bags.—British Post Office bags should normally be used for closing of mails for offices in Great Britain and Northern Ireland. Surplus empty "Sacs Vides" and addressed "London (Foreign Section)". A separate letter-bill should be prepared and the number of empty bags returned should be advised in the space provided for the purpose.

173. Preparation of General account.—(1) The general account with the British Post Office is prepared every month by the Karachi office of account in form F.M.O.-12 in which are incorporated detailed accounts of correspondence, parcels and money orders exchanged between Pakistan and Great Britain and Northern Ireland, as well as other transactions for which provision has been made in the form under reference.

(2) The open transit and close mail accounts for correspondence passing through Pakistan and Great Britain and Northern Ireland are prepared on the Union system described in Chapter VIII and the amounts relating thereto are entered only once a year and settled through the general account with Great Britain and Northern Ireland, the figures being taken from the general statistical account received from the British Post Office.

174. Disposal of General Account.—(1) Two copies of the general account should be forwarded by the Karachi office of account to the Comptroller and Accountant-General, General Post Office, London, enclosed in a postal service registered cover, by the first mail in the second month after that to which the account relates, unless the date of the mails falls on the 1st or 2nd of the month in which case the copies should be despatched by the second mail.

(2) Two copies of it should be forwarded to the Deputy Comptroller, Posts and Telegraphs, Lahore, so as to reach him punctually on the 3rd of the month with a request to adjust the balance due to or from the British Post Office by a credit or debit, as the case may be, in the account between England and Pakistan, and to communicate the particulars of the adjustment to the Chief Accounts and Audit Officer to the High Commissioner for Pakistan, London. A letter stating the balance due to or from the British Post Office should also be sent by the Senior Superintendent, Foreign Post, Karachi, to the Chief Accounts and Audit Officer to the High Commissioner for Pakistan, London. Copies of all correspondence and of all the necessary documents relating to the several adjustments made in the general account, together with a statement showing particulars of the credits due to Pakistan and British Post Office respectively,

on account of parcels transmitted under the system of prepayment of customs duty and other charges, should accompany the copies of the general account sent to the Deputy Comptroller, Posts and Telegraphs, Lahore.

(3) One copy of the general account and its accompaniments will be returned to the Senior Superintendent, Foreign Post, Karachi, after examination by the Comptroller and Accountant-General of the General Post Office, London. If the account is returned with any correction, it will be accompanied by a note showing the difference due to the corrections. When a note of error is received, the corrections should be examined and verified ; and if found correct, the amount in question should be adjusted by the Karachi office of account in the next general account by an entry, with a reference to the note error, against the appropriate item. The corrected accounts returned from London should be sent to the Deputy Comptroller, Posts and Telegraphs, Lahore, with the note, after correcting the office copies on record in Karachi. If the general account is returned accepted from London without correction, it should be filed in a separate file.

(4) The office copy of the general account should be filed in an annual file.

(5) The general account and the records relating to it should be preserved for a period of three years.

CHAPTER X

Settlement of inter-Administration accounts

175. Preparation and settlement of accounts.—(1) Each Administration should prepare its accounts and submit them in duplicate to the other Administrations concerned. An accepted copy, if necessary amended or accompanied by a statement of differences, should be returned to the creditor Administration. This account should serve as a basis for the preparation of the final general account between the two Postal Administrations.

(2) In accordance with the provisions of rule 7(6), the International Bureau arranges the settlement of accounts of every kind relating to international postal service between Administrations. To this end, the Administrations concerned consult with each other and with the International Bureau and decide upon the method of settlement. Accounts of tele-communications may also be included in these special liquidation accounts.

176. General principle concerning payment.—Settlement between Administrations of international accounts arising from postal traffic should be regarded as current transactions and made in accordance with the current International obligations of the country concerned, where there are agreements to this effect. In the absence of such agreements, the settlement of account is affected in accordance with the provisions of the following rules 177 and 178.

177. Payment of Gold Debt.—(1) Subject to the provisions of the preceding rule the regulations concerning payment set out in this rule and in rule 188 apply to all debts expressed in gold francs and arising out of a postal transaction, whether they result from general accounts or statements drawn up by the International Bureau or from general accounts or statements prepared without its intervention; they also relate to the settlement of differences, of interest or, where necessary, of payments on account.

(2) Every Administration remains free to discharge its liabilities by payments on account, the amount of which is deducted from its debts when these have been established.

(3) Provided the periods of payment are observed, any Administration may settle postal debts of the same or different kind, drawn up in gold, by off-setting credits and debits in its relations with another Administration; in the remainder or balance centimes are ignored. The off-setting may be extended by mutual agreement to debts arising from tele-communications services when both Administrations operate postal and tele-communications services. Off-setting cannot be effected with debts in respect of traffic entrusted to an organisation or company under the control of a postal Administration if that Administration objects.

178. Rules for Payments.—(1) Debts should be discharged by the debtor Administration by payment to the creditor Administration of an amount equivalent to their value, in accordance with the provisions of the following paragraphs.

(2) The Administrations concerned may discharge their liabilities in gold or agree on a special arrangement; they may also employ the intermediary of a bank which uses the clearing facilities of the Bank of International Settlements at Basle, or, finally,

conform to special monetary agreements existing between the countries by which they are maintained.

(3) Failing these methods of payments, the debtor Administration may arrange transfer of funds by cheque, draft, transfer or deposit payable at a place in the creditor country, or in currency. Use may be made also of the postal credit transfer system, with exemption from cheques; or in the case of very small sums (100 francs or less), of the postal money order system.

(4) This transfer is made:

(a) In principle in a gold-based currency, *i.e.*, the currency of a Country where the central issuing Bank or other official issuing authority buys and sells gold against the national currency at fixed rates determined by law or under an agreement with the Government. If the currencies of several countries fulfil these conditions, the creditor country nominates the currency which suits it;

(b) if the creditor country agrees, in its own or any other currency.

(5) When the currency of payment does not satisfy the definition of a gold-based, currency, it is a matter for consideration whether it can be related to gold, either directly (special agreement between the countries concerned-equivalent fixed by the International Monetary Fund-internal law-agreement between the Government and an official issuing authority), or through the intermediary of a gold-based currency with which it is linked by a fixed relationship. The conversion is carried out in accordance with the gold equivalent determined in these circumstances and recognized by both the parties.

(6) When the currency of payment cannot be related to gold, the conversion of the gold debt into that currency is carried out in accordance with the official or banking rates of exchange in force in the debtor country on the day of the transaction or on the day before. To this end, the debt is converted into a gold-based currency on the basis of a fixed parity of that currency, then into the currency of the debtor country and finally converted into the currency selected.

(7) If, however, as the result of slight variations in the rates of exchange existing between the places, the amount of the settlement effected under the provisions of paras. (5) and (6) differs by more than of 0.5% below or above that which would have been arrived at by applying the rates in force on the same day in the creditor country, the settlement shall be adjusted by a complementary transaction in respect of the part exceeding 0.5%.

(8) Losses or gains of more than 5% resulting from a rise or fall in the parity of a gold based currency or the equivalent of a currency which can be related to gold, and arising up to and including the day of receipt of the instrument of payment (the advice of credit or funds in the case of payment without an instrument of payment), are shared equally between the two Administrations. If however, there is an unjustified delay of more than four working days excluding the day of issue, in the despatch of an issued instrument of payment, or of more than four working days, excluding the day of issue of an order for deposit or transfer, in the transmission of the order to the Bank, the debtor Administration bears the losses. If the delay results in gain, half of it should be paid over to the debtor Administration. The period for the settlement

of differences is reckoned from the day of the receipt of the instrument of payment, of the advice of the credit, or of the funds.

(9) Unless the currency is that of the creditor Administration, the provisions of para. (8) apply when a payment is made in a gold-based currency or in a currency which can be related to gold if the parity or equivalent used by the debtor Administration in its calculations is no longer valid at the time of encashment by the creditor Administration. Those provisions are also followed if the payment is made in another currency, when in the same period there is an appreciable variation (more than 5%) in the different parities or exchange rates used for the conversion, except when the rise or fall results from the revaluation or devaluation of the currency of the creditor Country.

(10) When the amount of the debt exceeds 5000 gold francs, the date of purchase, the date of despatch and the amount of the instrument of payment, or the date of the order and the amount of the transfer or deposit shall be notified by telegram to the creditor Administration, at its expense, if it has so requested.

(11) The payment charges levied in the debtor country (taxes, clearance fees, deposits, bank charges, etc.) are borne by the debtor Administration. The charges levied in the creditor country including the payment charges levied by intermediary banks in third countries should be borne by the creditor Administration where it is not possible to avoid or reduce them by conforming with the arrangements notified by that Administration.

(12) The payment should be made as quickly as possible and, at the latest, before the expiry of a period of four months from the date of receipt of the general or special accounts, accounts or statements drawn up by common consent, notifications, requests for payments on account, etc., indicating the amounts or balances to be settled. After that period, the amounts due would be chargeable with interest at the rate of 5% per annum. By payment is meant the despatch of funds or the instrument of payment (cheque, drafts, etc.) or the handing over of the order for transfer or deposit to the organisation responsible for the transfer in the debtor country.

(13) When the creditor Administration has not made known that it wishes to modify the conditions of settlement agreed upon [para. 4(b)] in sufficient time for the period for payment to be observed, and at the latest three weeks before the expiry of that period, the debtor Administration is authorised to settle in the currency used for the last payment of a debt of the same kind.

CHAPTER XI

Mails by ships other than mail ships

179. Ships other than mail ships.—The ships which carry mails may be divided into two classes:—

(1) Ships whose owners have entered into a special arrangement with any postal Administration regarding the conveyance of mails. These ships are designated as mail ships.

(2) Ships whose owners have not entered into any such special arrangement. These ships are termed as ships other than mail ships.

180. Despatch of mail by ships other than mail ships.—(1) Under the provision of section 40 of the Post Office Act, the master of every ship other than mail ship leaving any port in Pakistan is bound to receive on board and deliver without delay at the port or place of destination, any mail bag which he may be required to receive by an officer of the Pakistan Post Office, and to grant a receipt for the same in the prescribed form.

(2) Mails made up by a Pakistan office of exchange can be forwarded by ships other than mail ships when this is prescribed in its outward sorting list or when separate instructions for utilising those ships are issued by the Director-General.

181. Preparation of mails for despatch by ships other than mail ships.—(1) Mails for despatch by private vessels should be made up in accordance with the rules for the making up of mails for Union Countries.

(2) In the case of mails on which gratuities are to be paid, the Superintendent, Postmaster or other responsible officer of the Pakistan Office of exchange should weigh the letters and postcards, packets and parcels (each class separately) to be made over to the master and, after enclosing them in a bag in the usual way, he should enter their respective weights in the column for remarks in the register of mails despatched against the entry of the mail in question.

182. Gratuities for mails sent by ships other than mail ships.—In respect of outward mails despatched by a ship other than a mail ship whether for conveyance to another Pakistan port or to a port out of Pakistan, gratuity at the following rate is payable to the master of the ship under the provisions of section 42 of the Post Office Act when the mails are made over to the master and on the latter granting a receipt for the mails in the prescribed form:—

	Rs. Paisa
Letters and postcards	1 . 19 per lb.
Packets	0 . 12 per lb.
Parcels	0 . 6 per lb.
Mail bags and other containers	0 . 6 per lb.

In calculating the amount of gratuity fractions of a paisa not exceeding one-half should be ignored and fractions of a paisa exceeding one-half should be counted as one paisa.

Note.—The above gratuity rates are not applicable to shipping companies which have entered

into an agreement with the Director General for Carriage of mails at the fine cargo rates. In such cases the Director General notifies from time to time, the rates at which mails would be carried to various foreign destinations.

183. Payment of Gratuities.—(1) The amount to be paid as gratuity should be examined by the Senior Superintendent or Superintendent of the Pakistan office of exchange, who should, after satisfying himself that the amount is correct, authorise payment.

(2) The amount should be paid under receipt, to be taken in duplicate, in a manuscript form according to the specimen given below. The original receipt should be used as a voucher in support of the payment charged in the contingent and the duplicate should be filed in the office of exchange. A receipt stamp should be affixed to the original receipt for sums exceeding Rs. 20.

"Received from the Senior Superintendent or Superintendent, Foreign Post of the sum of Rs. (Rupees) on account of gratuity for the undermentioned mails delivered to..... on the..... by the post office at..... for conveyance by s.s.

(Signature)."

Dated.....

Master of the s.s.....

Agent of the.....S.N.Co.

Mail bags addressed to	Weight of contents			Mail bags and other containers
	Letters and postcards	Packets	Parcels	
	Lbs. oz.	Lbs. oz.	Lbs. oz.	Lbs. oz.
Total weight
Amount of gratuity ..	— Rs. 1-19 per lb.	— 12 paise per lb.	— 6 paise per lb.	— 6 paise per lb.

184. Receipt of mails from ships other than mail ships.—(1) Under section 41 of the Post Office Act, the master of a ship other than a mail ship which arrives by sea at any port in Pakistan, is bound to deliver all postal articles or mail bags on board which are directed to that port, either at the post office at that port, or to some officer of the Post Office duly authorised to receive them. He is further bound to inform the Senior Superintendent or Superintendent, Foreign Post of any postal articles or mail bags there may be on board for any other place in Pakistan and to deal with such postal articles or mail bags in accordance with instructions given to him by the Senior Superintendent or Superintendent Foreign Post.

(2) The master of a ship bringing in mails should be granted a receipt in the

prescribed form for the mail bags or postal articles delivered by him and this receipt will discharge him from all further responsibility in respect of the mail bags or postal articles,

185. Disposal of mails brought by ships other than mail ship.—Mails brought by ships other than mail ships should be dealt with in accordance with the rules prescribed for the treatment of mail received from Union Countries.

APPENDICES

APPENDIX "A"

List of Postal Administrations Forming the Universal Postal Union

<i>Serial No.</i>	<i>Name of Country</i>
1.	Afghanistan.
2.	Albania (People's Republic of).
3.	Algeria (Democratic and Popular Republic of).
4.	Argentine Republic.
5.	Australia, (Commonwealth of). —Cocos or Keeling Islands. —Lord Howe Island. —Nauru. —Norfolk Island. —Papua and New Guinea.
6.	Austria. (Republic of).
7.	Belgium.
8.	Bolivia.
9.	Brazil (United States of).
10.	Bulgaria (People's Republic of).
11.	Burma.
12.	Burundi (Kingdom of).
13.	Byelorussia Soviet Socialist Republic.
14.	Cambodia (Kingdom of).
15.	Cameroon (Federal Republic of).
16.	Canada.
17.	Central African Republic.
18.	Ceylon.
19.	Chad (Republic of).
20.	Chile.
21.	Colombia (Republic of).
22.	Congo Republic of the (Brazzaville).
23.	Congo (Democratic Republic of the) (Kinshasa).
24.	Costa Rica, (Republic of).
25.	Cuba (Republic of).
26.	Cyprus (Republic of).
27.	Czechoslovakia Socialist Republic.
28.	Dahomey (Republic of).
29.	Denmark (Kingdom of).
30.	Dominican Republic.

APPENDIX "A"

<i>Serial No.</i>	<i>Name of Country</i>
31.	Ecuador (Republic of).
32.	El Salvador (Republic of).
33.	Ethiopia.
34.	Finland (Republic of).
35.	Formosa (Taiwan)
36.	France and France Overseas Departments.
	—French (Guiana).
	—Guadeloupe and Dependencies.
	—Martinique.
	—Reunion.
37.	The Whole of the Territories represented by the French Overseas Postal and Telecommunication office.
	—French Polynesia.
	—French Territory of Afars and Issas.
	—New Caledonia and Dependencies.
	—New Hebrides.
	—St. Pierre and Miquelon.
38.	Gabonese Republic.
39.	Germany (Federal Republic of).
40.	Ghana.
41.	Great Britain and Northern Ireland (United Kingdom of).
42.	Overseas Territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible.
	—Aden.
	—Antigua.
	—Ascension.
	—Bahamas.
	—Barbades.
	—Basutoland.
	—Bechuanaland.
	—Bermuda.
	—Brunei.
	—British Guiana.
	—British Honduras.
	—Cayman Islands.

APPENDIX "A"

*Serial
No.*
Name of Country

Great Britain—contd.

- Dominica.
 - Falkland Islands and Dependencies.
 - Fiji Islands.
 - Gambia.
 - Gibraltar.
 - Gilbert and Ellice Islands (incl. Phoenix Islands).
 - Grenada.
 - Hongkong.
 - Jamaica.
 - Kenya, Uganda and Tanganyika (British East Africa).
 - Malta.
 - Mauritius and Dependencies.
 - Montserrat.
 - North Borneo (incl. Labuan).
 - Persian Gulf, British Post Offices in Bahrain, Dubai (incl. Sharjah), Muscat and Qatar (Doha and Umm Said).
 - Pitcairn Island.
 - Rhodesia and Nyasaland, Federation of.
 - St. Christopher (St. Kitts)—Nevis—Anguilla.
 - St. Helena.
 - St. Lucia.
 - St. Vincent.
 - Sarawak.
 - Seychelles.
 - Sierra Leone.
 - Solomon Islands.
 - Tonga or Friendly Islands.
 - Trinidad and Tobago.
 - Tristan Da Cunha.
 - Turks and Caicos Islands.
 - Virgin Islands (British).
 - Zanzibar.
43. Greece.
44. Guatemala (Republic of).
45. Guinea (Republic of).
46. Haiti (Republic of).
47. Honduras (Republic of).

APPENDIX "A"

<i>Serial No.</i>	<i>Name of Country</i>
48.	Hungarian People's Republic.
49.	Iceland (Republic of).
50.	India.
51.	Indonesia (Republic of).
52.	Iran.
53.	Iraq (Republic of).
54.	Ireland.
55.	Israel.
56.	Italy.
57.	Ivory Coast (Republic of the).
58.	Jamaica.
59.	Japan.
60.	Jordan (Hashemite Kingdom of).
61.	Kenya.
62.	Korea (Republic of).
63.	Kuwait.
64.	Laos. (Kingdom of).
65.	Lebanese Republic.
66.	Liberia (Republic of).
67.	Libya (Kingdom of).
68.	Liechtenstein (Principality of).
69.	Luxembourg.
70.	Madagascar Republic.
71.	Malaysia.
72.	Mali, Republic of.
73.	Malta.
74.	Mexico (United States of).
75.	Monaco (Principality of).
76.	Mongolian People's Republic.
77.	Morocco (Kingdom of).
78.	Nepal.
79.	Netherlands.
80.	Netherlands Antilles and Surinam.
81.	New Zealand.
	—Cook (of Hervey) Islands.
	—Samoa (West).

APPENDIX " A "

<i>Serial No.</i>	<i>Name of Country</i>
82.	Nicaragua.
83.	Niger (Republic of the).
84.	Nigeria (Federal Republic of).
85.	Norway.
86.	Pakistan.
87.	Panama (Republic of).
88.	Paraguay.
89.	Peru (Republic of).
90.	Philippines (Republic of the).
91.	Polish People's Republic.
92.	Portugal.
93.	Portuguese Provinces of West Africa. —Angola. —Cape Verde Islands. —Portuguese Guinea. —St. Thomas & Prince Islands.
94.	Portuguese Provinces of East Africa, Asia and Oceania. —Macao. —Mozambique. —Portuguese India. —Portuguese Timor.
95.	Roumania, Socialist Republic of.
96.	Rwandese Republic
97.	San Marino (Republic of).
98.	Saudi Arabia (Kingdom of).
99.	Senegal (Republic of).
100.	Sierra Leone
101.	Singapore.
102.	Somali.
103.	South Africa (Republic of).
104.	Spain.
105.	Spanish Territories of Africa. —Ifni. —Spanish Sahara (incl. Rio de Oro). —Spanish Guinea (Rio Muni & Fernando Poo).
106.	Sudan (Republic of the).

APPENDIX "A"

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- 107. Sweden.
 - 108. Swiss Confederation.
 - 109. Syrian Arab Republic.
 - 110. Thailand.
 - 111. Togolese Republic.
 - 112. Trinidad and Tobago.
 - 113. Tunisia.
 - 114. Turkey.
 - 115. Uganda.
 - 116. Ukrainian Soviet Socialist Republic.
 - 117. Union of Soviet Socialist Republics.
 - 118. United Arab Republic.
 - 119. United Republic of Tanzania.
 - 120. United States of America.
 - 121. The Whole of the Territories of the U.S.A. including the Trust Territory of the Pacific Islands.
 - Caroline Islands.
 - Guam.
 - Marshall Islands (excl. Nauru).
 - Panama Canal Zone.
 - Puerto Rico.
 - Samoa (American).
 - Virgin Islands of the U.S.A.
 - Wake Island.
 - 122. Upper Volta (Republic of).
 - 123. Uruguay (Eastern Republic of).
 - 124. Vatican city State.
 - 125. Venezuela (Republic of).
 - 126. Viet-Nam.
 - 127. Yemen Arab Republic.
 - 128. Yugoslavia (Socialist Federal Republic of).
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Note 1.—Extent of the Union.—The following are also considered as belonging to the Universal Postal Union.

- (a) Post Offices established by Union countries in territories not included in the Union.
- (b) Other territories which, without being members of the Union, are included in it because they are subordinate from the postal point of view to countries of the Union.

Note 2.—Pakistan has not recognised Israel and does not maintain any mail communication with that country.

Note 3.—The People's Republic of China and the Democratic Republic of Germany have not yet been admitted to the Union.

APPENDIX " B "

List of countries participating in the Agreement concerning Insured
Letters and Boxes

<i>Serial No.</i>	<i>Name of Country</i>
1.	Albania (People's Republic of).
2.	Algeria (Democratic and Popular Republic of).
3.	Argentine Republic.
4.	Austria (Republic of).
5.	Belgium.
6.	Bolivia.
7.	Brazil (United States of).
8.	Bulgaria (People's Republic of).
9.	Burma.
10.	Burundi (Kingdom of).
11.	Byelorussian Soviet Socialist Republic.
12.	Cambodia (Kingdom of).
13.	Cameroon (Federal Republic of).
14.	Central African Republic.
15.	Ceylon.
16.	Chad (Republic of).
17.	Chile.
18.	Colombia (Republic of).
19.	Congo Republic of the (Brazzaville).
20.	Congo Democratic Republic of the (Kinshara).
21.	Costa Rica (Republic of).
22.	Cuba (Republic of).
23.	Cyprus (Republic of).
24.	Czechoslovakia Socialist Republic.
25.	Dahomey (Republic of).
26.	Denmark (Kingdom of). —Faroe Islands. —Greenland.
27.	El Salvador (Republic of).
28.	Finland (Republic of).
29.	Formosa (Taiwan).
30.	French Republic and French Overseas Departments. —French Guiana. —Guadeloupe and Dependencies. —Martinique. —Reunion.

APPENDIX " B "

<i>Serial No.</i>	<i>Name of Country</i>
31.	The Whole of the Territories represented by the French Overseas Postal & Telecommunication office. —French Polynesia. —French Territory of Afars & Issos. —New Caledonia & Dependencies. —New Hebrides. —St. Pierre and Miquelon.
32.	Gabon Republic.
33.	Germany (Federal Republic).
34.	Ghana.
35.	Great Britain and Northern Ireland (United Kingdom of).
36.	Overseas Territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible. —Aden. —Antigua. —Ascension. —Bahamas. —Barbados. —Basutoland. —Bechuanaland. —Bermuda. —Brunei. —British Guiana. —British Honduras. —Cayman Islands. —Dominica. —Falkland Islands & Dependencies. —Fiji Islands. —Gambia. —Gibraltar. —Gilbert & Ellice Islands (incl. Phoenix Islands). —Grenada. —Hongkong. —Jamaica.

APPENDIX " B "

<i>Serial No.</i>	<i>Name of Country</i>
-----------------------	------------------------

Great Britain—contd.

- Kenya, Uganda & Tanganyika (British East Africa).
 - Malta.
 - Mauritius & Dependencies.
 - Mortserrat.
 - North Borneo (incl. Labuan).
 - Persian Gulf, British Post Offices in Bahrain, Dubai (incl. Sharjah), Muscat and Qatar (Doha and Umm Said).
 - Pitcairn Island.
 - Rhodesia & Nyasaland, Federation of.
 - St. Christophe (St. Kitts)—Nevis-Anguilla.
 - St. Helena.
 - St. Lucia.
 - St. Vincent.
 - Sarawak.
 - Seychelles.
 - Sierra Leone.
 - Solomon Islands.
 - Tonga or Friendly Islands.
 - Trinidad & Tobago.
 - Tristan Da Cunha.
 - Turks & Caicos Islands.
 - Virgin Islands (British).
 - Zanzibar.
- 37. Greece.
 - 38. Guinea (Republic of).
 - 39. Hungarian People's Republic.
 - 40. Iceland (Republic of).
 - 41. India.
 - 42. Indonesia (Republic of).
 - 43. Iran.
 - 44. Iraq (Republic of).
 - 45. Ireland.
 - 46. Italy.
 - 47. Ivory Coast (Republic of the).
 - 48. Jamaica.
 - 49. Japan.

APPENDIX " B "

<i>Serial No.</i>	<i>Name of Country</i>
50.	Jordan (Hashemite Kingdom of).
51.	Kenya.
52.	Kuwait.
53.	Laos (Kingdom of).
54.	Lebanese Republic.
55.	Libya, Kingdom of.
56.	Liechtenstein (Principality of).
57.	Luxembourg.
58.	Madagascar Republic.
59.	Malysia.
60.	Mali (Republic of).
61.	Monaco (Principality of).
62.	Mongolian People's Republic.
63.	Morocco (Kingdom of).
64.	Netherlands. —Netherlands New Guinea.
65.	Netherlands Antilles and Surinam.
66.	New Zealand. —Cook (or Hervey) Islands. —Somoa (West).
67.	Nicaragua.
68.	Niger (Republic of the).
69.	Nigeria (Federal Republic of).
70.	Norway.
71.	Pakistan.
72.	Paraguay.
73.	Polish People's Republic.
74.	Portugal
75.	Portuguese Provinces in West Africa. —Angola. —Cape Verde Islands. —Portuguese Guinea. —St. Thomas & Prince Islands.
76.	Portuguese Provinces in East Africa, Asia and Oceania. —Macao. —Mozambique. —Portuguese India. —Portuguese Timor.

APPENDIX " B "

<i>Serial No.</i>	<i>Name of Country</i>
77.	Romanian Socialist Republic.
78.	Rwandese Republic.
79.	San Marino (Republic of).
80.	Saudi Arabia (Kingdom of).
81.	Senegal (Republic of).
82.	Siera Leone.
83.	Singapore.
84.	Somali.
85.	Spain.
86.	Spanish Territories of Africa. —Ifni. —Spanish Sahara (incl. Rio de Oro). —Spanish Guinea (Rio Muni & Fernando Po).
87.	Sweden.
88.	Swiss Confederation.
89.	Syrian Arab Republic.
90.	Thailand.
91.	Togolese Republic.
92.	Trinidad and Tobago.
93.	Tunisia.
94.	Turkey.
95.	Uganda.
96.	Ukranian Soviet Socialist Republic.
97.	Union of Soviet Socialist Republics.
98.	United Arab Republic.
99.	United Republic of Tanzania.
100.	Upper Volta (Republic of).
101.	Uruguay (Eastern Republic of).
102.	Vatican City State.
103.	Venezuela (Republic of).
104.	Viet-Nam.
105.	Yemen, Arab Republic.
106.	Yugoslavia (Socialist Federal Republic of).

APPENDIX "C"

[See Rule 70 (3)]

Amount of deficiency		Amount to be marked (which will represent double the amount of deficiency)		Amount of deficiency		Amount to be marked (which will represent double the amount of deficiency)	
(In paisa)		(in gold cents)		(In paisa)		(in gold cents)	
1 to 4	5	52	67
5	6	53	68
6	8	54	69
7	9	55	71
8	10	56	72
9	12	57	73
10	13	58	74
11	14	59	76
12	15	60	77
13	17	61	78
14	18	62	79
15	19	63	81
16	21	64	82
17	22	65	83
18	23	66	85
19	24	67	86
20	26	68	87
21	27	69	88
22	28	70	90
23	29	71	91
24	31	72	92
25	32	73	94
26	33	74	95
27	35	75	96
28	36	76	97
29	37	77	99
30	38	78	100
31	40	79	101
32	41	80	103
33	42	81	104
34	44	82	105
35	45	83	106
36	46	84	108
37	47	85	109
38	49	86	110
39	50	87	112
40	51	88	113
41	53	89	114
42	54	90	115
43	55	91	117
44	56	92	118
45	58	93	119
46	59	94	121
47	60	95	122
48	62	96	123
49	63	97	124
50	64	98	126
51	65	99	127
				100	128

**BRITISH EQUIVALENTS OF DECIMAL METRIC MEASURES OF
WEIGHT AND DISTANCE**

The actual British equivalents of the more common measures of weight and distance of the metric system are given below :—

MEASURES OF WEIGHT

An Ounce = 28.35 Grammes			A Gramme = .035 Ounce		
lb.	oz.	Grammes	Grammes	lb.	oz.
0	1	28.35	1	0	.035
0	2	56.70	2	0	.070
0	3	85.05	3	0	.106
0	4	113.40	4	0	.141
0	5	141.75	5	0	.176
0	6	170.10	6	0	.212
0	7	198.45	7	0	.247
0	8	226.80	8	0	.282
0	9	255.15	9	0	.317
0	10	283.50	10	0	.353
0	11	311.84	20	0	.705
0	12	340.19	30	0	1.058
0	13	368.54	40	0	1.411
0	14	396.89	50	0	1.764
0	15	425.24	60	0	2.116
1	0	454.60	70	0	2.469
2	0	907.18	80	0	2.822
3	0	1361.00	90	0	3.175
4	0	1814.00	100	0	3.53
5	0	2268.00	200	0	7.05
6	0	2722.00	300	0	10.58
7	0	3175	400	0	14.11
8	0	3629	500	1	1.64
9	0	4082	600	1	5.16
10	0	4536	700	1	8.69
20	0	9072	800	1	12.22
30	0	13608	900	1	15.75
40	0	18144	1000	2	3.3
50	0	22680	2000	4	6.5

APPENDIX " E "

MEASURES OF DISTANCE

1 centimetre	= .3937 inch.	1 inch	= 2.54 centimetres.
1 metre (100 centimetres)	= 39.3707 inches.	1 foot (12 inches)	= 30.48 centimetres.
1 kilometre (1,000 metres)	= 1093.6330 yards. or .6213 statute mile.	1 yards (3 feet)	= 91.44 centimetres.
50 kilometres	= (almost) 31 statute miles.	1 statute mile (1,760 yards)	= 1.6093 kilometres.
1 mile marine	= { 1 nautical mile. 1.153 statute miles.	31 statute miles	= (almost) 50 kilometres.
		1 nautical mile.	= { 1 mile marine or 1.8555 Kilometres.

APPENDIX " E "

(International Forms)

105—106

(Front)

FMS-3	C1
CUSTOMS	
—— May be opened officially ——	
(Part to be detached if the article is accompanied by a customs declaration. Otherwise to be filled up).	
Detailed description of the goods :	
.....	
.....	
.....	
Value: (Specify the currency)	
.....	
Net weight :	

(Size : 52×74 mm Colour : green)

(Back)

IMPORTANT
The contents of your item should be described in an accurate and complete manner on the front of this form. Non-observance of this condition may lead to delay of the item and inconvenience to the addressee, or even lead to the seizure of the item by the customs authorities abroad.

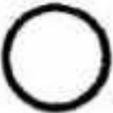
Tie-on label C1

C4

R	LAUSANNE I
	No. 460

(Size: 37×13 mm.)

Front

MS-7(a)	C 6	
POSTAL ADMINISTRATION	Date stamp	
OF PAKISTAN		
On postal service (4)		
<table border="1"><tr><td>Total of charges to be collected...fr....c(1)</td></tr></table>	Total of charges to be collected...fr....c(1)	
Total of charges to be collected...fr....c(1)		
COLLECTIVE ENVELOPE (2) for the redirection of correspondence(3) (this envelope may be opened by the office of delivery)		
<p>(1) If there are charges to be collected mark with a 'T' stamp in the middle of the upper part of the collective envelope.</p> <p>(2) The weight of the envelope and its contents should not exceed 500 grammes (18 oz.).</p> <p>(3) Except articles to be submitted to customs control and those which might cause tears.</p> <p>(4) If the articles are for sailors or passengers aboard the same ship or persons travelling as a party, the collective envelope bears the name of the ship or the agency to which the items are to be delivered.</p> <p>(5) Strike out this indication if necessary.</p>	<p style="text-align: center;">Exact address of addressee</p> <p>..... (Name of addressee) (4)</p> <p>Care of(5)</p> <p>..... (Street and number)</p> <p>..... (Place or office of destination) (Country of destination)</p>	

Size : 229X162 mm.

Back

<table border="1"><tr><td>To be presented open at the reforwarding post office</td></tr></table>	To be presented open at the reforwarding post office
To be presented open at the reforwarding post office	

FMS-19 (a)
POSTAL ADMINISTRATION
OF PAKISTAN

C 7

OFFICE OF.....

REQUEST

- (1) { FOR WITHDRAWAL FROM THE POST
FOR ALTERATION OF ADDRESS
FOR CANCELLATION OR ALTERATION OF THE AMOUNT OF A TRADE CHARGE
address to.....
(office of destination or service designated to deal with the request)

REQUEST BY POST (2)

(To be sent as a registered article at the expense of the applicant, by air if so requested)

I. REQUEST FOR WITHDRAWAL (1)

Please return to the office of.....
(office of origin)
to be restored to the sender, the.....
(nature of article)
no. (1).....despatched on the.....19....
the (1) envelope
address of which agrees with the facsimile attached.

II. REQUEST FOR ALTERATION OF ADDRESS (1)

Please replace.....
(old particulars)
by.....
(new particulars)
in the address of the.....
(nature of article)
no.....despatched on the.....19....
from the office of.....
the (1) envelope
address of which agrees with the facsimile attached.

The article should be redirected by (1) Surface/air route.

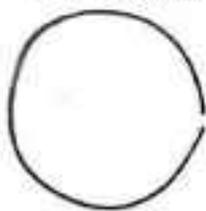
III. REQUEST FOR THE CANCELLATION OR ALTERATION OF THE AMOUNT OF A TRADE CHARGE(1)

Please(1) { canceled
reduced to }.....the trade charge marked on
{ increase to } (amount, to be written in words)
the.....no.....of the office of.....
(nature of article)
addressed on the.....19.... to.....
(exact address of addressee)

the (1) envelope
address of which agrees with the facsimile attached.

The corrected trade charge money order is attached (1).

.....the.....19....,the.....19..
Office stamp Official in-charge of the office where the request originates: Signature of sender:



(1) Strike out whichever entry does not apply.

REQUEST BY TELEGRAPH (1) (2)
(Telegram at the expense of the applicant)

I. REQUEST FOR WITHDRAWAL FROM THE POST (3)

(3) { Postbur
Postex.....
Postgen _____

Return.....
no. (3)..... from (3)..... addressed on the..... 19.....
(nature of article)
(name of office of posting)(4)
to.....
(exact address of addressee)

(Description: Particulars of the sender (if any), form and colour of the article, seal (if any), notes and signs of any kind).....

Postbur—Postex—Postgen (3)
(without signature)

II. REQUEST FOR ALTERATION OF ADDRESS (3) (5)

(3) { Postbur
Postex.....
Postgen _____

Replace.....
by.....
on.....
(old particulars)
(new particulars)
(nature of article)

no. (3)..... from (3)..... addressed on the..... 19.....
(name of office of posting)(4)
to.....
(exact address of addressee)

(Description: Particulars of the sender (if any), form and colour of the article, seal (if any), notes and signs of any kind).....

Postbur—Postex—Postgen (3)
(without signature)

III. REQUEST FOR THE CANCELLATION OR ALTERATION OF THE AMOUNT OF A TRADE CHARGE (3)(6)

(3) { Postbur
Postex.....
Postgen _____

(2) { Cancel trade charge
Reduce to..... the trade charge on
Increase to.....
(new amount, to be written in words)

no..... from (2)..... addressed on the..... 19.....
(nature of article)
(name of office of posting (4))
to.....
(exact address of addressee)

Postbur,—Postex—Postgen (3)
(without signature)

Stamp of the office where the request originates....., the..... 19.....

....., the..... 19.....

Official in-charge of the office where the request originates:

Signature of the sender:

- (1) If the request is sent by post, strike out this section.
- (2) If the UPU telegraphic code is used, make out a draft of the telegram.
- (3) Strike out whichever entry does not apply.
- (4) When the request is forwarded by the Central Administration or specially designated office.
- (5) If insured letters or boxes or parcels or money orders are concerned, confirm the request by the first mail.
- (6) Confirm the request by the first mail.

FMS-18 C 8

POSTAL ADMINISTRATION

OF PAKISTAN.....

OFFICE OF.....

Stamp of the
office despatching
the enquiry

ENQUIRY

concerning an unregistered article

(A single form is sufficient for several articles posted at the same time at the same office by the same sender to the same address)

**I. PARTICULARS TO BE FURNISHED BY THE APPLICANT
(Sender or addressee)**

Questions 1	Answers 2
Indicate:	
1 ^o the nature of article (letter, postcard, commercial paper, newspaper or other printed paper, sample packet, etc.), and whether it is an express or air-mail item
2 ^o the address on the article
—Was it written on the article, or gummed or tied on?.....
—Is a facsimile of the address of the article attached?
3 ^o the exact address of the addressee.....
4 ^o the exact or approximate date of posting.....
5 ^o the name and exact address of the sender.....
6 ^o the contents of the article, as precisely and completely as possible.....
7 ^o The size of the article.....
8 ^o the person (sender or addressee) to whom the article, if found, should be sent.....

II. PARTICULARS TO BE FURNISHED BY THE SENDER

Indicate:	
9 ^o the date and time of posting of the article.....
10 ^o the name of the post office or position of the letter-box where the article was posted
—Was the article posted by the sender himself or by someone else?.....
—If the later, by whom?.....
11 ^o the amount of postage prepaid on the article.....
—Was it prepaid for transmission by air or by surface route?.....
—Was it marked "By express" or "By air mail"?

III. DETAILED INFORMATION FROM THE OFFICE OF ORIGIN

C 8

.....
.....
.....

IV. PARTICULARS TO BE FURNISHED BY THE ADDRESSEE

Questions
1

Answers
2

Indicate :

12° whether the article has reached the addressee..
—If so, on what date ?.....

13° whether correspondence is normally called for
at the post office or delivered to the place of
address

—If called for at the post office, to whom is it
handed ?.....

—if delivered to the place of address, is it
handed directly to the addressee or to a
person in his service, or is it put in a special
box?

—If in a box, is the box a locked one and regularly
cleared?

14° whether correspondence has previously been lost

—If so, what was the origin of the lost corres-
pondence?.....

V. DETAILED INFORMATION FROM THE OFFICE OF DESTINATION

.....
.....
.....
.....
.....
.....
.....
.....
.....

This form should be returned to.....

FMS-21(a)

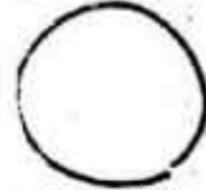
C 10

POSTAL ADMINISTRATION
OF PAKISTAN
OFFICE OF.....

Stamp of
despatching office

ADVICE

concerning the use



(1) { of postage stamps presumed to be fraudulent
of impressions of (1) { franking machines
printing presses } presumed to be fraudulent

Advice of despatch (2), by registered post, of the article of correspondence described below which apparently bears

(1) { a counterfeit postage stamp
an already used
a counterfeit franking machine impression
an already used
a counterfeit printing press impression
an already used

Nature of the article :.....

Office of origin :.....

Date of posting :

Copy of the address :.....

Presumed irregularity:.....

Observations, if any :.....

Signature

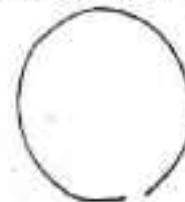
(1) Strike out whichever entry does not apply.
(2) In addition to despatch to the office of destination a copy of the form C-10 is set to the Administrations of origin and destination.

FMS-21

C 11

POSTAL ADMINISTRATION
OF PAKISTAN

Stamp of the Office
preparing the report.



REPORT (1)

concerning the use

(2) { of postage stamps presumed to be fraudulent
of impressions of (2) {franking machines } presumed to be fraudulent
printing presses }

Report drawn up at.....
in accordance with article 47 of the Universal Postal Convention of Ottawa 1957 and article
187 of its Detailed Regulations in the year nineteen hundred..... on the.....

I, the undersigned (3).....
.....(office)
acting in accordance with article 47 of the Universal Postal Convention of Ottawa 1957 and
article 187 of its Detailed Regulations and being present at the examination of (4).....
.....despatched on the..... 19..... from (5)
addressed to.....

weighing.....and prepaid to the amount of.....

hereby declare that this article would (2) { (2) a counterfeit postage stamp
an already used
() a counterfeit franking machine impression
an already used
(2) a counterfeit printing press impression
an already used

The addressee has declared to me (2) { that the article was sent by (6).....
.....
that the sender is unknown to him.
that he refuses to divulge the name of the sender

(1) { Consequently,
I have delivered to him.....
I have seized.....
in order to send it to the Postal Administration of (7).....
Observations, if any :.....

In faith whereof, I have, in single copy, drawn up the present declaration order that
effect may be given to article 47 of the Convention and to article 187 of the Detailed Regula-
tions mentioned above.

Signature of addressee
or his attorney

Signature of the official of the office
preparing the report

- (1) To be sent by registered post to the Administration of origin.
- (2) Strike out whichever entry does not apply.
- (3) Rank of official.
- (4) Nature of the article letter (postcard, commercial papers, printed paper, sample etc.)
- (5) Office of origin.
- (6) Name and address of the sender if he lives in a large town, give the name of the street and the house number.
- (7) The Administration of origin of the article.

V. LIST OF REGISTERED ARTICLES (continued) (1)

Serial No.	Office of origin	Registration No. of the article	Observations	Serial No.	Office of origin	Registration No. of the article	Observations
1	2	3	4	1	2	3	4
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			
31				61			
32				62			
33				63			
34				64			
35				65			
36				66			
37				67			
38				68			
39				69			
40				70			
41				71			
42				72			
43				73			
44				74			
45				75			

(1) The use of the back of the form for the continuation of table V is optional.

APPENDIX " E "

FMS-4 C 13

DESPATCHING ADMINISTRATION PAKISTAN ADMINISTRATION OF DESTINATION

Stamp of the despatching office of exchange Stamp of the office of exchange of destination

SPECIAL LIST No.

Registered articles included in the mail No. (1).....

of the (2).....19..

from.....for.....

Serial No.	Office of origin	Registration No. of the article	Observations	Serial No.	Office of origin	Registration No. of the article	Observations
1	2	3	4	1	2	3	4
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			

Official of the despatching office of exchange : Official of the office of exchange of destination :

.....

1 To be filled in only for numbered mails. 2 To be filled in only for unnumbered mails.

FMS-14

C 14

POSTAL ADMINISTRATION
OF PAKISTAN

OFFICE OF.....

SERVICE WITH ADMINISTRATION

OF.....

Stamp of the
despatching office
of the note



Stamp of the office
of destination
of the note



VERIFICATION NOTE No.....(1)

concerning the exchange of mails

Errors and irregularities of any kind
observed in the mail no. (2).....

from the office of exchange of.....

for the office of exchange of.....

despatched on the.....19....., at.....h.....m

Errors or irregularities

(Non-receipt of the mail, non-receipt of registered articles or of the letter bill, mail tampered with, bag in a bad condition, incorrect entries on forms AV2, AV7, etc.) (3)

Multiple horizontal lines for recording errors or irregularities.

(continue overleaf, if necessary)

.....th.....19.....

Officials of the office which
prepares the note :

.....
.....

....., the.....19.....

Seen and accepted :
Official in charge of the office
to which the note is addressed.

.....

(1) To be sent by registered post.
(2) Strike out "no....." if the mail is not numbered.
(3) Enumerate the annexes, if any.

V. LIST OF REGISTERED ARTICLES (continued) (1)

Serial No.	Office of origin	Registration no. of the article	Observations	Serial No.	Office of origin	Registration no. of the article	Observations
1	2	3	4	1	2	3	4
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			
31				61			
32				62			
33				63			
34				64			
35				65			
36				66			
37				67			
38				68			
39				69			
40				70			
41				71			
42				72			
43				73			
44				74			
45				75			

(1) The use of the back of the form for the continuation of Table V is optional.

FMS-26

C 19

NOTICE.—This form is to be forwarded unenclosed simultaneously with the mail to which it refers and is to be filled up before being sent on.

Despatching Administration
Pakistan

Administration of Destination

TRANSIT BULLETIN

Date stamp of the
despatching office

Date stamp of the
office of destination



concerning the mail statistics
Despatching office (1)
Office of destination (1)



(2) _____ Number
_____ of the mail.....
Date of despatch

Number of bags (not counting bags of empty containers and other "Exempt" Bags).....

N.B.—Each Administration may use only one horizontal line of the form for particulars concerning land transit and only one line for sea transit, if any.

The information concerning the transit should be entered successively by the inward and outward offices of exchanges of each intermediate Administration, to the exclusion of every other office, beginning with the first inward office of exchange. The last intermediate office of exchange should send the form directly to the office of destination; there the exact date of arrival of the despatch is shown, the Bulletin attached to the relevant statement C 17 and the whole returned to the despatching office.

Transit	Date-stamp of the inward office of exchange	Date-stamp of the outward office of exchange	Services used (In the case of land transit, indicate T.t., and the route followed. In the case of sea transit, indicate T.m., the route followed, the name of the ship and that of the shipping line)	Country to which the transit charges should be paid
1	2	3	4	5
1st transit	○	○		
2nd transit	○	○		
3rd transit	○	○		

(For any additional transits, use the back of this form)

1. To be filled in by the despatching office
2. Strike out whichever entry does not apply

APPENDIX " E "

C 19 (Back)

Transit 1	Date stamp of the inward office of exchange 2	Date stamp of the outward office of exchange 3	Services used (In the case of land transit, indicate T.t. and the route followed. In the case of sea transit, indicate T.m., the route followed, the name of the ship and that of the shipping line). 4	Country to which the transit charged should be paid 5
4th transit	○	○		
5th transit	○	○		
6th transit	○	○		
7th transit	○	○		
8th transit	○	○		

FMS-28

C 21

POSTAL ADMINISTRATION
OF PAKISTAN

STATEMENT OF TRANSIT CHARGES

Space for observations, if any

.....

.....

Statement showing the total amounts of the reciprocal detailed accounts between the Administrations of (1).....and (2).....

Sums due for the year..... on the basis of the statistics of.....	Carry forward from the detailed accounts C 20			
	of(1).....		of(2).....	
	fr.	c.	fr.	c.
Amount of provisional payment made by the Administration				
of.....				
Totals				
Deduction				
Balance to the credit of the Administra- tion of.....				

....., the.....19.... Signature :.....

(1) Name of the Administration which prepares the statement.
(2) Name of the corresponding Administration.

UNIVERSAL POSTAL UNION		Control stamp of the Country of origin (date optional)
(1)..... (2).....	INTERNATIONAL REPLY COUPON	Design
UNIVERSAL POSTAL UNION	(3) This coupon is exchangeable in any Country of the Universal Postal Union for a postage stamp or postage stamps representing the amount of postage for an ordinary single-rate letter destined for a foreign country. (Design)	Design
UNIVERSAL POSTAL UNION	(4) (5)	Stamp of the office which performs the exchange
INTERNATIONAL REPLY COPON		

- (1) Name of the country of issue.
- (2) Selling Price in the country of issue.
- (3) This explanation is repeated on the back in the languages of several countries.
- (4) Translation of the words "Coupon-reponse International" (International Reply Coupon) in the language of the Country of issue.
- (5) This space is occupied by a translation of the text (3) in the language of the Country of issue.

POSTAL ADMINISTRATION
OF PAKISTAN

DETAILED MONTHLY ACCOUNT
OF CUSTOMS, ETC. CHARGES

Customs, etc., charges paid by the Administration of.....
on behalf of the Administration of.....
Month of.....19....

Serial no.	Date of the advance	Number of the franking note	Office which has made the advance	Amount of each franking note	Observations
1	2	3	4	5	6
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
Total			

....., the.....19....

Signature :
.....

FMS-30

C 27

DESPATCHING ADMINISTRATION
OF PAKISTAN

ADMINISTRATION OF DESTINATION

TRAIL NOTE

to determine the most favourable route for a⁽¹⁾ $\frac{\text{letter}}{\text{parcel}}$ mail

(To be filled in by the despatching office)

(1) $\frac{\text{Letter}}{\text{Parcel}}$ (1) $\frac{\text{Air}}{\text{Surface}}$ mail no....from the

office of.....

for.....

of the.....19....

sent (1) { by the air line no.....
by the ship.....
by.....

.....

.....

.....

The despatching office :

.....

(To be filled in by the office of destination)

The mail shown opposite was received by the office of.....

on the.....19....at.....hr.....m.

{ by the air line no.....

(1) { by the ship.....

{ by.....

(2) Correspondence addressed to persons living in the delivery area of the undersigned

office was delivered on the.....19....,

by the....delivery beginning at....hr....m.

The office of destination :

.....

To be returned by air mail to the office

of.....

(1) Strike out whichever entry does not apply.
(2) Concerns only letter mails.

- FMS-39 : White label (Unregistered articles).
- FMS-40 : Red label (Registered articles).
- FMS-41 : Light blue label (A. O. articles).
- FMS-42 : Green label (*sacs vides*).

C 28

Djakarta	<p>Despatch No.....Date of despatch.....</p> <p>from KARACHI Foreign</p> <p>to</p> <h1>Djakarta</h1> <p>via.....</p> <p>ship.....</p>
-----------------	---

Size : 12X60 mm.

Corr.-61

C 29

POSTAL ADMINISTRATION
OF PAKISTAN

ROUTINE CORRESPONDENCE (1)

between the Administration of..... and that of _____

No..... Reply to me.....

Date..... Dated.....

Subject.....

(1) A letter, written on this form does not require any preamble, salutations or even address of the addressee.

APPENDIX " E "

DESPATCHING OFFICER C 30
 Despaching Administration
 PORTUGAL
 DESPACHING OFFICE
 LISBON

AO

for **ANKARA**

.....
 —in case of error please attach this label
 to the verification note.

Size 105X74 mm. colour white

DESPATCING OFFICER C 30
 Despaching Administration
 PORTUGAL
 DESPACHING OFFICE
 LISBON

LC

for **ANKARA**

.....
 —in case of error please attach this label
 to the verification note.

Size 105X74 mm colour light blue.

DESPATCHING OFFICER C 30
 DESPACHING ADMINISTRATION
 PORTUGAL
 DESPACHING OFFICE
 LISBON

R $\frac{LC}{AO}$

(number of registered items.....)

for **ANKARA**

.....
 —in case of error please attach this label
 to the verification note.

Size 105X74 mm colour pink

VD-1

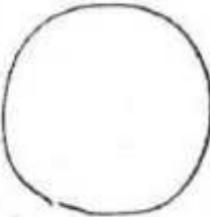
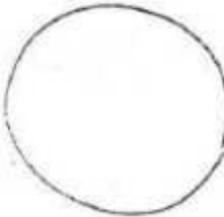
POSTAL ADMINISTRATION
OF PAKISTAN

TABLE VD-1

Showing the Countries for which the Postal Administration of.....
is able to serve as intermediary for the exchange of insured letters and boxes.

Serial number	Country of destination	Routes	Intermediate Countries and sea services to be used	Limit of insured value	Admission of insured boxes	Number of Customs declarations to be attached to boxes	Observations
1	2	3	4	5	6	7	8

APPENDIX " E "

FMS-20	VD-3				
COUNTRY OF ORIGIN PAKISTAN	COUNTRY OF DESTINATION				
_____ Stamp of despatching office of exchange	_____ Stamp of office of exchange of destination				
	DESPATCH LIST No..... OF INSURED LETTERS AND BOXES despatched by the office of exchange of..... to the office of exchange of.....				
_____ Despatch No.....of the.....19.... at.....h.....m.					
Serial number	Office of origin	Registration number of the article	Place of destination	Amount of insured value	Observations
1	2	3	4	5	6
1				fr.	
2					
3					
4					
5					
.					
.					
.					
21					
Officials of the despatching office:			Officials of the office of destination:		

FMS-9
POSTAL ADMINISTRATION
OF PAKISTAN

VD-4

REPORT (1)

concerning the (2) { loss
theft
damage
other irregularities } in respect of an insured (2) letter
box

Report drawn up on the.....19..... at.....h.....
by the office of.....
Office of posting:.....Date of posting:.....19.....
Number of article:.....
Sender:.....
Addressee:.....
Insured value:.....Trade charge:.....
Weight shown on article:.....Weight observed on arrival:.....
Packing:.....

Number of seals:.....Private mark on seals:.....

The article(2) is missing damaged in the(2) inner bag of which(2) the closing was intact.
arrived undamaged outer lead sealing was not

The mail arrived on the.....19..... at.....h.....m.....
(2) { by travelling post office.....
in the railway van No.....
by the ship.....
by the air line.....

The article was entered on the despatch list no.....from.....of the.....19.....

The packing of the article is considered (2) to be in accordance with regulations.
not to be

(2) { according to the addressee
sender
invoice } the contents should have comprised.....
{ from the invoice
customs declaration }

P.T.O.

(1) To be sent by registered post.
(2) Strike out whichever entry does not apply

On examination (1) in the presence of the (1) $\frac{\text{addressee}}{\text{sender}}$, it has been established.....

.....
.....
.....
.....

(1) { Consequently } the following $\frac{\text{is}}{\text{are}}$ missing.....
 { According to the addressee }
 { According to the sender }

.....
.....
.....

(1) $\frac{\text{the addressee}}{\text{the sender}}$ estimates at an amount of..... the loss by { loss, theft, damage. }

(1) { Loss, Theft, Damage } is due to.....

.....
.....

(1) After repacking and weighing, the new weight is.....: the article has been forwarded to destination.

(1) The contents have been destroyed by the undersigned office.

(1) The packing is held here.

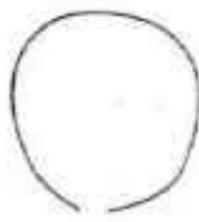
The addressee refuses the article

(1) _____ but claims an indemnity of.....

The sender has accepted the article,

(1) The following are annexed to this report: packing, bag, string, seals, lead seals, etc (2):

In faith thereof, we have drawn up this report, of which a duplicate has been sent to.....

Date stamp of the office 	Signature of two postal officials. 	Signature of the addressee or sender.
--	---	---

(1) Strike out whichever entries do not apply.
(2) Indicate precisely the packet or bag concerned.

APPENDIX " E "

FMS-34

AV-5

CREDITOR ADMINISTRATION

DETAILED ACCOUNT

regarding air mail

(Basis : actual weights)

(1) { Monthly statement of the sums due to the Administration of for the air
 { Quarterly conveyance of air mail originating in during the (1) { month of 19....
 { quarter of 19....

Country of destination 1	Class of correspondence 2	Weight carried during the month or months of						Total weight for the (1) { month quarter		Cost of conveyance per kg.		Total conveyance charges due	
		3		4		5		6		7		8	
		kg.	g.	kg.	g.	kg.	g.	kg.	g.	fr.	c.	fr.	c.
.....	LC
	AO (2)
.....	LC
	AO (2)
.....	LC
	AO (2)
.....	LC
	AO (2)
.....	LC
	AO (2)
Increase of 5% on the total due for transit à découvert													
Final total													

....., the 19....

The creditor Administration :

....., the 19....

Seen and accepted,
 The debtor Administration :

(1) Strike out whichever entry does not apply.
 (2) Including parcels

Front

AV. 8 FMS-37

SALISBURY (RHODESIA) Mail No.....Date of despatch.....

By air mail

From Karachi Foreign
for

Salisbury

(Rhodesia)

SALISBURY (RHODESIA) Line No.....

Airport of transhipment.....

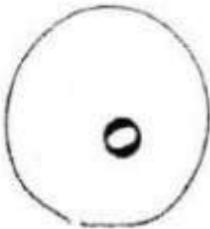
Size : 5"x2½"

Back

L Ckg.....

AO kg.....

Total kg.....



Front

AV 9.

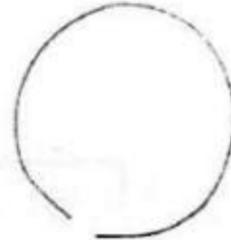
POSTAL ADMINISTRATION OF

DESPATCHING OFFICE

DATE STAMP OF

Air Mail Despatch

No.....(1) Without documents (1)



from Lisbon=EPA for

Salisbury

(RHODESIA)

Line No.....

Airport of transshipment.....

Weight : LC.....g.

AO.....g.

Total.....g.

(1) Strike out whichever entry does not apply.

DESPATCHING OFFICER	AV-10
	DESPATCHING ADMINISTRATION SWEDEN DESPATCHING OFFICE STOCKHOLM FLYG
LC	BY AIR MAIL
for	MADRID AP
.....	
—In case of error please attach this label to the verification note.	

Size : 105X74 mm, colour white

DESPATCHING OFFICER	AV-10
	DESPATCHING ADMINISTRATION SWEDEN DESPATCHING OFFICE STOCKHOLM FLYG
AO	BY AIR MAIL
for	MADRID AP
.....	
—In case of error please attach this label to the verification note.	

Seize : 105—77 mm, colour light blue

DESPATCHING OFFICER	AV-10
	DESPATCHING ADMINISTRATION SWEDEN DESPATCHING OFFICE STOCKHOLM FLYG
R ^{LC} _{AO}	BY AIR MAIL
for	(Number of registered items)
	MADRID AP
.....	
—In case of error please attach this label to the verification note.	

Size : 105X74 mm, colour pink.

APPENDIX " E "

EXPLANATORY DIAGRAM

Method of looping string round the neck of mail bags to secure them.

[See Rule 84]

