

# POSTS AND TELEGRAPHS MANUAL

Volume II

## GENERAL REGULATIONS

---

**FIRST EDITION**

*(CORRECTED UP TO 1st SEPTEMBER, 1950)*



*Published Under the Authority of the  
Director-General of Posts and Telegraphs*

PUBLISHED BY MANAGER OF PUBLICATIONS, KARACHI.  
PRINTED AT THE MERCANTILE PRESS, LAHORE.

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Volume II

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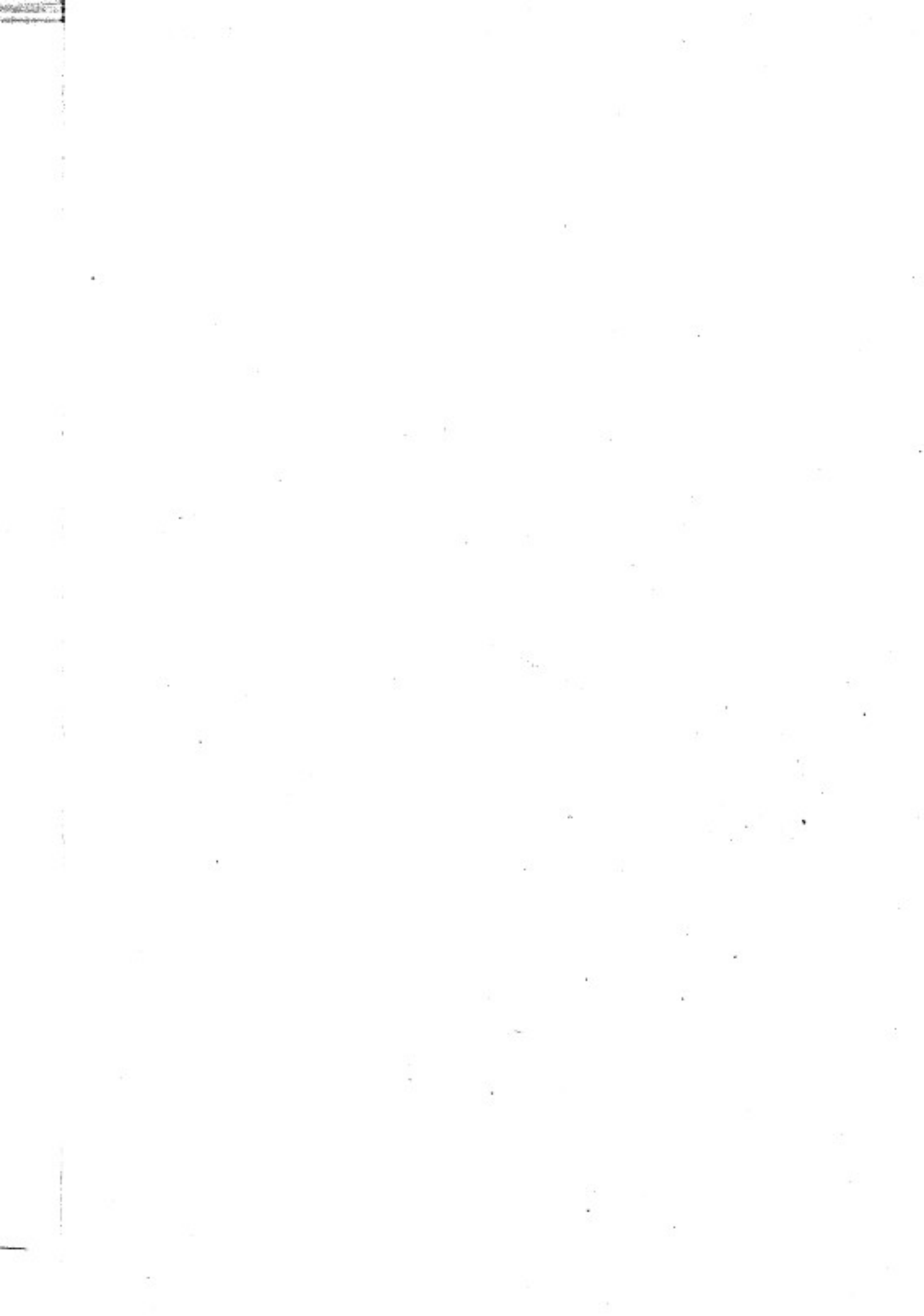
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## PREFACE.

The Volumes of the *Posts and Telegraphs Manual* contain mainly the rules intended for the guidance and instructions of officers of the Department in the performance of their administrative and executive duties. Rules relating to the accounts work of the Department appear in the different Volumes of the Account Codes published by the Accountant-General, Posts and Telegraphs, under the authority of the Auditor-General. There are, however, certain rules which contain instructions or lay down procedure involving both executive and accounts work and for the sake of convenience these rules appear in the *Posts and Telegraphs Manual*. A list of such rules, if any, has been added at the end of each Chapter except in the case of *Posts and Telegraphs Manual*, Volume V, in which it appears as Appendix B.

2. The principle underlying the arrangement of the different Volumes is as follows:—

*Volume I (Legislation: Enactments)* contains the Acts and Notifications relating to the Pakistan Posts and Telegraphs Department.

*Volume II (General Regulations)* contains Rules of a general nature applicable to the different branches of the Department, viz., Post Office, Railway mail Service, Telegraph Traffic, Telegraph Engineering and Wireless, under the following heads:—Organisation; Discipline; Appraisals and Pensions; Personal Matters; Security Deposits; Stamps; Forged, counterfeit and defaced postage stamps, silver coins and currency notes; Printing; Contracts; Buildings; Miscellaneous Rules; Budget estimates and control; List of Returns due from the Direction; Government Servants' Conduct Rules; and Distribution of publications, etc.

*Volume III* contains Schedules showing the administrative powers of the different classes of officers of the Pakistan Posts and Telegraphs Department.

*Volume IV (Establishments)* contains rules regarding establishments in the different branches of the Department, e.g., appointments, promotions, examinations, transfers, revision of establishments, and procedure regarding the grant of leave and pension.

*Volume V (Post Office and Railway Mail Service: General Regulations)* contains rules of a general nature applicable both to the Post Office and Railway Mail Service.

*Volume VI (Post Office)* contains special regulations for the Post Office.



*Volume VII (Railway Mail Service)* contains special regulations for the Railway Mail Service.

*Volume VIII (Post Office and Railway Mail Service Supervising Officers)* contains regulations for the guidance of the Supervising Officers of the Post Office and the Railway Mail Service.

*Volume IX (Telegraph Traffic)* contains special regulations for the Telegraph Traffic.

*Volume X (Telegraph Engineering)* contains special regulations for the Telegraph Engineering.

*Volume XI, Parts I and II—Traffic Instructions (General and Inland).*

*Volume XI, Part III—Traffic Instructions—Appendices.*

*Volume XI, Part IV—Traffic Instructions—Foreign.*

3. *Rules for Branch Offices* appear as a separate publication and contain regulations for the guidance of Branch Post-Masters.

4. The rules contained in this first edition of this Volume (*vide*, Volume II) are printed as generally modified up to 1st September, 1950. Any errors, omissions or irregularities noticed should be promptly reported to the Director-General of Posts and Telegraphs, Karachi, by Heads of Circles and other officers directly subordinate to the Director-General. These rules must be carefully read by all officers of the Posts and Telegraphs Department to whom they are supplied, as no breach of the rules will be excused on the plea of ignorance.

Karachi :  
1st September, 1950. }

S. A. SIDDIQUI  
*Director-General of Posts and Telegraphs.*

## NOTICE.

The postmasters' personal duties prescribed in rule 272 273, 403, 631, 648-652, and 711-720 or in any of them may under the orders of the Head of the Circle, be performed by the deputy postmaster, assistant postmaster, supervisor or head clerk in the case of head offices and by the deputy sub-postmaster, assistant sub-postmaster, supervisor or head clerk in the case of sub-offices.



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# Posts and Telegraphs Manual

## Volume II.

### GENERAL REGULATIONS.

#### CHAPTER I.

#### ORGANISATION.

##### Exclusive privileges of Government.

1. The Governor-General has the exclusive privilege of conveying letters by post, and of establishing, maintaining and working telegraphs (including wireless) and telephones within Pakistan. The privileges and powers of Government in respect of Posts and Telegraphs and cognate matters are dealt with in the *Post Office Act*, the *Telegraph Act*, as adapted in Pakistan the *Wireless Telegraphy Act* and the *Wireless Telegraphy Possession Rules*. Officers of the Department are required to guard against any infringement of these privileges.

##### Direction.

2. The control of postal, telegraph and telephone services in Pakistan is vested in the Director-General of Posts and Telegraphs, who functions under the administrative control of the Government of Pakistan in the Department of Communications. The Director-General exercises the administrative and financial powers shown, respectively, in the *Posts and Telegraphs Manual*, Volume III, the *Book of Financial Powers* and in the *Schedule of Financial Powers of Officers of the Pakistan Posts and Telegraphs Department*.

##### 3. Cancelled.

##### Direction officers.

4. For purposes of administrative convenience, the postal and telegraph services are divided into four distinct branches, *viz.*, Postal, Engineering, Wireless and Traffic, and the Director-General is assisted in the general administration of the four branches by the undermentioned officers of the superior establishment :—

- (1) Deputy Director-General, Postal Services.
- (2) Deputy Director-General, Telegraphs.
- (3) Deputy Chief Engineer, (Administration).
- (4) Deputy Chief Engineer (Development).
- (5) 2 Assistant Directors-General.
- (6) 4 Assistant Chief Engineers.
- (7) 7 Assistant Deputy Directors-General including (1) Assistant Deputy Director-General (Wireless) 1 Assistant Deputy Director-General (Telegraphs) and 1 Assistant Deputy Director-General (Telegraphs staff and establishment).

- (8) 2 Construction officers.
- (9) Carrier Maintenance Engineer.
- (10) 2 Area Maintenance Engineers.
- (11) 3 Area Installation Engineers.
- (12) Auto Planning Engineers.

#### Headquarters.

5. The headquarters of the Director-General and other officers of the Direction except two Area Maintenance Engineers, two Area Installation Engineers and Auto Planning Engineers are at Karachi. The Auto Planning Engineer, one Area Maintenance Engineer and one Area Installation Engineer have their headquarters at Lahore while one Area Maintenance Engineer and one Area Installation Engineer have their headquarters at Dacca.

#### Duties.

6. (a) The Deputy Director-General, Telegraphs is the official adviser of the Director-General on all subjects relating to telegraphs and telephones including traffic as well as engineering technical and wireless matters. He is responsible for ensuring the efficient execution and maintenance of all telegraph (including wireless) and telephone work and the efficient control of stores and workshops and of all expenditure connected with work. He exercises, under the Director-General, the entire control of the telegraph and telephone traffic and the staff employed in departmental telegraph offices and telephone revenue offices. He is assisted by two Deputy Chief Engineers—one for development and maintenance and another for administration.

(b) The Deputy Director-General (Postal Services), two assistant Directors-General and 3 Assistant Deputy Directors-General assist the Director-General in the disposal of all references on postal matters.

(c) The duties of the Deputy Chief Engineers are to assist the Deputy Director-General, Telegraph generally in the discharge of his duties mentioned above.

(d) Under the direction from the Deputy Chief Engineer Development, the Assistant Chief Engineers Development and Designs deals with construction of new telegraph and telephone lines and laying of cables and planning and installation of internal plant. The Assistant Chief Engineer, Wireless, assists the Deputy Director-General, Telegraphs in making projects and estimates for establishing and maintaining Wireless services. The Assistant Chief Engineer, Phones and Assistant Chief Engineer, Administration assist the Deputy Chief Engineer, Administration in dealing with matters relating to telephone traffic and administration, respectively.

(e) The Assistant Deputy Director-General, Telegraph and the Assistant Deputy Director-General, Telegraph staff and establishment assist the Deputy Director-General, Telegraphs in cases relating to telegraph traffic and establishment, respectively.

(f) The Assistant Deputy Director-General (Budget, Rates and Statistics) assists the Deputy Director-General, Telegraphs and Deputy Director-General, Postal Services in financial control of the Department and in preparation of budget, annual reports and rates.

(g) The construction Officers, Telegraphs, check the stores specifications and technical details and assist the Assistant Chief Engineer, Development and Design in his undertakings.

(h) The Carrier Maintenance Engineer, with the assistance of Area Maintenance Engineers, ensures the efficient working of the carrier systems.

(i) The Divisional Engineer, Telegraphs (construction and installation) ensures completion and construction of works and installation of indoor plants.

(j) The Area Installation Engineers assist the Divisional Engineer, Telegraphs (Construction and Installation) in connection with the installation of plants for Trunk Exchanges and Carriers.

(k) The Auto Planning Engineer is responsible for planning of new auto telephone systems and renovation of old auto equipment.

### Circles.

7. (a) For purposes of proper control, the Pakistan Posts and Telegraphs Department is divided into three Circles, as shown below, with headquarters stations noted against each :—

- (1) East Bengal Circle, Dacca.
- (2) Punjab and North-West Frontier Circle, Lahore.
- (3) Sind and Baluchistan Circle, Karachi.

Each Circle is under a Postmaster-General, who is responsible to the Director General for carrying on work of all branches of the Department within his circle. These officers are responsible to the Director-General for carrying on work of all branches of the Department within their Circles.

(b) Under each Head of Circle there are the following classes of officers who assist him in the general administration of the Circle and perform executive duties :—

#### I. POSTAL BRANCH (INCLUDING R. M. S.).

(a) Circle Headquarters staff.

(i) Deputy Postmasters-General.

- (ii) Assistant Postmasters-General.
- (iii) Assistant Directors Posts and Telegraphs.

(b) *Executive staff.*

- (i) Superintendents of post offices and Railway Mail Service in charge of Divisions.
- (ii) Inspectors of post offices and Railway Mail Service in charge of sub-divisions.
- (iii) Head postmasters.
- (iv) Sub-postmasters.
- (v) Branch postmasters.

II. TELEGRAPH TRAFFIC BRANCH.

(a) *Circle Headquarters Staff.*

Personal Assistant, Traffic.

(b) *Executive staff.*

- (i) Chief Supdt. in charge of Central Telegraph Office, Karachi.
- (ii) Superintendents, Traffic, in charge of departmental telegraph offices.
- (iii) Telegraph masters in charge of departmental telegraph offices.
- (iv) Telegraphists in charge of departmental telegraph offices.

III. TELEGRAPH ENGINEERING BRANCH (INCLUDING WIRELESS)

(a) *Circle Headquarters Staff.*

- (i) Director of Telegraphs (except in the Sind and Baluchistan Circle).
- (ii) Personal Assistant, Engineering.

(b) *Executive staff.*

- (i) Divisional Engineers.
- (ii) Assistant Divisional Engineers.
- (iii) Officers of the Telegraph Engineering and Wireless Service, Class II.
- (iv) Engineering supervisors.
- (v) Wireless supervisors in charge of departmental wireless stations.
- (vi) Wireless operators in charge of departmental wireless stations.

- (vi) Telephone inspectors in charge of departmental telephone exchanges.
- (vii) Telephone operators in charge of departmental telephone exchanges.
- (ix) Linemen in charge of departmental telephone exchanges.

#### **Powers.**

8. The administrative and financial powers of Heads of Circles and their subordinate officers as also of the Controller of Telegraph Stores, Divisional Engineer, Training, Lyallpur, the Superintendent, Telegraph Workshops, the accounts officer, Telephone Revenue, the Accounts officer, Telephone Revenue and Stores and the Accounts officer, Telephone Revenue and Telegraph Workshop are detailed, in the *Posts and Telegraphs Manual*, Volume III, and in the *Schedule of Financial Powers of Officers of the Pakistan Posts and Telegraphs Department*.

#### **Workshops.**

9. For the purpose of local manufacture of certain classes of stores, the Department maintains the Telegraph Workshop at Kotri which is in charge of a Superintendent.

#### **Store and stock depots.**

10. For the supply of stores and other articles, certain telegraph store and postal stock depots have been established in different Circles. The local telegraph store depots and the divisional depots are controlled by a central depot at Karachi, which is in charge of the Controller of Telegraph Stores, while the postal stock depots are under the direct control of the Heads of Circles concerned. The main source of supply of postal stamps and seals, etc., is from the Telegraph Engineering Workshop Kotri which is controlled by a Superintendent.

#### **Telephone Revenue and Telegraph Stores and Workshops Accounts.**

10-A. The Accounts Officer, Telephone Revenue and Stores, Karachi, the Accounts Officer, Telephone Revenue and Telegraph Workshop, Kotri and the Accounts Officer Telephone Revenue, Dacca are responsible for maintaining proper accounts relating to Telephone Revenue and Telegraphs Stores and workshops.



## CHAPTER II.

## DISCIPLINE.

## Punishments.

11. The following penalties may, for good and sufficient reasons, be imposed upon members of Subordinate Services, namely :—

- (i) Censure.
- (ii) Withholding of increments or promotion, including stoppage at an efficiency bar.
- (iii) Reduction to a lower post or time-scale, or to a lower stage in a time-scale.
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.
- (v) Suspension.
- (vi) Removal from the civil service of the Government, which does not disqualify from future employment.
- (vii) Dismissal from the civil service of the Government, which ordinarily disqualifies from future employment.

EXPLANATION.—The discharge—

- (a) of a person appointed on probation, during the period of probation,
- (b) of a person appointed otherwise than under contract to hold a temporary appointment, on the expiration of the period of the appointment,
- (c) of a person engaged under contract, in accordance with the terms of his contract,

does not amount to removal or dismissal within the meaning of this rule.

11-A. The statutory rules relating to penalties and appeals of the members of Subordinate Services are reproduced in full in Schedule No. 1-A of the *Posts and Telegraphs Manual*, Volume III. Similar rules in respect of members of Class I and Class II Services are given in parts XII and XIII of the *Civil Services (Classification, Control and Appeal) Rules*.

2. The rules relating to penalties and appeals of the employees who are excluded from the operation of the *Civil Services (Classification, Control and Appeal) Rules* are reproduced in Schedule No. 1-B of the *Posts and Telegraphs Manual*, Volume III.

**Authorities competent to impose penalties.**

12. *Cancelled.*

12-A. (1) The authorities competent to impose penalties on members of Subordinate Services are those mentioned in columns 3 and 4 of the Schedule annexed to the statutory rules relating to penalties and appeals of the members of Subordinate Services which have been incorporated

as Schedule No. 1-A of the *Posts and Telegraphs Manual*, Volume III. Similar authorities in respect of members of Class II Services are those specified in the Schedule annexed to the Government of India, Home Department, Notification No. F. 6/293, dated the 24th January 1934 (reproduced in Appendix VIII to R. S. Tarn Chand's compilation of the *Classification Rules*). The authority empowered to impose penalties on members of Class I Services is the Governor-General—vide rule 52 (5) of the *Classification Rules*.

(2) The punishing authorities in respect of the various classes of employees who are excluded from the operation of the *Civil Service (Classification, Control and Appeal) Rules*, shall be the same as for the corresponding classes of permanent staff of the Department, i.e., in the case of extra-departmental postmasters, postmen, etc., the same as for departmental postmasters, postmen, etc., and in the case of extra-departmental mail persons and the staff paid from contingencies, daily paid workmen, etc., and piece-workers, the same as for departmental Class IV staff.

(3) A penalty can be imposed only by the prescribed punishing authority, and an appellate authority or any other authority higher than the appropriate punishing authority cannot exercise any concurrent original disciplinary jurisdiction. In no circumstances should an authority higher than the punishing authority issue any direction in regard to the penalty to be imposed. Neither should a punishing authority obtain the guidance or consent of any superior authority in this respect.

#### Procedure for punishment.

**12-B.** When an employee is charged with an offence, every opportunity should be given to him of explaining or refuting the charge and the following procedure should be strictly observed :—

- (a) A memo. of charges should be issued against him ;
- (b) A written defence should be obtained from him ;
- (c) An oral enquiry should be held in respect of cases involving the penalty of reduction, removal or dismissal from service ; if the employee charged with the offence desires to be heard in person. The punishing authority can, however, direct that an oral enquiry should be held, even if the employee concerned does not ask for it ;
- (d) A second charge-sheet should be issued in cases where, after enquiries have been completed, the punishing authority has arrived at a provisional conclusion that the penalty called for is reduction, removal or dismissal from service.
- (e) A written second defence should be obtained in the cases falling under clause (d) ; and
- (f) An order should be passed embodying the finding of the punishing authority.

NOTE.—This rule does not apply to the cases of employees excluded from the operation of the Civil Service (Classification, Control and Appeal) Rules. The procedure to be followed for imposing penalties on these classes of staff is laid down in rules 2 (9) and 3 of the rules in Schedule I-B of the *Posts and Telegraphs Manual*, Volume III.

**Framing of memorandum of charges; holding of oral enquiry; issue of second charge sheet and drafting of punishment order.**

12-41. (A) The following instructions should be observed in framing a memorandum of charges:—

- (1) The grounds on which it is proposed to take action against an employee should be reduced to the form of a definite charge or charges.
- (2) A statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case, should invariably be recorded in the memorandum. In no circumstances, however, should an opinion or anything that can be construed as an opinion as to the guilt of the employee appear in the memorandum.
- (3) The employee should be required, within a reasonable time to be specified in the memorandum, to put in a written statement of his defence. He should also be required to state whether he desires to be heard in person, in respect of cases involving the penalty of reduction, removal or dismissal from service.
- (4) The employee should be called upon to show cause why a certain type of penalty (to be stated in general terms) should not be imposed on him without necessarily indicating the exact degree of punishment proposed to be inflicted. In cases, however, which appear *prima facie* to merit reduction, removal or dismissal, the exact nature of penalty should invariably be specified in the Memo. of charges as well as in the second charge-sheet.

NOTE.—When the memorandum of charges is sent by post, it should be enclosed in a registered cover with acknowledgment due.

(B) The following additional proceedings will be necessary in cases which may involve the penalty of reduction, removal or dismissal:—

- (1) If the employee who has been charged with an offence involving the penalty of reduction, removal or dismissal from service, desires to be heard in person, an oral enquiry must be held. It is also open to the punishing authority to direct that an oral enquiry should be held, even if the employee does not ask for it. In cases where it is not practicable for the punishing authority himself to hold the enquiry, another officer may be deputed for the purpose with due regard to the importance of the case and the status of

the accused employee. In selecting the officer to hold such an enquiry, the punishing authority should ensure that the officer so chosen :—

- (i) is superior in rank to the accused employee ;
  - (ii) is not the same officer on whose initiative the disciplinary proceedings were started ; and
  - (iii) is not an officer who may have already expressed a definite opinion on the points at issue or one directly subordinate to such an officer.
- (2) At the oral enquiry it is incumbent on the authority concerned to have oral evidence as to such of the allegations as are not admitted and to give the employee charged an opportunity (a) to cross-examine the witnesses, (b) to give evidence in person and (c) to have such witnesses called as he may wish, though the officer conducting the enquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness.
- (3) The proceedings of the oral enquiry should be reduced to writing and be signed by the enquiring officer and the employee charged.
- (4) After all the aforesaid steps have been taken and after the punishing authority has arrived at a provisional conclusion that the penalty to be imposed is production, removal or dismissal from service, the accused employee should be supplied with a copy of the report of the enquiring authority and the minutes of the oral enquiry, where one is held. Where the enquiring officer is the punishing authority himself, a copy of his own report and observations should be supplied to the employee. He should also be informed of the provisional conclusions arrived at by the punishing authority, i.e., that the penalty to be imposed is reduction in rank, removal or dismissal, as the case may be together with the reasons for arriving at those conclusions. He should then be called upon to show cause within a reasonable time, not ordinarily exceeding one month, why the particular penalty should not be imposed on him.

(C) The order of punishment should be framed in a proper judicial form. It should contain a sufficient record of the evidence (including oral evidence, if any) and a statement of the findings and the grounds thereof. In other words, the punishment order should contain :—

- (i) the facts and the history of the case leading to the charges ;
- (ii) the charges in detail ;
- (iii) a record of the examination of the defence and the evidence (including oral evidence, if any) in respect of each charge ; and
- (iv) a statement of the findings in respect of each charge.

In the examination of the evidence the defence of the accused must be carefully and fully dealt with, and in the final opinion and decision expressed in the order, consideration should be given to the service and character of the employee whose conduct has been under enquiry. A copy of the order must be forwarded to the employee punished "under receipt" which must be kept in a record attached to the original order of punishment in the personal file of the official concerned or in the file from which the order is issued, as the case may be. Particulars of the punishment awarded to the official should be recorded in his confidential record or character sheet, as the case may be. The adverse remarks to be recorded should be prepared in duplicate, one copy to be signed and returned by the official to be kept in his confidential record or character sheet. In case where an official prefers an appeal and his appeal is upheld, either wholly or partially, particulars of the appellate orders should be recorded in his confidential record or character sheet."

Note.—If the employee charged fails to attend his defence within the time specified in the recommendation of charges without good cause, the law should be treated as the final order.

13. In some cases it may not be necessary or possible to take all the steps prescribed in rule 12-B, as, for instance, when an order of censure or suspension or an order based on facts which have led to his conviction in a criminal court, is passed, or when the increments of an employee are stopped in consequence of his failure to pass departmental tests prescribed in the *Postal and Telegraphic Manual*, Volume IV, or when an employee absconds with an accusation over his head or when an employee is rejected from an officiating post or from an appointment on probation. If, however, any penalty is imposed, the order imposing it must invariably be in writing and if a departmental punishment is inflicted for a criminal offence, the reasons for not prosecuting the offender must be recorded either in the order of punishment or separately.

Note.—In official trials it sometimes happens that some wrong is done on a public ground in a case reported from the Bench, which so has an opportunity of answering, or when the presiding officer may not have thought of such an important question. Then a remark should not be taken as a deliberate judgment, and when this self-evident in a judicial trial, an employee should always be given the opportunity of defending himself against any question that he may have therein occurred.

14. It may be that the circumstances of a case are such that an accused employee should be allowed the option of resigning his appointment in the Department. If so, and if he then voluntarily tenders an unconditional resignation, this should be accepted without comment.

15. Copies of all punishment orders affecting the pay of the employee punished should be sent in the head of the office from which his pay is drawn and to the Audit office along with the pay bill.

16. *Notes.*

#### Suspension.

17. An employee whose conduct is undergoing investigation on a serious charge, may be placed under suspension pending the result of enquiries into his alleged misconduct. It is very important that cases of this kind should be promptly disposed of.

28. *Canceled.*

29. No employee who has been suspended is entitled to absent himself from his station during the interval before his ultimate dismissal or re-instatement.

30. Employees placed under suspension are permitted to draw full pay up to the date of being relieved but it is necessary that the immediate superior of such an employee should make arrangements for his relief at the same time as the suspension. Such relief must be conducted strictly in accordance with the rules regarding transfer of charge in the *Posts and Telegraphs Manual*, Volume IV.

31. An employee should not be suspended except when it is really necessary and the following rules should guide an officer in suspending any one under his orders:—

- (a) There must be a strong *prima facie* case against the delinquent.
- (b) If the offence is of such a serious nature that dismissal will be the probable punishment, or such that it is inadvisable that the offender should be allowed to continue to perform the duties of his office pending decision on the case, suspension is justifiable.
- (c) Unless there is some very strong reason why the offender should not be allowed to continue to work until the case has been decided, suspension should not be resorted to.
- (d) No one should be suspended for petty breaches of discipline and for minor departmental offences.
- (e) No one should be suspended unless—
  - (i) he wilfully and obstinately refuses to carry out an order;
  - (ii) during the course of an enquiry his retention in his appointment would hamper or frustrate such enquiry;
  - (iii) he is in Police custody;
  - (iv) he is charged with an offence of a nature which, if proved against him, would ordinarily result in his dismissal.

NOTE 1.—The Head of the Circle will take suitable steps to ensure that the disposal of cases of suspension is not unduly delayed. By his supervising officers who should be instructed to see that no official is kept under suspension for more than fifteen days as far as possible.

NOTE 2.—Where documentary and oral evidence has already been collected and the risk of an official tampering with evidence (documentary or oral) no longer exists, the order of suspension should be cancelled. Where, however, there is still such a risk, he should be transferred. In cases where the police have intervened and the official is under arrest (Case a (iii) of rule 21), the order of suspension must remain in force until the official is released on bail or until evidence has been procured.

### Powers to suspend.

32. The powers of Heads of Circles and subordinate authorities to suspend are detailed in the Schedule of Administrative Powers in the *Posts and Telegraphs Manual*, Volume III.

23. *Canceled.*

### Powers to relieve from suspension.

34. Only the authority by whom the suspension of an employee has been sanctioned can relieve him from suspension.

**Communication of orders to the Audit office.**

25. A copy of the order placing an employee in superior service under suspension (other than those whose names are not shown in the Establishment pay bills) and also a copy of the order re-instating or dismissing him, should be forwarded at the time by the officer issuing the order to the Audit officer to enable him to audit the grants payable to the official concerned, and to know whether the period of suspension may count for pension or not.

In the case of employees whose names are not required to be shown in the Establishment pay bill or in the annual establishment returns, a copy of the order should accompany the bill of the employee concerned.

Copies of all orders must also be sent to the officer in whose custody, the service book or service roll is kept to enable him to make necessary entries in the service book or service roll, as the case may be.

26. Canceled.

**Subsistence grants.**

27. The rules regulating the monthly grants payable to an employee under suspension or committed to prison will be found in rules 53 and 54 of the *Fundamental Rules* and Part IV of the *Administrative Instructions* issued by the Governor General and published as Appendix No. 3 to the *Poets and Telegraphs Compilation of the Fundamental and Supplementary Rules*.

NOTE 1.—Under *Fundamental Rule* 53 (b) a Government servant under suspension is entitled to a subsistence grant at such a rate as the suspending authority may direct, but not exceeding one-fourth of his pay. But under *Fundamental Rule* 54 (a) the appellate or revising authority may order that the pay of the official under suspension should be more than 1/4 of the pay.

NOTE 2.—Sub-clause (b) of *Fundamental Rule* 54 does not forbid the period spent under suspension being regarded as leave and it is open to the suspending or appellate authority to prescribe as the proportion of pay and allowances to be paid the leave salary which would be payable if the Government servant were on leave. Under *Fundamental Rule* 5, therefore, the Government-General interprets *Fundamental Rule* 54 as permitting an appellate authority to convert a period spent under suspension into one of leave. *Fundamental Rule* 54 is questions and uncondemned and when a Government servant who has been dismissed or removed from service is, on appeal, re-instated, the question whether in the absence of him on a Government post, the period of unemployment could count for leave or increment does not arise because the rule could not be absolute if the condition of him had first to be satisfied.

It should, however, be borne in mind that sub-clause (b) of *Fundamental Rule* 54, full pay should not be admitted, except when an order of suspension is cancelled and the period of suspension is converted into leave.

Pets created by dismissal or removed Government servants may be filed substantively subject to the condition that the arrangement thus made will be revised if the dismissed or removed Government servant is re-instated on appeal.

NOTE 3.—When, therefore, an officer who has the power to suspend issues an order of suspension, he will at the same time issue an order under *Fundamental Rule* 53 (b) granting the suspended official a subsistence grant up to a maximum of 1/4 of his pay and will inform the Accounts off. accordingly. It must be realised that the suspended official should have some means of subsistence during the period of suspension.

If subsequently the official dismissed or removed or suspended is lawfully acquitted, the reviving of apostrophe authority may grant him full pay under *Fundamental Rule 34*. If he is not lawfully acquitted, he will get such proportion of pay and allowances as the reviving or appointing authority may grant him under *Fundamental Rule 34* (b).

28. No payment of any kind, other than the authorised subsistence grant, is to be made to an employee under suspension.

*Note.*—Subsistence grant is made solely for the purpose of an employee's subsistence during the period of his suspension. The amount to which an employee under suspension is entitled as a subsistence grant under the provisions of the *Fundamental Rule* cannot, therefore, be appropriated for adjustment of losses incurred in the department by his negligence, or for satisfaction of any other dues from him.

### Resignations.

29. Except with the sanction of the Government of Pakistan, resignation is not permitted while the conduct of an employee is under investigation or until all departmental claims against him have been settled. In forwarding to superior authority an application for resignation, it should be stated whether anything has occurred to affect the character of the applicant.

30. An authority receiving an application from an employee asking for permission to resign should at once adjust all departmental claims outstanding against the applicant, and his resignation should not be accepted until his accounts are fully adjusted. Pending acceptance of his resignation the applicant should be employed on such duty as he can perform without any charge of public property, payments to him from a treasury or a post office, if any, being stopped at the same time. On the accounts being fully adjusted the competent authority will intimate the acceptance of the resignation which is to take effect from the day after receipt of intimation.

31. Any official who, having sent in his resignation, quits his post before receiving intimation of acceptance (unless on leave without pay granted by competent authority) will be dismissed and his dismissal notified in the general letter or circular, and legal proceedings will be taken against him by the head of the office or the Code, as the case may be, in which he was last serving, if the Department has legal claims exceeding his undischarged pay or allowances. Any employee, who having received leave under this rule fails to completely adjust his accounts, will be dismissed in the same manner, and legal proceedings similarly taken against him.

32. Where no special rule is laid down, no authority inferior to that by which an employee was appointed, is competent to accept his resignation.

### Dismissals.

33. *Detained.*

34. The powers of Heads of Circles and subordinate authorities to dismiss an employee are laid down in the Schedule of Administrative Powers in the *Posts and Telegraphs Manual*, Volume III.



### Procedure with regard to dismissals.

35 The following general principles should be observed with regard to dismissals of public servants :

- (1) It should be remembered that a distinction exists between the removal or discharge, and the dismissal, of a public servant. Removal from office for such a cause as unfitness for the duties of the office need not usually entail any further consequences. It ought not to bar re-appointment to another office for the duties of which the removed employee may be suited, and it should not be accompanied by any subsidiary orders which would operate as such a bar or otherwise prejudice the employee in question. Removal should be the penalty in all cases where it is not thought necessary to bar future re-employment under Government.
- (2) In cases of dismissal on the other hand, the effect of the order should ordinarily be to preclude the dismissed employee from being re-employed. As a precaution against the inadvertent re-employment of employees who may have been dismissed, it should be ascertained whether an applicant for a post had been in Government service before, and his previous employer referred to if the circumstances connected with his discharge are not clear. The applicant should be required to produce a copy of his character book or other record of service, and any one who succeeds in obtaining employment by the concealment of his antecedents would obviously merit dismissal on the true facts being discovered.
- (3) The dismissal of public servants should be notified in the Gazette only in the following cases, *viz.* (i) when it is necessary to notify the public of the removal from service of an officer, whether because his appointment was previously gazetted or from any other cause, and (ii) when it is specially desired to exclude from re-employment in the service of Government a public servant who has been dismissed for a heinous offence (such as fraud or falsification of accounts).

Note.—Ordinary cases of the dismissal of non-gazetted employees need not be notified in the Government Gazette but should be notified in departmental orders.

- (4) The reasons for the dismissal of a public servant should not be stated in the notification regarding his dismissal even in cases in which a conviction has been obtained in a Criminal Court. It will be sufficient to announce in the case of any employee, whose removal has to be notified in accordance with the principle laid down in clause (3), that the Government has dispensed with his services, except in those cases in which the cause of dismissal constitutes a disqualification under the terms of the Law regulating the tenure of a particular appointment, and it is for this reason necessary to couple with the announcement of the dismissal a statement of the grounds upon which it has been ordered.

### List of convictions and dismissals.

36. In the beginning of each quarter, as soon as copies of all punishment registers have been received from the officers concerned, the Head of a Circle should issue a circular (or a general letter) furnishing a list of employees who were dismissed or convicted during the preceding quarter. The list should furnish information on following points in respect of each employee entered in it :—

- (1) Name, caste and residence.
- (2) Father's name.
- (3) Appointment last held.
- (4) Nature of offence committed and, in case of a conviction, the Section of the Law under which the conviction was obtained.
- (5) Punishment inflicted.

37. The Controller of Telegraph Stores and other authorities directly subordinate to the Director-General should also issue quarterly a similar list in a general letter.

### Removal on reduction of establishment.

38. Great care should be exercised with regard to removing an employee from the service of Government on the ground that his appointment is abolished on reduction of establishment. No Government servant should be discharged for such a reason until the reduction of establishment entailing the abolition of his post has been finally determined on, and has been actually ordered by a competent authority. The fact that prospective changes are under consideration, and likely to be adopted which will involve a reduction of establishment, should not be used to justify the removal of an employee from his appointment.

### Absence from duty.

39. An applicant for leave is not ordinarily allowed to avail himself of it or to quit his office or his station until the leave is sanctioned and he has formally made over charge to the officer appointed to relieve him; but in emergent cases, such as severe illness, when he is unable to attend to his duties, he must at once send notice to the head of his office who may permit him to absent himself in anticipation of sanction, making at the same time such provisional arrangements for the discharge of the applicant's duties as may be necessary. A report of the case should, where necessary, be immediately forwarded to the officer who has power to grant the leave. The applicant must, within three days from the date of his absence, submit a medical certificate in accordance with the procedure laid down in rule 230 of the *Supplementary Rules of the Posts and Telegraphs Department of the Fundamental and Supplementary Rules*. The Medical certificate should also definitely mention the date from which the applicant was unwell and unable to attend to his duties; otherwise the leave applied for, if granted, should commence from the

date of the medical certificate. If, however, a medical certificate dated within three days of absence is produced, it should be made to cover leave from the date of absence. Failing the production of such a certificate no pay can be passed to the applicant and he will be liable to be granted leave without pay. Owing to the necessity for carrying on the work, and in justice to the staff of the office on whom the extra work due to unforeseen absences must fall, it is obligatory on every member of the staff to report his non-attendance at once. In the case of a telegraphist a wireless or Telephone operator and a sorter or R. M. S. the report should be made at least prior to the commencement of the term of duty for which he is due and as much earlier as possible.

40. Absence from duty without leave previously obtained is opposed to discipline and may be dealt with by the imposition of any of the recognised penalties. In ordinary cases of this kind the period of absence may be treated as leave without pay.

In passing orders it should be remembered that leave without pay or extraordinary leave entitles service for increment and pension as laid down in *Fundamental Rule 26* and *Article 408 of the Civil Service Regulations*.

#### Desertion.

41. When an employee deserts, he will ordinarily be dismissed and the order will record that he has been dismissed. In special circumstances the officer disposing of the case may order that "the deserter be struck off the strength of the establishment having deserted", instead of as "dismissed" or "services dispensed with."

#### Incompetence.

42. When an employee is reported to, or considered by, his immediate superior to be incompetent, or disqualified from any cases for his duties, the latter must take measures to satisfy himself of the facts of the case and take necessary action if he is competent to deal with him or bring the matter to the notice of the competent authority for such action as the latter may deem fit. The report should contain a specific statement of the facts on which the opinion is founded.

43. While dealing with the case of an employee deemed incompetent his immediate superior must afford to him an opportunity to offer an explanation, and his explanation, or a statement to the effect that having been called upon, he has failed to give one, must be submitted to the competent authority with the report where he himself is not competent to deal with him.

*NOTE.*—An employee charged with incompetency may, if necessary, be made to undergo a written examination in the subjects with which he should be acquainted for the proper discharge of his duties. In the case of a sorting clerk or a sorter he may further be subjected to a practical test in sorting by means of dummy cords, being required to sort a given number of cords in a given time in the presence of the officer making the enquiry. The rules regarding examination to test the ability of a telegraphist in signalling will be found in the *Posts and Telegraphs Manual, Volume IV*.

44. Deleted.

45. Deleted.

46. Under orders of the Government of Pakistan no employee is, under any circumstances whatever, to be retained in active employment when he is physically or mentally unfit for the proper discharge of his duty. When a Government servant is in bad health and unable to perform his duties in a satisfactory manner, it is his business to apply for and obtain leave. If he does not go on leave, and neglects his duty, the excuse, if put forward, that he was in bad health, will not be accepted.

47. In cases of incompetence, or when no moral blame is attached to the person removed, the expression "Services dispensed with" will be used instead of "Dismissed".

#### Reduction and stoppage of promotion.

48. An official may be reduced to a lower grade or post or to a lower stage in his time-scale or his increments or promotion may be withheld for inefficiency, misconduct or other serious fault. The authority ordering the withholding of increments or reduction should comply with the provisions of rules 24 and 29 of the *Fundamental Rules*, respectively.

49. The powers of Heads of Circles and subordinate authorities to order the reduction of an employee will be found in the Schedule of Administrative Powers in the *Posts and Telegraphs Manual*, Volume III.

#### Postponement of increment.

50. The rules and powers regarding withholding of increments will be found in rules 24 and 25 of the *Fundamental Rules* and in Item 8 of Appendix No. 4 to the *Posts and Telegraphs Organisation of the Fundamental and Supplementary Rules*.

51. Cancelled.

52. Cancelled.

53. Cancelled.

54. Cancelled.

#### Attachment of pay by Courts of Law.

55. Notices of orders attaching the pay or allowances of gazetted and non-gazetted officers of the Department will be received from Civil Courts by the officers specified in column 2 of the following schedule:—

| For judgment-debtors employed in Provinces of | Officer to whom notice should be sent.  |
|-----------------------------------------------|-----------------------------------------|
| East Bengal                                   | Postmaster-General, East Bengal Circle. |

| For judgment-debtors employed in the Provinces of | Officer to whom notice should be sent,                     |
|---------------------------------------------------|------------------------------------------------------------|
| Punjab and North-West Frontier                    | Postmaster-General, Punjab and North-West Frontier Circle. |
| Sind and Baluchistan.                             | Postmaster-General, Sind and Baluchistan Circle.           |

When an order of attachment received (usually in duplicate) by one of the officers mentioned in the above schedule relates to an official who does not belong to his own Circle, the order should be forwarded in original to the Head of the Circle in which the official is employed.

56. The Head of the Circle receiving a prohibitory order either direct from the Court or through one of the officers mentioned in the Schedule in rule 55 should, in the case of all employees other than the non-gazetted officials employed in his office whose pay is drawn in the Establishment pay bill and in respect of whom he is the disbursing officer, forward one copy of the order to the disbursing officer responsible for the payment of the pay and allowances of the judgment-debtor, with a forwarding letter, which should contain the following details relating to the attachment :—

- (1) Name and designation of the official whose salary has been attached ;
- (2) Total amount to be recovered ;
- (3) Amount of monthly instalment ;
- (4) Civil Suit No. ; and
- (5) Name of plaintiff.

In the case of a judgment-debtor for whom a confidential record or character-sheet is maintained, a copy of this letter should be sent to the supervising officer responsible for the maintenance of his confidential record or character-sheet in order to enable the officer to note the attachment in the confidential record or character-sheet in accordance with the provisions of rule 78 or 81, as the case may be.

The duplicate copy of the prohibitory order duly acknowledged should in each case be returned to the court concerned.

NOTE 1.—The expression "disbursing officer" means :—

(1) in the case of the non-gazetted officers whose pay is drawn in Establishment pay bills, (a) a Head of the Circle in respect of the officials employed in his office; (b) a local postmaster in respect of officers of the Post Office; (c) a head record clerk in respect of officers of the Railway Mail Service; and (d) the head of a departmental telegraph office or Divisional Engineer, Telegraphs (the Head of a radio station, the Controller of Telegraph Stores or the Superintendent of Telegraph Workshops in the case may be, in respect of officers of the Telegraph Traffic, Telegraph Engineering and Wireless Section);

(a) In the case of gazetted and sub-gazetted officers who receive their own salary bills, other than the gazetted officers in the Telegraph Workshops and the Controller of Telegraph Stores and the officers mentioned in clauses (a) and (b) of Article 249 of the *Posts and Telegraphs Audit Account Code*, Volume I, the same rules in the Headquarters of the officers;

(b) In the case of the gazetted officers in the Telegraph Workshops and the Controller of Telegraph Stores, the Accounts officer, Telegraphic Revenue and Stores and the Accounts officer Telegraphic Revenue and Workshops; and

(c) In the case of officers mentioned in clause (a) and (b) of Article 249 of the *Posts and Telegraphs Audit Account Code*, Volume I, the Officer-in-Charge of the Division or the Departmental Telegraph office, as the case may be.

NOTE 2.—Although rule 48 of Order XXI, Civil Procedure Code, imposes an obligation upon the detaining officer to remit to the court concerned the amount deducted under its prohibitory order from the pay of a Government servant, it does not necessarily follow that the authorities have to remit to Government accounts. Accordingly the proper procedure in such a case is to remit to the court the amount realized under the attachment order after the month-wise charges. The detaining officer is not, however, entitled to deduct from the salary any thing in excess of the amount specified in the attachment order. The debit will remain credit only for the net amount realized by the court after the month-wise charges have been deducted and will have to be entered debited from the pay.

NOTE 3.—In the case of an attachment order received against any of the officers mentioned in clauses (a) and (b) of Article 249 of the *Posts and Telegraphs Audit Account Code*, Volume I, the amount of the pay and allowances due to the officer should be drawn by the detaining officer to remit to a court shown on the inventory in his own favour and payment made to the officer concerned in cash after deducting the amount mentioned in the prohibitory order.

**36-A. Procedure for the recovery of the amount of court attachment against a *Posts and Telegraphs* officer on leave in England.**—(1) The Head of the Circle receiving an attachment order from a civil court in Pakistan against an officer on leave in England should forward it immediately to the *Posts and Telegraphs* Audit officer concerned in order to enable him to specify the total amount of the attachment order and the amount on that account recoverable monthly, in the original or the unremitted English leave salary certificate, so that the disbursing authority in the United Kingdom may make corresponding reductions in the monthly bills of leave salary presented to him by the officer concerned for payment. The fact of having done so should be communicated simultaneously by the *Posts and Telegraphs* Audit officer to the Head of the Circle.

(2) In the case of non-gazetted officers, the attachment order shall be returned to the Head of the Circle who shall direct the departmental disbursing officer who was responsible for the payment of the pay and allowances of the judgment-debtor before his proceeding on leave, to draw a bill for the amount recoverable monthly in compliance with the attachment order and remit the amount to the court concerned. The bill should not, however, be drawn before the 10th of the month following that to which the portion of the leave salary attached relates. The Head of the Circle should keep a strict watch to see that all such attachment orders are promptly and regularly carried out.

(3) As regards the attachments against gazetted officers, the *Posts and Telegraphs* Audit officer will be responsible for drawing the amount

recoverable monthly in compliance with the attachment order and for its remittance to the court concerned. He will draw a bill for the attached portion of the leave salary not earlier than the 10th of the month following that to which the leave salary relates and present it at his headquarters station post office along with a money order form duly filled in or the amount to be remitted to court ~~has~~ the money order commission ~~for~~ for its remittance. Postmaster will cash the bill, charge it in his schedule of bills paid supported by the bill and issue the money order, the money order receipt being pasted on the bill.

(4) The allocation of the portion of the leave salary drawn in Pakistan will be the same as that of the leave salary as indicated in the English leave salary certificate.

(5) No recoveries of income-tax and super-tax will be made from the bills to be drawn in Pakistan [*vide* paragraphs (2) and (3)], as such recoveries will continue to be made wholly from the portion of the leave salary to be paid in the United Kingdom.

(6) In order to ensure that the portion of leave salary required to be drawn in Pakistan for compliance with an attachment order under the procedure described above is not paid for any period beyond which it is due, owing to death or any other cause, the High Commissioner for Pakistan will intimate to the local Government any such event by cable and on receipt of such information by the Posts and Telegraphs Audit officer, the fact will, in the case of gazetted officers, be reported by him direct to the court concerned stating inability to effect any further recoveries in compliance with the attachment order, otherwise to the Head of the Circle concerned in the case of non-gazetted officers, for issuing necessary intimation to the departmental disbursing officer (referred to in paragraph (2)) as well as to the court concerned.

57. The Head of the Circle should maintain a register in which all attachment orders received by him should be entered and through which the recoveries should be watched. The register should show, in respect of each order, the name and designation of the judgment-debtor, the name of the court which issued the attachment order and also the following particulars :—

- (1) No. and date of the court's order.
- (2) No. of suit.
- (3) Name of Plaintiff.
- (4) Amount of attachment order.
- (5) Initials of the Head of the Circle.
- (6) Amount recovered each month.
- (7) Date of recovery.
- (8) Initials of the Head of the Circle.
- (9) No. and date of advice of remittance to court.
- (10) Date of payment to court.
- (11) Initials of the Head of the Circle.

Columns (1) to (5) only should be filled up in respect of attachment orders received against employees other than those non-permitted officials employed in the office of the Head of the Circle, whose pay is drawn in the Establishment pay bill, at the time the attachment orders are forwarded to the disbursing officers concerned, the remaining columns except column 5 (which need not be filled up in such cases) being filled up on receipt of the monthly statements of recoveries referred to in rule 61.

58. On receipt of an order attaching the pay or allowances of an employee, the disbursing officer should enter it in a register through which the recoveries should be watched. The register should show, in respect of each order, the particulars mentioned in the preceding rule except that in place of the initials of the Head of the Circle, those of the disbursing officer should be entered.

59. If the employee whose pay has been attached is employed in a subordinate office or a Railway Mail Service section attached to it, the disbursing officer should at once furnish the sub-postmaster or the record clerk concerned, as the case may be, with an extract from the attachment register together with instructions to make the necessary recoveries and to remit the amounts recovered direct to the court concerned until the entire debt is liquidated. He should also instruct the sub-postmaster or record clerk to furnish him every month with the information necessary to fill in particulars in columns (6), (7), (8) and (10) in the register as soon as each recovery has been made, and also with the court's receipt when received.

60. In the event of an employee, whose pay is under attachment, being transferred to the account jurisdiction of another disbursing officer, an extract from the attachment register showing the balance of the claim remaining unrecovered should be sent at once to the latter officer attached to the last pay certificate of the transferred employee, and an intimation of this action should be sent to the Head of the Circle. The disbursing officer receiving the extract should then make the necessary entries in the attachment register maintained in his office and cause further recoveries to be made regularly until the entire outstanding has been liquidated. If an attachment order against an employee is received after he has been transferred to the account jurisdiction of another disbursing officer, it should be forwarded at once for necessary action to the latter officer, this fact being intimated simultaneously to the Head of the Circle.

61. Every disbursing officer concerned should submit to the Head of the Circle, so as to reach him not later than the 10th of each month, a monthly statement in form Pa. 52, showing all recoveries made during the preceding month. On receipt of this statement the particulars regarding the recoveries should be entered in the register maintained by the Head of the Circle.

62. Amounts recovered from the pay of judgment-debtors and paid in the courts concerned should not be brought into the accounts, but should only be recorded in acquittance rolls or pay bills in the case of



gazetted officers and non-gazetted officers who prepare their own pay bills. Receipts granted by courts for sums paid to them should be carefully filed with the attachment register.

**Exception.**—If the judgment-debtor does not sign the acquittance roll and wilfully allows his pay to remain undebited or if, when the judgment-debtor is a gazetted or quasi-gazetted officer, he does not prepare his pay bill and draw his pay regularly in order to evade payment in respect of the attachment order issued by a Court of Law, the disbursing officer or, in the case of gazetted and quasi-gazetted officers, the Head of the Circle will be at liberty to draw the pay of the judgment-debtor in satisfaction of the attachment order subject to the restrictions in rule 64 and attach the amount to the court concerned. The amount of the pay drawn should be charged to account, the particulars of the attachment order being cited in the acquittance roll, or the pay bill, or the case may be, as an authority for the charge and the court's receipt for the amount, should be filed with the attachment register.

63. If an order of attachment against an employee is received before a previous order of attachment against an employee has been fully complied with. The former order should be returned to the court by which it was issued with a statement showing:—

- (1) Particulars of the existing attachment.
- (2) Particulars of the amounts withheld and paid into the court concerned up to date, and
- (3) Amount remaining unrecovered.

When such action is taken by a disbursing officer, an intimation should be sent to the Head of the Circle.

**Note 1.**—The Head of the Circle is responsible for compliance with attachment orders issued against all employees employed in the Circle and should take steps to ensure such orders being promptly and regularly carried out by the officers concerned.

**Note 2.**—The disbursing officers are personally responsible for the prompt and complete recovery of the amounts of attachment orders. Any amount not recovered by these officers wilfully or through neglect will be realised from them if recovery from the judgment-debtor cannot be effected.

64. The extent to which the emoluments of a Government servant are exempt from attachment for debt is laid down in Section 60 (1) of the Code of Civil Procedure, 1908, as amended by the Code of Civil Procedure (Second Amendment) Act, 1937 and further modified by the Government of India (Adaptation of Indian Laws) Order, 1937 and the Government of India (Adaptation of Indian Laws) Supplementary Order, 1937 as adapted in Pakistan. The following is an extract of the relevant provisions of the Section:—

"60 (1). The following property is liable to attachment.....  
in execution of a decree.....

Provided that the following particulars shall not be liable to such attachment..... namely:—

- (i) the salary of any public officer.....to the extent of the first hundred rupees and one half of the remainder of such salary.

Provided that, where the whole or any part of the portion of such salary liable to attachment has been under attachment, whether continuous or intermittently for a total period of twenty-four months, such portion shall be exempt from attachment until the expiry of a further period of twelve months and, where such attachment has been made in execution of one and the same decree, shall be finally exempt from attachment in execution of that decree;

- (1) any allowance forming part of the emoluments of any public officer..... which the appropriate Government may by notification in the *Official Gazette* declare to be exempt from attachment, and any subsistence grant or allowance made to any such officer..... while under suspension;

EXPLANATION 2.—In clause (1), "salary" means the total monthly emoluments, excluding any allowance declared exempt from attachment under the provision of clause (1), derived by a person from his employment whether on duty or on leave.

EXPLANATION 3.—In clause (1), "appropriate Government" means—

- (a) as respects any public officer in the service of the Central Government, .....the Central Government;  
(b) as respects any public officer employed in connection with the services of the functions of the Central Government in its relations with several States, and  
(iii) as respects any other public officer.....the Provincial Government."

1. The maximum amount attachable by a Civil Court is calculated on the amount earned and not on what remains after satisfying any debts due to Government on account of advances taken under rule.

2. Subscriptions to funds recognised by Government, instalments in re-payment of advances from the General Provident Fund and recoveries of income-tax, deductions for which appear in the pay bills, should be excluded from the aggregate amount for the purpose of attachment by a Civil Court.

NOTE 1.—The cost, if any, of remittance to a court of money realised under its attachment order should be deducted from the amount realised and the net amount remitted to the court.

NOTE 2.—Cases may occur in which the judgment debtor does not sign the acquittance roll and intentionally allows his pay to remain undisturbed; or the judgment-debtor, being a gazetted officer or not being a gazetted officer but being permitted to draw his pay on a separate pay bill, may refrain from preparing his pay bill and drawing his pay regularly in order to evade payment on account of an attachment order issued by a Court of Law. In such circumstances the head of the office or, in the case of a gazetted officer or of an officer treated in this respect like a gazetted officer, the Administrative Officer of the Department concerned may draw the pay of the judgment debtor in satisfaction of the attachment order subject to the prescribed restrictions and remit the amount to the court concerned. The amount drawn should be charged in the accounts, the particulars of the attachment order being cited in the acquittance roll or the pay bill, as the case may be, as an authority for the charge and the court's receipts for the amount should be filed with the attachment register.

**NOTE 3.**—The penalties laid down in this rule shall have effect only in respect of proceedings arising out of suits instituted on or after the 1st June 1937.

**NOTE 4.**—In respect of attachment orders issued against the Posts and Telegraphs employees at the Chittagong Hill Tracts, to which the amended Section 53 of the Civil Procedure Code has not been extended, the special rules followed by the Frontier Government concerning mining in attachment of pay will apply.

**NOTE 5.**—The order for the administration of the Chittagong Hill Tracts should be followed in the Chittagong Hill Tracts.

**NOTE 6.**—The following allowances payable to any public officer in the service of the Central Government shall be exempt from attachment by order of a court of law:

- (1) All kinds of travelling allowances.
- (2) All kinds of conveyance allowances.
- (3) All allowances granted for meeting the cost of—
  - (a) uniforms, and
  - (b) ration.
- (4) All allowances granted as compensation for higher cost of living in localities considered by Government to be expensive localities including Hill stations.
- (5) All house-rent allowances.
- (6) All allowances granted to provide relief against the increase in the cost of living caused by war conditions.

**65.** The procedure prescribed in rules 55 and 56 does not apply to orders issued by Civil Courts of acceding States attaching the pay or allowances of Government servants. Orders issued by these courts must be complied with by the officers to whom they are addressed, provided that in the case of orders from State credits, the officers concerned are within the State.

**NOTE.**—The official concerned should promptly report to his Head of the Chain the receipt of every attachment order issued by Civil Courts of acceding States. Attachment orders received direct from other courts should be returned to them at once for transmission through the proper authority.

#### Permission required to leave station, duty or office.

**66.** No employee of the Department is authorised to leave his station without the specific permission of his immediate superior.

**67.** During his term of duty no employee may leave his duty or office without the permission of his immediate superior.

**NOTE.**—Heads of offices may where possible grant permission to the Muslim employees who observe a fast during the month of *Ramazan* to leave office at 4 p. m. by offering, as far as conveniently be done, their hours of duty in administrative offices as well as in post, telegraph and S. M. S. offices.

#### Confidential record of work and conduct of officials of the Department.

**68.** A continuous record of the work, conduct and character of all permanent whole-time servants of the Department, except those whose pay and allowances are treated as a contingent charge, will be maintained confidentially, in the prescribed form of (1) confidential reports

in respect of gazetted officers of Class I and Class II, (2) confidential record (in the prescribed form) in respect of the superior non-gazetted staff in the office of the Director-General and (in form App. 9) in offices of the Heads of Circles and in other administrative offices, that is, offices of the Controller of Telegraph Stores, the Superintendent of Telegraph Workshops, the Accounts officer, Telephone Revenue and Stores Karachi, the Accounts officer, Telephone Revenue, and Workshop Lahore and the Accounts officer, Telephone Revenue Dacca (3) confidential record (Form App. 11) in respect of the superior non-gazetted staff in post and telegraph offices including Divisional offices and (4) character sheets (Form App. 10) in respect of the class IV staff.

2. It is very important both in the interests of efficiency of the service and in the interests of the official concerned that the opinion of the officer maintaining a character-sheet, or the confidential record or the confidential report should be given with the greatest care so that the work, conduct, character, and capabilities of the official concerned may be accurately judged from the recorded opinion. Officers recording remarks must realise the importance of these entries as their own competency will be judged partly from the confidential remarks they record about officials working under them.

3. Reports should be rendered without reference to previous reports by other reporting officers and neither reporting nor Counter-signing officer should pass to another officer any notes or copies of his reports which he may have made.

4. Although the reporting officers should write the confidential reports initially without reference to the previous reports to facilitate unbiased judgment, they may afterwards consult previous reports, particularly to ensure whether any additional comments are required on points previously reported on.

### Confidential Reports.

66. The officers, indicated in column 2 of the sub-joined table, should, in the first week of April of each year, submit to the Head of the Circle concerned or the Director-General as the case may be confidential reports on the work and conduct of officers of the classes, mentioned in column 1 thereof, or of any other officers of the Post Office and Railway Mail Service in respect of whom annual reports are specially called for by the Head of the Circle or the Director-General provided they worked under them during the year :—

| Classes of officers to be reported on.                    | Officers required to submit reports.       |
|-----------------------------------------------------------|--------------------------------------------|
| 1. Construction officers attached to the Directorate.     | Deputy Director-General Telegraphs.        |
| 2. Area maintenance Engineers.                            | Carrier Maintenance Engineer.              |
| 3. Chief Superintendents, Office of the Director-General. | Deputy Director-General Postal Services.   |
| 4. Postmaster Grade A, employed in local offices.         | First class head Post-Master.              |
| 5. Probationary Superintendents.                          | Superintendent of post offices in P. M. S. |

a. Deputy Assistant Engineers, Grades A & B, and Assistant Engineers (Telephones and General), Deputy Assistant Electrical Engineers, Grades A & B, Assistant Electrical Engineers and Assistant Divisional Engineers, Telegraphs, except Deputy Assistant Engineers, 'Persons' working under the control of a Sub-divisional office in which case the Sub-divisional office will submit a report to the Divisional Engineer.

Divisional Engineers, Telegraphs.

Deputy Assistant Engineers, Wireless, Grades A & B, and Assistant Engineers, Wireless.

Divisional Engineers, Telegraphs.

70. The Head of a Circle, the Controller of Telegraph Stores, or the Superintendent of Telegraph Workshops will, by the end of April of each year, submit to the Director-General confidential reports on the work and conduct of all gazetted officers and Probationary Superintendents who worked under him during the year.

*Note.*—Officers who have officiated during the year for at least six months. In any of the appointments specified in rules 69 and 70 should also be reported on.

70-A. Confidential reports on Class I officers of the Department are submitted by the Director-General to the Government of Pakistan in the month of June each year.

71. A separate file of confidential reports in the prescribed forms will be maintained for each officer, and special cases of good service, or misconduct with particulars of any rewards or punishments, and cases of attachment of pay will be recorded therein as they occur. When any particular case is referred to in any entry, or when an entry is made under the orders of a higher authority, the file mark of the case or the number and date of the order must invariably be cited. In addition to such occasional entries a brief opinion must be recorded once a year in the prescribed forms regarding the general works, conduct and character of the officer concerned. When an officer, who is required to submit confidential reports, or the officer to be reported on, is transferred or deputed for a period of more than 3 months, the reporting officer should record his opinion about the work and conduct of the officer or officers concerned, provided that a period of 6 months has elapsed since the last report or reports were written up.

72. Confidential reports will be prepared in duplicate, one copy will be retained as the office copy by the officer preparing it and the duplicate copy will be forwarded to the authority indicated in rules 69 and 70 above. The office copy of the confidential report will form the confidential personal file of each officer concerned, and will be kept in the personal custody of the officer required to maintain it. It will be handed over to his successor in office when he transfers charge of his office. All confidential reports will be kept in a separate

file in the order in which the names of the officials concerned appear in the graduation or security list. When an officer is transferred or detailed elsewhere for more than three months, his confidential record should be transferred confidentially to the officer by whom it will then have to be maintained. If the document is to be sent by post, it must be sent in a cover marked "confidential" by registered post.

73. As a general rule, in no case should an officer be kept in ignorance for any length of time that his superiors after sufficient experience of his work are dissatisfied with him. In cases where a warning might eradicate a particular fault, the advantages of prompt communication are obvious and should be used. Where criticism is to be withheld the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back. When a report is built up on the individual opinions as given by different departmental superiors in graduation, it is only the opinion as accepted by highest authority which need be considered from the point of view of communication. Remarks in cases in which a higher officer suspends judgment should not be communicated. The reporting officer should specifically state in an adverse entry whether the defect mentioned has already been communicated to the official concerned on any previous occasion. Only those defects need be pointed out which can be remedied, since it would serve no useful purpose to communicate a remark on lack of ability or intelligence. Great attention should be paid to the manner and method of communication in order to ensure that the advice given and the warning or censure administered, whether orally or in writing, shall, having regard to the temperament of the officer concerned, be most beneficial to him. The above procedure governs reports of a periodical nature and does not apply to reports specially called for.

The adverse remarks in the confidential reports on Class II officers which are, under the above instructions, to be communicated should be communicated to the officers concerned by the officers mentioned in rule 76 above at the time the remarks are recorded. This fact should be specifically mentioned in the confidential report when it is submitted to the Director-General. No remarks made by the Head of a Circle on Class I officers are to be communicated by him. The Director-General will decide whether they should be communicated and, if so, in what form.

The effect of the communication of adverse entries should be carefully watched and the reporting officer should, when drawing up a report in the next year, state whether the officer reported on has or has not taken steps to remedy defects to which his attention has been drawn in previous years. Such remarks should also be communicated to him, so that he may know that his efforts to improve have not passed un-noticed. The method of communication in either case should be the same.

### Confidential Records.

74. Confidential records will be maintained in respect of all superior non-gazetted employees working in the office of the Director-General in the prescribed form and in form App. 9 in offices of the Heads of Circles and in other administrative offices, that is, offices of the Controller of Telegraph Stores, the Superintendent of Telegraph Workshops, the Accounts officer, Telegraph Stores and Workshops, the Accounts officer, Telephone Revenue, and the Confidential records in form App. 11 will be maintained in respect of all superior non-gazetted employees working in post and telegraph offices including divisional offices. The officers who are required to maintain the confidential records, and the classes of officials in respect of whom they are to be maintained are shown in the sub-joined table. Subject to the classification given in the table, the Head of a Circle or the administrative officer, as the case may be, will decide in the case of each office which officer will maintain the character sheets and for whom.

| Classes of officials.              | Offices where the officials are employed.                                               | Officers who are competent to maintain confidential records in respect of the officials who work directly under them. |
|------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1. Superintendent                  | In the office of the Director-General.                                                  | Assistant-Director-General or Assistant Deputy Director-General in charge of the section.                             |
| 2. Ministerial staff of a section. | Ditto                                                                                   | Superintendent in charge of the section.                                                                              |
| 3. Stenographers                   | Ditto                                                                                   | The officer to whom he is attached.                                                                                   |
| 4. Office Superintendents          | In Circle Offices                                                                       | Postmaster-General, or Deputy Postmaster-General.                                                                     |
| 5. Managers                        | In Dead Letter Offices                                                                  | Deputy Postmaster-General.                                                                                            |
| 6. Accountants                     | In the office of Accounts officers, Telephone Revenue, Telegraph Stores, and Workshops. | Accounts officers, Telephone Revenue, Telegraph Stores, and Workshops.                                                |

| Classes of officials.        | Offices where the officials are employed.                                                                                                              | Officers who are competent to maintain confidential records in respect of the officials who work directly under them.                                                                                                                                            |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Divisional accountants.   | In Engineering Divisions.                                                                                                                              | Confidential reports are maintained for these by the Accountant-General (Posts and Telegraphs, branch).                                                                                                                                                          |
| 8. Accounts clerks.          |                                                                                                                                                        |                                                                                                                                                                                                                                                                  |
| 9. Foreman                   | In Telegraph Workshops.                                                                                                                                | Superintendent of Telegraph Workshops.                                                                                                                                                                                                                           |
| 10. Assistant foreman.       | In Telegraph Workshops.                                                                                                                                | Assistant Superintendent of Telegraph Workshops.                                                                                                                                                                                                                 |
| 11. Examiners.               |                                                                                                                                                        |                                                                                                                                                                                                                                                                  |
| 12. Instrument testers.      | In Telegraph Workshops.                                                                                                                                | Assistant Superintendent of Telegraph Workshops.                                                                                                                                                                                                                 |
| 13. Engineering supervisors. | In Engineering Divisions and Sub-Divisions, Telephone Exchanges, telegraph offices and office of the Accounts officer, Telegraph Stores and Workshops. | Head of Division or Sub-division or head of exchange of not lower rank than Deputy Assistant Engineer; or head of telegraph office or Assistant Electrical Engineer or Deputy Assistant Electrical Engineer or Accounts officer, Telegraph Stores and Workshops. |
| 14. Wireless supervisors.    | In radio stations.                                                                                                                                     | Head of radio station of not lower rank than Deputy Assistant Engineer.                                                                                                                                                                                          |
| 15. Cable supervisors.       | In Engineering Divisions.                                                                                                                              | Divisional Engineer, Telegraphs.                                                                                                                                                                                                                                 |
| 16. Telegraph maintainers.   | Telegraph offices in charge of a Superintendent. In other telegraph offices.                                                                           | Head of office or Assistant Superintendents. Director of Telegraphs. Deputy Postmaster-General, Personal Assistant Traffic or Postmaster-General.                                                                                                                |
| 17. Telegraphists.           | In telegraph offices in charge of a Superintendent. In other telegraph offices.                                                                        | Head of office or Assistant Superintendents. Director of Telegraphs. Deputy Postmaster-General, Personal Assistant Traffic or Assistant Director.                                                                                                                |



| Classes of officials.                                                                                            | Offices where the officials are employed.                                                                       | Officers who are competent to maintain confidential records in respect of the officials who work directly under them. |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 18. Wireless operators.                                                                                          | In radio stations in charge of an Assistant Engineer or Deputy Assistant Engineer.<br>In other radio stations.  | Head of radio station.<br><br>Divisional Engineer Telegraphs.                                                         |
| 19. Ministerial staff in administrative offices.                                                                 | (a) In Circle offices.                                                                                          | (a) Director of Telegraphs, Deputy or Assistant Postmaster-General or Assistant Director.                             |
|                                                                                                                  | (b) In the office of the Controller of Telegraph Stores.                                                        | (b) Controller of Telegraph Stores.                                                                                   |
|                                                                                                                  | (c) In the office of the Superintendent of Telegraph Workshops.                                                 | (c) Assistant Superintendent of Telegraph Workshops.                                                                  |
|                                                                                                                  | (d) In the office of the Accounts officer, Telegraph Stores and Workshops.                                      | (d) Accounts officer, Telegraph Stores and Workshops.                                                                 |
|                                                                                                                  | (e) In the Telephone Revenue Accounts office, Dacca and Lahore and Telephone Revenue and Stores office Karachi. | (e) Accounts officer.                                                                                                 |
| Ministerial staff in Dead Letter Offices.                                                                        | In Dead Letter Offices.                                                                                         | Deputy Postmaster-General.                                                                                            |
| Postmasters, Grades B & C, and other ministerial staff in post offices and R. M. S.                              | (a) In first class post offices (including their town sub-post offices).                                        | (a) Postmasters, Grade A.                                                                                             |
|                                                                                                                  | (b) In Postal Divisions.                                                                                        | (b) Superintendents of post offices.                                                                                  |
|                                                                                                                  | (c) In Railway Mail Service.                                                                                    | (c) Superintendents of R. M. S.                                                                                       |
| Inspectors of post offices and R. M. S. (including head clerks to Superintendents of post offices and R. M. S.). | In Postal and Railway Mail Service Divisions.                                                                   | Superintendents of post offices and R. M. S.                                                                          |

| Classes of officials.                                                                             | Offices where the officials are employed.                                                                                                                                                                                                           | Officers who are competent to maintain confidential records in respect of the officials who work directly under them.            |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 20. Ministerial staff in Traffic Branch.                                                          | (a) In telegraph offices in charge of a Superintendent.<br>(b) In other telegraph offices.                                                                                                                                                          | (a) Head of office or Assistant Superintendents.<br>(b) Director of Telegraphs, Deputy Postmaster-General or Assistant Director. |
| Ministerial staff in Engineering Divisions.                                                       | (a) In the office of the Divisional Engineer, Telegraphs.<br>(b) In the office of the Sub-divisional officer, Telegraphs.<br>(c) In radio stations in charge of an Assistant Engineer or Deputy Assistant Engineer.<br>(d) In other radio stations. | (a) Head of office.<br>(b) Head of office.<br>(c) Head of radio station.<br>(d) Divisional Engineer, Telegraphs.                 |
| 21. Line inspectors                                                                               | In Engineering Divisions.                                                                                                                                                                                                                           | Sub-divisional officer, Telegraphs.                                                                                              |
| 22. Telephone inspectors.                                                                         | In Engineering Divisions and Telephone Exchanges.                                                                                                                                                                                                   | Officers of not lower rank than Deputy Assistant Engineers.                                                                      |
| 23. Sub-inspectors                                                                                | In Engineering Divisions and Sub-divisions and telephone exchanges.                                                                                                                                                                                 | Officers of not lower rank than Deputy Assistant Engineer.                                                                       |
| 24. Telephone operators.                                                                          |                                                                                                                                                                                                                                                     |                                                                                                                                  |
| 25. Building overseers.                                                                           | In Engineering Divisions.                                                                                                                                                                                                                           | Divisional Engineer, Telegraphs or Assistant Director.                                                                           |
| 26. Mechanics, mistresses engine drivers, carpenters artificers, motor drivers, and allied posts. | In Engineering Divisions and Sub-divisions, telephone exchanges telegraph offices and post offices.                                                                                                                                                 | Officers not below the rank of Deputy Assistant Engineer, Deputy Superintendent or first class postmasters.                      |
| 27. Cable jointers and allied posts.                                                              |                                                                                                                                                                                                                                                     |                                                                                                                                  |
| 28. Branch postmasters, overseers, postmen, head sorting and reader postmen.                      | In first class head post offices (including their town and post offices).                                                                                                                                                                           | Deputy, Assistant or sub-postmasters in selection grades.                                                                        |

| Classes of officials.                          | Office where the officials are employed.                                                                                                                    | Officers who are competent to maintain confidential records in respect of the officials who work directly under them. |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 29. Departmental stamp vendors.                | In second class head post offices excluding their town sub and branch post offices and their sub-post offices in charge of postmasters in selection grades. | Postmasters in selection grades.                                                                                      |
| 30. Postmen.                                   | ... In other post offices                                                                                                                                   | Inspectors of post offices.                                                                                           |
| 31. Village postmen.                           | ... In post offices                                                                                                                                         | Inspectors of post offices.                                                                                           |
| 32. Mail guards.                               | ... In Railway Mail service or Postal Divisions.                                                                                                            | Inspectors of Railway Mail Service or post offices.                                                                   |
| 33. Linemen.                                   | ... In Engineering Divisions and Sub-divisions, telephone exchanges and telegraph offices.                                                                  | Officers of not lower rank than engineering or electrical supervisors.                                                |
| 34. Storemen.                                  | ... In Telegraph Workshops and Stores                                                                                                                       | Assistant Superintendent of Telegraph Workshops or Controller of Telegraph Stores.                                    |
| 35. Inspectors of post and allied posts.       | In telegraph and post offices                                                                                                                               | Officers of not lower rank than Assistant Superintendent or first class postmaster.                                   |
| 36. Conservancy of inspection and allied post. |                                                                                                                                                             |                                                                                                                       |
| 37. Time keepers.                              |                                                                                                                                                             | Officers of not lower rank than Assistant Superintendent or Assistant Director.                                       |
| 38. Compositors.                               | In telegraph offices.                                                                                                                                       |                                                                                                                       |

75. The confidential records will consist of a bundle of loose sheets for each employee, one sheet being written up at a time, and fresh sheet being added on to the bundle as time goes.

76. In respect of each employee one sheet must be written up once a year in the first week of April regarding his general work, conduct and character. In addition to the annual entry, special cases of good service, or misconduct with particulars of any rewards or punishments, and cases of attachment of pay will be recorded therein as they occur. When any particular case is referred to in any entry, or when an entry is made under the orders of a higher authority, the file mark of the case or the number and date of the order must invariably be cited. A fresh sheet should also be written up, when the officer maintaining the confidential records, or the official whose confidential records are maintained, is transferred or deputed elsewhere for a period of more than three months, provided that a period of six months has elapsed since the last sheet was written up.

77. The confidential records will be kept in the personal custody of the officer required to maintain them and will be handed over to his successor in office when he transfers charge of his office. Whenever it is necessary to send them by post, they must be enclosed in a confidential cover and registered. When an official is transferred or deputed for more than three months, his confidential records should be forwarded direct to the officer by whom they are to be maintained.

78. When an adverse remark is made in the confidential records regarding an official's work and/or conduct, it must be communicated to him at once by the officer making it. Any improvements noticed in respect of the defects brought to his notice should also be recorded and communicated at the time the subsequent confidential records are written. The adverse remarks to be communicated should be prepared in duplicate, one copy to be signed and returned by the official to be kept in his confidential record. In case where an official prefers a petition against the adverse remarks and his petition is upheld, either wholly or partially, particulars of the orders passed thereon should be recorded in his confidential record.

#### Character Sheets.

79. Character Sheets in form App. 10 will be maintained in respect of all Class IV servants. The officers who are required to maintain the character sheets and the classes of Class IV servants in respect of whom they are to be maintained are shown in the subjoined table.

| Classes of officials.                 | Offices where the officials are employed.                                                                                                                                                                                                                                                                                               | Officers who are competent to maintain the character sheets in respect of the officials who work directly under them.                                                                                                                          |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Class IV officials.                | In the office of the Director General.                                                                                                                                                                                                                                                                                                  | Chief Superintendent.                                                                                                                                                                                                                          |
| 2. Class IV officials except runners. | (1) In Circle offices.<br>(2) In Dead Letter Office.<br>(3) Controller of Telegraph Stores, and<br>(4) Superintendent of Telegraph Workshops.<br>(5) In the office of the Accounts Officer, Telegraph Stores and Workshops.<br>(6) In the Accounts Officers Telephone Revenue Dacca, Karachi and Lahore; and Telegraph Stores, Karachi. | (1) Superintendent.<br>(2) Manager, Dead Letter Office.<br>(3) Head assistant in the higher selection grade, and<br>(4) Head clerk in the lower selection grade.<br>(5) Senior assistant or a selection grade clerk.<br>(6) Senior accountant. |

| Classes of officials. | Offices where the officials are employed.                                                                                       | Officers who are competent to maintain the character sheets in respect of the officials who work directly under them. |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
|                       | (6) In first class post offices (including their town sub-post offices).                                                        | (5) Officers not below the rank of postmasters, Grade B.                                                              |
|                       | (6) In the office of Superintendent of post offices or R. M. S.                                                                 | (6) Superintendent of post offices or R. M. S.                                                                        |
|                       | (7) In selection grade head post offices (excluding their sub and branch post offices) and in selection grade sub-post offices. | (7) Postmasters, Grade B.                                                                                             |
|                       | (8) In other post offices.                                                                                                      | (8) Inspectors of post offices.                                                                                       |
|                       | (9) In selection grade record, sub-record or mail offices in R. M. S.                                                           | (9) Selection grade record or sub-record clerks.                                                                      |
|                       | (10) In other offices in the R. M. S.                                                                                           | (10) Inspectors, R. M. S.                                                                                             |
|                       | (11) In Engineering Divisions and telegraph offices in charge of a Superintendent.                                              | (11) Selection grade head clerk or selection grade accountant or a selection grade ministerial officer.               |
|                       | (12) In small telegraph offices.                                                                                                | (12) Telegraph master or telegraphist in charge.                                                                      |
|                       | (13) In Engineering Sub-divisions and telephone exchanges.                                                                      | (13) Sub-divisional officer, Telegraphs.                                                                              |
|                       | (13)a In telegraph offices manned by Postal Signallers.                                                                         | (13)a Inspector Post office.                                                                                          |
|                       | (14) In radio stations.                                                                                                         | (14) Deputy Assistant Engineer or Wireless Supervisor in Charge of the radio station.                                 |
| 2. Runners.           | In postal sub-divisions.                                                                                                        | Inspector of post offices, or when the mail line is controlled by an overseer, the overseer.                          |
|                       | Elsewhere.                                                                                                                      | Officers not below the rank of deputy or assistant postmaster.                                                        |

80. A separate character sheet will be maintained for each Class IV servant, and a brief opinion must be recorded once a year in the first week of April regarding the general work, conduct and character of the employee concerned. In addition to the annual entry, special cases of good service or misconduct with particulars of any rewards or punishments and cases of attachment of pay will be recorded therein as they occur. When any particular case is referred to in any entry or when an entry is made under the orders of a higher authority, the file mark of the case or the number and date of the order must invariably be cited. The character sheet will be kept in the personal custody of the officer required to maintain it and will be handed over to his successor in office when he transfers charge of his office. Character sheets must always be kept unfolded. Whenever it is necessary to send them by post, they must be sent unfolded and enclosed in a confidential cover and registered. When an official is transferred or deputed elsewhere for more than three months, his character sheet should be forwarded direct to the officer by whom it is to be maintained.

A fresh remark should be made in the character sheet, when the officer maintaining it or the official whose character sheet is maintained, is transferred or deputed elsewhere for a period of more than three months, provided that a period of six months has elapsed since the last remark was made.

81. When an adverse remark is made in the character sheet regarding an official's work and/or conduct, it must be communicated to him at once by the officer making it.

The adverse remarks to be communicated should be prepared in duplicate, one copy to be signed and returned by the official to be kept in his character sheet. In case where an official prefers a petition against the adverse remarks and his petition is upheld, either wholly or partially, particulars of the orders passed thereon should be recorded in his character sheet.

"Any improvement notice in respect of the defects brought to his notice should also be recorded and communicated at the time the subsequent remarks are written."

#### Granting of certificates.

82. Certificates of good service or laudatory letters to employees who are or have been serving in the Department should not ordinarily be given. In really special cases such certificates may be given to employees who have earned them by specially good work, but copies of the certificates together with the reasons for granting them should be recorded in the office of the officer by whom they are granted. These certificates may be entered at the end of the recipient's service book only with the consent of the Director-General.

83. When any employee leaves the Department, a certificate in the following form may be given to him by the officer to whom he was directly subordinate, i.e., a Head of a Circle, Superintendent of post office or Railway Mail Service, first class postmaster, a Divisional Engineer, Telegraphs, a gazetted officer of the Engineering Branch holding independent charge of a Sub-division, the Controller of Telegraph Stores, Karachi, the Superintendent of the Telegraph Workshops, Lahore, or a Superintendent in charge of a departmental telegraph office, as the case may be:—

Certified that Mr. .... was employed  
in this Department as ..... from  
..... to ..... that he leaves\* .....  
and that his conduct has been.....

His personal description is as follows:—\*

1. Height, .....
  2. Personal marks for identification, .....
- ..... (Signature)  
..... (Designation).

#### Anonymous and pseudonymous communications.

84. Anonymous communications shall invariably be destroyed by their recipient. No action of any kind is to be taken on them and no notice of any kind is to be taken of their contents. If a communication is found to be pseudonymous, it (and any previous notes, etc., connected with it) must similarly be destroyed. There is no exception to this rule.

#### Complaints from and against departmental officials.

85. With the exception laid down in the preceding rule, every complaint by or against any employee in the Department must be received and enquired into by his superior officer, unless the complainant shall have been previously found guilty of making groundless or vexatious charges.

#### Irregular additions to income.

86. No employee in the Department may, in any circumstances, have a personal pecuniary interest directly or indirectly, in the construction of any telegraph line or departmental building, or performance of any departmental work, or in the manufacture, supply or sale of materials.

87. As the practice of allowing employees to receive fees and commissions would be detrimental to the public service, no one in the service of Government is allowed to receive fees or commissions, except under the circumstances mentioned in rules 46 to 48 of the *Fundamental Rules*.

\*Reasons for his connection with the Department ceasing are to be given here, (Give description from "service book" or "service roll.")

and rules 11 and 12 of the *Supplementary Rules*. Every employee in the service is bound to report to his departmental superior every infringement of this rule which may come to his knowledge.

**87-A.** No employee may act as an arbitrator in any case which is likely to come before him in any shape by virtue of any executive post which he may be holding.

**87-B.** An employee called upon by a Court of Law to act as a commissioner to give evidence on technical matters may comply with the request, provided that the case is not of such a nature as will be likely to come before him in the course of his official duties, and may accept such fees as are fixed by the court.

**88.** The receipt, or acceptance of an offer of, or the attempt to obtain, any consideration beyond the legal remuneration by any employee in the Department, is punishable under Section 161 of the *Indian Penal Code*, (as adopted in Pakistan) an extract from which is reproduced in the Appendix to the *Government Servants' Conduct Rules* in Appendix No. 2 to this Volume.

**89.** The testing of lightning conductors and grading of certificates of efficiency in respect of the same must never be undertaken by any member of the Department without the Director-General's prior sanction which will not ordinarily be given.

#### **Bidding at a sale or auction.**

**90.** No employees of the Department having any duties to perform in connection with any sale or auction of Government property, shall either directly or indirectly, bid for, acquire or attempt to acquire any interest in the property sold.

#### **Government Servants' Conduct Rules.**

**91.** The rules and orders of Government regulating the conduct of public servants in respect to borrowing money, receipt of complimentary addresses and other matters, are reproduced in full in Appendix No. 2 to this Volume.

#### **Money transactions with subordinates and contractors.**

**92.** Private money transactions between officials of the Department and specially between superiors and inferiors, are strictly forbidden. No officer or other person holding a responsible charge is permitted to borrow money from any person who is or may be placed under his orders or to request persons so placed to subscribe for any object in which he is interested. No member of the Department is permitted to borrow or receive money from any contractor or dealer with whom the Department has, or may have, dealings. When any such transaction on the part of an official comes to the knowledge of his superior officer, the latter should



report the case to the Head of the Circle, who will exercise his discretion in disposing of the matter.

### **Insolvency and habitual indebtedness**

93. The rules regarding the insolvency and habitual indebtedness of public servants and the removal from the public service of employees who resort to the Insolvency Court are laid down in rule 16 of the *Government Servants' Conduct Rules*.

94. Any employee of the Department who engages in money transactions of a discreditable nature, or allows himself to fall into a hopeless state of indebtedness, or voluntarily contracts debts or obligations which he is unable to meet, or is attended for debt, or who has resort to the Insolvency Court for the purpose of declaring himself an insolvent, will *ipso facto* render himself liable to dismissal. Necessary proceedings will, without delay, be drawn up against him by the head of the office or the authority immediately superior to the official concerned, who will be asked to show immediate cause why he should not be dismissed. No official who is seriously in debt will be appointed, even in a short leave vacancy, to any position of trust in which may have access to or handle cash or valuables.

95. It will be for the employee in fault to show any exceptional circumstances which would justify less severe action; for instance, that the embarrassments have been the result of unforeseen misfortunes, or of circumstances over which he could exercise no control, and have not proceeded from dissipated and extravagant habits. It is no valid excuse for hopeless indebtedness to show that it has been caused by standing security for others, the plea which is frequently put forward in such cases. An employee having resort to the Insolvency Court must report the fact of his insolvency without delay to his immediate superior.

96. Cases where half the pay of a Government servant is constantly being attached for debt, or has been continuously under attachment for more than two years, or is attached for a sum which, under ordinary circumstances, it will require more than two years to repay, have been declared by the Government of Pakistan to constitute such a state of indebtedness as to render it undesirable that the debtor should be retained in the public service. In such cases it is the duty of the head of the office or the authority immediately superior to the official concerned to obtain a full schedule of the latter's debts and to draw up a report dealing specially with the following points:—

- (1) what proportion the debts bear to the pay and to what extent they detract from the debtor's efficiency as a public servant,
- (2) whether the debtor's position is irretrievable, and
- (3) whether it is desirable to retain him in the particular post he occupies or in any position under Government.

97. The proceedings referred to in rules 94 and 96 should be submitted for orders of the appropriate punishing authority through the usual official channel. In case the authority immediately superior to the insolvent or indebted officer is himself the appropriate punishing authority, the proceedings should be disposed of by him.

#### Issue of orders.

98. No orders that are in any way likely to lead to dispute must ever be issued verbally; they should always be in writing.

#### Publication of misleading information.

99. Whenever any employee of the Department makes misleading or untrue statements relating to the Department by publication in a newspaper, in a public speech or in any other public manner, he should at once be called upon by the officer under whom he is serving for an explanation. The case should then be reported to the Head of the Circle who should order a thorough investigation. A full report should be submitted to the Director-General.

100. No employee may publish, without the previous sanction of superior authority, any documents, papers, or information, of which he may have become possessed in his official capacity. This rule applies equally to documents which are printed as well as to those which are in manuscript.

*NOTE.*—The Director-General may sanction the publication by telegraph employees in the *Journal of the Asiatic Society* or other scientific periodical, of any papers connected with their official duties, which may contain professional or scientific matter of general interest.

#### Attending committees, etc.

101. No departmental employee is to attend any station or other committee without reporting the fact and sending a copy of the proceedings to the Head of the Circle or the Director-General, as the case may be.

102. It must be thoroughly understood that it is the duty of every employee, when at a station where he can receive instruction on any point necessary for the practical execution of his professional duties, to seek that instruction himself.

#### Responsibility.

103. "Where owing to the negligence of a departmental employee or its agent including an extra Departmental agent or through the omission on his part to observe any rule as provided in the different volumes of the *Posts and Telegraphs Manual*, or in the *Post and Telegraph Guide*, the department is put to a loss of Government money or property

or has to make good the loss of any money or property or where the department loses money by embezzlement or fraud of any of its employees, etc., any member of the staff or any agent who by his negligence, default or disregard of the rules, has caused the loss or has contributed to its occurrence may be required to make good the loss either in whole or in part as the competent authority may decide."

**NOTE.**—The *Public Accounts' Default Act* (XII of 1899) provides additional safeguard in the case of such employees of the Department as are "public accountants" within the meaning of that Act, Sections 3 and 4 of which are reproduced below:—

"3. Every person is a public accountant within the meaning of this Act who, by reason of any office held by him in the service of the East India Company, is entrusted with the receipt, custody or control of any moneys or securities for money, or the management of any lands belonging to the East India Company, or as Official Assignee or Trustee, or as *darbarkhast*, or in any other official capacity, with the receipt, custody or control of any moneys or securities for money, or the management of any lands belonging to any other person or persons.

4. The person or persons at the head of the office to which any public accountant belongs may proceed against any such public accountant and his sureties, for any loss or defalcation in his accounts, as if the amount thereof were an arrear of land-revenue due to Government."

Under Section 4 of the Act, the loss caused by the defalcation of a public accountant is therefore recoverable from him and his sureties as an arrear of land-revenue.

### Censure.

#### 104. *Cancelled.*

105. Negligence not leading to serious results or not in itself deserving of punishment by any of the other methods, may be punished by censure which will be communicated in writing to the person in fault and recorded in his character sheet. Promotion may be withheld from officials who have been censured for bad work.

#### 106. *Cancelled.*

### Punishment Register.

107. Each of the following officials must keep a punishment register in form App. 32 containing particulars of punishments imposed by him and, if he is directly subordinate to the Head of the Circle, the punishments inflicted on employees under his control by the latter officer:—

- (1) Superintendents of post offices and Railway Mail Service.
- (2) First class head postmasters.
- (3) Inspectors of post offices and Railway Mail Service.
- (4) Head postmasters subordinate to Superintendents.

- (5) Sub-postmasters in the selection grades.
- (6) Head record clerks.
- (7) Record and sub-record clerks in the selection grade.
- (8) Divisional Engineers, and Sub-divisional officers, Telegraphs.
- (9) Heads of departmental telegraph offices.
- (10) Officers-in-charge of wireless stations.

The register should show the names, designations, and pay of the employees punished, the nature of their offences, and the penalties imposed, e.g., dismissal, reduction to a lower post, etc. The punishments against each employee should be entered together, one after another, when more than one imposed on each man.

**Form.**—Particulars of all suspensions should be entered in the punishment register, separately from the entries of punishments under a manuscript heading "Suspensions," the date of suspension being shown in the column headed "Punishment awarded." All pending cases of suspension should be re-entered in red ink and the new cases occurring in any month entered next in black ink. As soon as a case is disposed of, the manner of disposal should be shown against the entry for the month and in the succeeding month it should be omitted.

**108.** A copy of the register in form App. 32 (d), showing particulars of the punishments inflicted during the previous month and all pending cases of suspensions should be forwarded (1) on the 5th of each month to the Divisional Engineer, or the Superintendent of post offices or Railway Mail Service or the first class postmaster, as the case may be, by such of the official mentioned above as are subordinate to him and (2) on the 10th of each month to the Head of the Circle by all other officials concerned. In the latter copies particulars of all dismissals or removal from service and suspension (if any) shown in the statements received from subordinate officials should be included, particulars of other punishments being excluded unless the Head of a Circle has specially ordered their inclusion.

**108-A.** The authority to whom the punishment register is sent, should, on receipt, review it without delay and if he considers that the original order of the appropriate punishing authority requires revision either on the score of severity or the reverse or for any other reason, he should make out a proper case and address the Director-General for securing revision of the order of punishment by the Governor-General.

**109.** *Cancelled.*

## CHAPTER III.

## APPEALS AND PETITIONS.

## Appeals.

110. An appeal is one which is preferred to the appropriate appellate authority against any of the penalties specified in rule 3 of the statutory rules relating to appointments, penalties and appeals of members of subordinate services, which have been incorporated in Schedule No. I-A of the *Posts and Telegraphs Manual*, Volume III. The procedure regarding submission and disposal of appeals is laid down in rules 12, 13, 14, 15 and 16 of these statutory rules.

111. (I) Any appeal or copy thereof which is sent direct to the Director-General or to any subordinate authority, instead of through the proper channel, will be filed, no notice of any kind being taken of it.

(2) In one class of case only may an exception be made to this rule. It occasionally happens that an aggrieved official complains that he can get no reply at all to an appeal submitted in the proper manner. In such a case a reminder should be sent to the proper authority. If no reply is still forthcoming, after a reasonable time has been allowed for it, this fact may be reported direct to a higher authority, copy being sent invariably through the official channel. If such a case as this comes to the notice of the Director-General or the Head of a Circle, his attention will be directed to the alleged failure of the proper authority to deal with the case and to ensuring that the regular system is worked properly, rather than to the merits of the case in itself.

112. The officer by whom an appeal is received for onward transmission should forward it, if it is in order, to the appellate authority, accompanied by a report giving:—

- (a) the appellant's name, designation, service and pay, and
- (b) a statement of the facts of the case;

and to the report should be appended the undermentioned documents:—

- (c) A copy of the memorandum of charges given to the appellant before he was punished, together with a copy of his explanation or defence. If, for any reason, no memorandum of charges was given to the appellant or if his explanation or defence was not obtained, the reasons should be fully reported to the appellate authority.
- (d) A copy of the original order of punishment.
- (e) Character sheet, service book and service roll, if necessary, of the appellant if he was an official respecting whom this record is required to be maintained.
- (f) If an appeal, or any of the documents accompanying or sent with it, is in any language, an English translation of the document should be appended.

113. It is upon the appellate authority to uphold or modify the orders appealed against, and also to enhance, on appeal, the punishment awarded by the punishing authority. In every case the appellate authority should pass written orders on the appeal and the orders should be communicated, through the officer from whom the appeal was received, to the appellant. The communication to the appellant should be sent under a registered cover with acknowledgment due and the acknowledgment should, on receipt, be forwarded to the appellant authority for record in his office. If the appellate authority decides, on appeal, to reverse an order of dismissal or removal from service he may decide that the past service of the reinstated officer shall count, otherwise dismissal or removal from service involves forfeiture of previous service.

114. A representation against an order passed by an appellate authority in respect of matters relating to pensions, which is addressed to the Director-General or to any authority subordinate to him, may be withheld by the authority immediately below the authority to whom it is addressed.

#### Petitions and Representations.

115. Any representation which is not an appeal within the meaning of rule 116 above, should be designated as a petition if addressed to the Governor-General and as a representation if addressed to any other authority. A representation when not made against a decision on a previous communication, should be addressed to the authority competent to pass orders on the subject-matter and should be submitted through the proper channel. Instructions regarding submission of petitions are contained in rule 123A.

116. Every employee wishing to submit a representation must do so separately, and the representation can be made only in respect of matters in which he has a personal interest. Joint representations are inadmissible, but there is no objection to an identical representation being made by more than one employee, provided the circumstances and conditions of the case as represented in the representation apply personally to each individual employee by whom it is submitted. Representations must not contain any irrelevant matter; they should be clear and concise and couched in respectful language and end with a specific prayer. Whenever practicable, they should be written in English.

117. A representation to a higher authority when made against the decision of a next lower authority, must be accompanied by a copy of the order against which it is made, and must be submitted through the officer by whom the order was passed (whether original or on representation) and addressed to the next higher appellate authority. For instance, a representation against an order originally passed by an Inspector of post offices must, in the first instance, be submitted through him, be accompanied by a copy of his order, and be addressed to the Superintendent of the Division. If the official making the representation is dissatisfied with the Superintendent's order on his representation, it is open to him to submit a representation to the next higher appellate authority, i.e., to the

Head of the Circle, and the representation to that officer must be submitted through the Superintendent and be accompanied by a copy of the Superintendent's order. Similarly, a representation against an order originally passed by a Superintendent of post offices or Railway Mail Service, a Divisional Engineer, Telegraphs, or an officer in charge of a departmental telegraph office or wireless station, must in the first instance be submitted through him, be accompanied by a copy of his order, and be addressed to the Head of the Circle. The next higher and final appellate authority in the Department is the Director-General, and a representation to him must be submitted through the Head of the Circle and be accompanied by a copy of his order.

**117. Delayed.**

**117-A.** (1) The instructions in rule 117 (1) and (2) above apply also to representations addressed to the Director-General or to the authority subordinate to him.

(2) In the case of memorials addressed to the Government of Pakistan, no copies of such memorials should be forwarded by the memorialists direct to those authorities.

*Note.*—These rules apply also to representations and applications addressed to the Director-General by persons who have left the Department, or whose services have been dispensed with, or who have been dismissed. All such communications must be submitted through the Head of the Circle under whom the persons were last employed.

**117-B.** The officer by whom a representation is received, for onward transmission should forward it to the authority addressed, with a report giving a full statement of the case and a definite recommendation in respect of the prayer or prayers contained therein. Relevant documents (copies or in original) should also accompany the forwarding report. If a representation or any of the documents accompanying or sent with it is in any language, an English translation of the document should be appended.

**117-C.** No representation lies to a higher authority except against the order of the next lower authority in cases in which the latter authority is competent to pass orders on the subject-matter of the representation. For instance, in the illustration given in the preceding rule 117 a representation against the Inspector's order does not lie to the Head of the Circle if the Superintendent has not been previously appealed to; and in such cases the representation is liable to be withheld by the Superintendent. Similarly, a representation against the order of a Superintendent of post offices or Railway Mail Service, a Divisional Engineer, Telegraphs, or an officer in charge of a departmental telegraph office or wireless station, does not lie to the Director-General if the Head of the Circle has not been previously appealed to; and in such cases the representation to the Director-General is liable to be withheld by the Head of the Circle. A representation against the orders of any other authority directly subordinate to the Director-General, viz., the Controller of Telegraph Stores, Superintendent of Telegraph Workshops, etc., should, however, be made to the Director-General.

**118-D.** Representations to the Head of a Circle appealing against the order of a Superintendent of post offices or Railway Mail Service, a first class head postmaster, a Divisional Engineer, Telegraphs, or the head of a departmental telegraph office or wireless station, and representations to a Superintendent of post offices, a first class head postmaster, a Divisional Engineer, Telegraphs, or any other authority directly subordinate to the Director-General, appealing against the order of a subordinate officer are liable to be rejected without investigation if they are submitted more than six months after the date of communication to the official making the representation of the order appealed against.

**Note.**—The period of 6 months should count after the date on which the official making the representation was informed of the original orders of the authority concerned and not the subsequent orders, if any, passed on a representation for reconsideration.

**118-E.** No authority below the rank of the Head of a Circle may withhold a representation addressed to a higher authority unless it relates to a subject on which the lower authority is competent to pass orders and no previous application for redress has been made to him. Whenever a representation is withheld under this rule, the fact that it has been withheld and the reason for withholding it must be communicated by the officer concerned to the official making the representation as well as to the authority to whom the representation was addressed. The fact that a representation contains irrelevant matter, or that it is wanting in clearness, precision or respect or that it is otherwise open to objection, are points in which the attention of the appellate authority to whom it is addressed may be drawn by the authority submitting it, but they do not constitute grounds on which the latter may withhold or return the representation to the official making the representation.

#### **Representations to the Director-General.**

**119.** The instructions in the preceding rules apply also to representations addressed to the Director-General.

**120.** The Head of a Circle or any other authority directly subordinate to the Director-General is, however, vested with discretionary power to withhold representations to the Director-General in the following cases; and whenever this power is exercised, the fact and the reasons for it should be communicated to the Director-General and to the official making the representation:—

- (a) In the case of a transfer ordered in the interest of service or the refusal of an application for a transfer including exchanges of stations at the expense of the officials concerned.

**Note.**—The mere fact of transfer to which every official is liable as a condition of his service cannot, in ordinary circumstances, be made a ground of appeal to the Head of the Department; but a representation lies to the Director-General in the case of an officer frequently transferred at short intervals and who makes this the ground of his appeal.

- (b) In the case of a candidate for employment in the Department, a learner under training, a temporary or acting



official, or a probationer, whom the Head of a Circle or any authority subordinate to him is competent to appoint and who is removed from the Department as having proved himself unfit for permanent employment.

*Notes.*—This does not include cases in which any of the officials mentioned above is discharged or dismissed on account of some specific offence; whether proved or suspected, e. g., participation in a fraud.

- (c) In the case of voluntary unconditional resignation of his appointment by an officer.
- (d) In case a representation is illegible or unintelligible, or contains language which, in the opinion of the Head of the Circle or any other authority directly subordinate to the Director-General, is disrespectful or improper.
- (e) In case a previous representation has been disposed of by the Director-General and a fresh one is submitted disclosing no new facts or circumstances affording ground for reconsideration of the orders already passed.
- (f) In case a representation relates to a subject on which the Head of the Circle or any other authority directly subordinate to the Director-General is competent to pass orders and no previous application for redress has been made to him.
- (g) In case a representation to the Director-General against the order of the Head of a Circle or any other authority directly subordinate to the Director-General is not submitted within six months after the date on which the official making the representation was informed of the order appealed against, and no reasonable cause is shown for the delay.

*Notes.*—The period of 6 months should count after the date on which the official making the representation was informed of the original orders of the authority concerned and not the subsequent orders, if any, passed on a representation for reconsideration.

- (A) In the case of a representation protesting against the act of withholding a previous representation.
- (c) In the case of an application—
  - (i) for employment in Government service not made in pursuance of any rule or announcement regarding applications for such employment; or
  - (ii) for exemptions from the provisions of any rule or order prescribing the qualifications to be possessed by persons for appointment in the service of Government.

121. The Head of a Circle or any other authority directly subordinate to the Director-General will forward quarterly to the Director-General a list of representations withheld under rule 120.

**Representations to the Secretary, Ministry of Communications  
or the Hon'ble Minister, Communications.**

122. (1) Representations may be submitted by employees of the Department in their own behalf to the Secretary to the Government of Pakistan in the Ministry of Communications through the Director-General. Every such representation shall be authenticated by the signature of the officer making the representation and be complete in itself, containing all material facts relating to the matter represented, and, where it is against the recorded order of an authority, be also accompanied by a copy of the order. It shall be couched in clear and respectful language and shall end with a specific prayer. The representation shall be submitted through the immediate superior of the officer making the representation.

(2) The Director-General may, at discretion, withhold a representation when:—

- (a) it does not comply in full with the provisions of sub para (1) above;
- (b) it is illegible or unintelligible or contains language which is, in the opinion of the Director-General, disloyal, disrespectful or improper;
- (c) it has been submitted after the lapse of a period of 6 months from the date of receipt of the order represented against and no satisfactory explanation of the delay is given;
- (d) a previous representation on the same subject has been disposed of by the Secretary, Ministry of Communications, and no new facts have been disclosed to warrant a reconsideration of the subject;
- (e) it is a representation against a decision which is declared to be final by any law or statutory rule or against which the officer making the representation has exercised or possesses a right of appeal according to his conditions of service or terms of contract;
- (f) it relates to a subject on which the Director-General is competent to pass orders and no application for redress has been made to him;
- (g) it is a representation against the withholding of a representation by the Director-General;
- (h) it is an application for employment in Government service not made in pursuance of any rule or announcement made in this behalf, or it seeks exemption from the provisions of any rule or order prescribing qualifications to be possessed by persons for appointment in the service of Government; or

- (i) it relates to the discharge of a candidate for employment, a learner under training, a temporary or acting official, or a probationer, whom the Director-General or an authority subordinate to him is competent to appoint and who is discharged as having proved himself unfit for permanent employment.
- (ii) The Director-General shall when he withholds a representation, inform the officer making the representation of the withholding and the reasons therefor.
- (iii) The Director-General shall submit to the Secretary, Ministry of Communications every quarter a statement showing brief particulars of the representations withheld by him during the quarter and the reasons therefor.
- (iv) Unless a representation is withheld by the Director-General under paragraph (2) above, it shall be submitted by him with his recommendation to the Secretary to the Ministry of Communications.
- (v) These instructions shall also regulate the receipt, transmission and withholding of representations addressed to the Hon'ble Minister, Communications.

**NOTE.**—The term 'Secretary' in the above instructions includes Joint Secretary.

### 123. Petitions to the Governor-General.

*N.B.*—These instructions will apply only to petitions from persons who are purely outsiders.

## PART I.

### PRELIMINARY.

1. *Definitions.*—For the purpose of these instructions :—
 

“Petitions” includes memorials, letters and applications of the nature of petitions.
2. *Scope of Instructions.*—These instructions shall apply, so far as may be, to all petitions addressed to the Governor-General relating to matters to which his executive authority extends *excepting* :—
  - (i) Petitions submitted by, or on behalf of persons sentenced by a court of law to death or to any other punishment ;
  - (ii) Petitions submitted by, or on behalf of persons who are or have been in the *Service of the State* in respect of matters arising out of such service or in respect of the termination of such service and
  - (iii) Petitions relating to bills pending before the Central Legislature of Pakistan.

## PART II.

## Preliminary.

## FORM AND MANNER OF SUBMISSION OF PETITIONS.

3. *Form of petition* :—

- (a) A petition may be either typewritten or printed ;
- (b) Every petition shall be authenticated by the signature of the petitioner, or when the petitioners are numerous, by the signatures of one or more of them ;
- (c) Every petition shall be written either in English or in Urdu, and in the latter case shall be accompanied by translation in English, duly authenticated as provided in clause (b). The supporting documents shall be in the language of the original, and when such language is not English, shall be accompanied by a translation in English duly authenticated as provided above.

4. *Contents of petitions*.—Every petition shall—

- (a) be complete in itself ;
- (b) contain all material statements and arguments relied upon by the petitioner ;
- (c) if any recorded order of a public authority is complained against, be accompanied by a copy of the order and a copy of the order in the case passed by the subordinate authority ; and
- (d) end with a specific prayer.

5. *Method of submission*.—Every petition shall be submitted :—

- (a) If it relates to a matter directly administered by the Central Government, through the Head of the Department concerned ;
  - (b) if it emanates from Baluchistan or the Capital of the Federation through the Chief Commissioner or the Administrator as the case may be ;
  - (c) if it emanates from a Province, through the Government of the Province ;
  - (d) in any other case through the Ministry of the Interior ;
- and shall be accompanied by a letter requesting the authority concerned to submit the petition to the Governor-General.

## PART III.

## WITHHOLDING OF PETITIONS BY SUBORDINATE OF AUTHORITIES.

6. *Circumstances in which petition may be withheld.*—The petitions received by any authority under sub-instructions (a), (b), (c) or (d) of Instructions 5 may, if it is an authority specified in the schedule appended to these instructions be withheld by that authority, when

- (a) the petitioner has not complied in full with the provisions of part II of these instructions;
- (b) the petition is illegible or unintelligible or contains language which in the opinion of the authority is disloyal, disrespectful or improper;
- (c) a previous petition from the petitioner on the same subject has been disposed of by the Governor-General and the petition, in the opinion of the authority, discloses no new facts or circumstances which afford grounds for reconsideration of the subject;
- (d) the petition is a representation against a decision which is declared to be final by any law or statutory rule;
- (e) the law provides a different or specific remedy in respect of the subject-matter of the petition whether or not any period of limitation prescribed for the purpose of such remedy has expired;
- (f) the petition is in effect an appeal from a judicial decision;
- (g) the petition is a mere application for relief, pecuniary or other, which is,
  - (i) presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstantial character; or
  - (ii) so belated that its consideration is clearly impossible;
- (h) the petition makes a proposal regarding legislation which the authority is not prepared to support;
- (i) the petition is a representation against the action of a private individual or of a body of private individuals regarding the private relations of the petitioner or such individual or body;
- (j) the petition relates to a matter in which the petitioner has no direct personal interest;

- (x) the petition relates to a subject on which the authority is competent to pass orders and no application for redress has been made by the petitioner to that authority;
- (y) the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation of the delay is given; or
- (z) the petition is a representation against a failure to exercise a discretion vested in the Governor-General or any other authority.

7. *Petitioner to be informed when petition is withheld.*—When a petition is withheld under Instructions 6, the authority shall inform the petitioner of the withholding and the reasons therefor.

8. *List of petitions withheld.*—The authorities mentioned in the schedule appended to these instructions shall send a quarterly return in the months of January, April, July and October to the Secretary to the Governor-General, specifying all petitions withheld under Instructions 6 and reasons for withholding them.

#### PART IV.

##### TRANSMISSION OF PETITIONS BY SUBORDINATE AUTHORITIES.

##### A. *Procedure for Transmission* :—

- (a) The authorities referred to in clauses (a), (b), (c) and (d) of Instructions 6 shall ordinarily within one month of receipt of the petition, transmit to the Governor-General all petitions not withheld under Instructions 6, together with a concise statement of facts, material thereto and an expression of the opinion of the authority concerned thereon.
- (b) Whenever the petition or any document accompanying it is not in English, such authority shall examine the accompanying translation, and report any defects, and where defects are numerous, may add its own translation, while transmitting the petition.

##### LIST OF SUBORDINATE AUTHORITIES WHO MAY WITHHOLD PETITIONS. SCHEDULE.

[See Instructions 6.]

1. All Heads of Departments directly administered by the Central Government including :—

- (a) The Commander-in-Chief, Pakistan Army;
- (b) The Flag-Officer Commanding, Royal Pakistan Navy;
- (c) The Air Commander, Royal Pakistan Air Force.

2. All Provincial Governments.

3. The Chief Commissioner, Baluchistan.

4. The Chief Commissioner, Karachi.

**123-A.** Instructions for the submission, receipt and transmission of petitions to the Governor-General from persons who are or have been in the Civil Service of the Crown in Pakistan.

## PART I.

### PRELIMINARY.

1. *Definitions*.—In these instructions:—

(1) "Provincial Government" includes the authority mentioned in the Schedule; and

(2) "Petition" includes memorials, letters and applications of the nature of petitions.

2. *Scope of Instructions*.—(1) Save as hereinafter provided, these instructions shall apply so far as may be, to all petitions addressed to the Governor-General by persons who are, or have been, in the Civil Service of the Crown in Pakistan in respect of matters arising out of such employment or in respect of the termination of such employment.

(2) They shall apply, in so far as they are not inconsistent with the conditions of service governing service in the Pakistan Army the Royal Pakistan Navy or the Royal Pakistan Air Force, to petitions of the nature referred to in clause (1) by persons who are or have been in that service in respect of matters arising therefrom.

(3) They shall not affect any rules or orders made by competent authority in respect of representations submitted by recognised associations of Government servants.

## PART II.

### FORM AND MANNER OF SUBMISSION OF PETITIONS.

3. *Form of Petition*.—(1) A petition may be either in type-script or in print.

(2) Every petition shall be authenticated by the signature of the petitioner, and submitted by the petitioner in his own behalf.

(3) Every petition, and the documents accompanying it, shall be in English or accompanied by translation in English.

4. *Contents of Petitions*.—Every petition shall—

(a) contain all material statements and arguments relied upon by the petitioner;

- (b) be complete in itself ;
- (c) if any recorded order of a public authority is complained against, be accompanied by a copy of the order and by a copy of any order in that case passed by a subordinate authority ; and
- (d) end with a specific prayer.

3. *Method of Submission.*—(1) Every petition shall be submitted through—

- (a) the Provincial Government mentioned in the Schedule in respect of the petitioner ; or
- (b) if no Provincial Government is mentioned in the Schedule in respect of the petitioner, the Provincial Government of the province in which the petitioner is or has last been residing or employed, and shall be accompanied by a letter requesting the Provincial Government to transmit the petition to the Governor-General.

(2) If there is no Provincial Government within the meaning of clause (1) the petition shall be submitted to the Governor-General direct.

4. (1) Every petition shall be submitted through the superiors under whom the petitioner is serving, or, if he has left the service, under whom he last served before leaving.

(2) The superiors, on receipt of any petition submitted through them in accordance with clause (1), shall forward the petition, through the proper official channel, to the authority provided in para. 5.

### PART III.

#### WITHHOLDING OF PETITIONS BY THE PROVINCIAL GOVERNMENTS.

7. *Circumstances in which Petitions may be withheld.*—The Provincial Government may, at discretion, withhold a petition when—

- (1) the petitioner has not complied in full with the provisions of Part II of these instructions ;
- (2) the petition is illegible or unintelligible or contains language which is, in the opinion of the Provincial Government, disloyal, disrespectful or improper ;
- (3) a previous petition from the petitioner on the same subject has been disposed of by the Governor-General and the petitioner, in the opinion of the Provincial Government, discloses no new facts or circumstances which afford grounds for a reconsideration of the subject ;



(3) the petition is a representation against a decision which is declared to be final by any law or statutory rule;

(4) the petition is—

(a) an application for employment in Government service not made in pursuance of any rule or announcement regarding applications for such employment; or

(b) a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government or by persons engaging in any profession or employment;

(5) the petition relates to a subject on which the provincial Government is competent to pass orders, and no application for redress has been made to the Provincial Government by the petitioner;

(6) the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition, and no satisfactory explanation of a delay is given;

(7) the petition is a representation against a failure to exercise a discretion vested in the Provincial Government;

Provided that no petition submitted by an officer appointed by the Governor-General or a Commissioned Officer on the active list of the Royal Pakistan Navy, or an officer holding the Royal Commission on the active list of the Pakistan Army or the Royal Pakistan Air Force or an officer appointed substantively to a reserved post, or an officer appointed by the Governor-General to a Central service, shall be withhold;

(8) the petition is a representation against the discharge of a person—

(a) appointed on probation, during such probation;

(b) appointed, otherwise than under contract, to hold a temporary appointment, on the expiration of the period of such appointment; or

(c) engaged, under contract, in accordance with the terms of such contract;

(9) the petition is a representation against an order—

(a) from which the petitioner has exercised, or possesses a right of appeal under—

(i) rules or orders regulating his conditions of service, or

(ii) the terms of his contract of service;

(b) passed by any authority in the exercise of appellate or revisional powers conferred by any rule, order or contract such as is referred to in sub-clause (a); or

- (c) from which, not being an order of punishment passed by the Governor-General on an officer appointed by the Governor-General, an appeal is expressly barred by any rule, order or contract such as is referred to in sub-clause (a) ;

(11) the petition is a representation relating to—

- (a) the application of—
  - (i) rules or orders made by the Governor-General ; or
  - (ii) the terms of the contract of service of the petitioner ; or
- (b) an order of the Provincial Government refusing to grant or to recommend—
  - (i) a special pension ;
  - (ii) a compassionate pension ; or
  - (iii) any pecuniary or other concession to which the petitioner is not entitled under any law or statutory rule ;

Provided that no petition submitted by an officer appointed by the Governor-General or by a Commissioned officer on the active list of the Royal Pakistan Navy or an officer holding the Royal Commission on the active list of the Pakistan Army or the Royal Pakistan Air Force, an officer appointed substantively to a reserved post, or an officer appointed by the Governor-General to a Central Service, shall be withheld ;

(12) the petition is submitted, otherwise than in accordance with any rule, order or contract such as is referred to in sub-clause (a) of clause (10) with regard to the prospective claim of the petitioner to pension ; or

(13) the petition is a representation against the withholding of the petition by any authority competent to do so.

8. *Petitioner to be informed when petition is withheld.*—The Provincial Government shall when it withholds a petition under paragraph 7 inform the petitioner of the withholding and the reason therefor.

9. *List of petitions withheld.*—The Provincial Government shall send a quarterly return to the Governor-General in the months of January, April, July and October each year, specifying all petitions from officers under the rule-making control of that authority or an authority subordinate thereto withheld under paragraph 7 and the reasons for withholding them.

## PART IV.

## TRANSMISSION OF PETITIONS BY THE PROVINCIAL GOVERNMENT.

## 10. Procedure for Transmission--

The Provincial Government shall transmit, within two months of receipt, to the Governor-General all petitions not withheld under paragraph 7, together with a concise statement of facts material thereto and, unless there are special reasons to the contrary, an expression of the opinion of the Provincial Government thereon. If in any case the Provincial Government is unable to transmit the petition within the period specified a report to that effect with the reasons for the delay and an estimate of any further time required shall be forthwith submitted.

## SCHEDULE.

## LIST OF AUTHORITIES INCLUDED IN THE TERM "PROVINCIAL GOVERNMENT."

Note :—See para 1 (1).

1. Provincial Governments.
2. Chief Commissioner, Baluchistan.
3. Chief Commissioner, Karachi.
4. The Commander-in-Chief, Pakistan Army, District and Independent Brigade Commanders.

Note.—In the case of petitioners who are ex-soldiers and have served under more than one army, district and Independent Brigade Command, the Provincial Government for the purpose of these instructions shall be the Army, District or Independent Brigade Commander who from his knowledge of the petitioner or of the subject matter of the petition is best able to make recommendations on the petition.

5. The Air Officer Commanding, Royal Pakistan Air Force.
6. The Flag Officer Commanding, Royal Pakistan Navy.
7. Secretaries of Ministries under the Government of Pakistan, or Joint Secretary where there is no Secretary.
8. In respect of persons serving under the Railway Division :—

(a) As regards non-pensionable non-gazetted staff :—

- (1) General Manager.
- (2) Chief Engineer.
- (3) Chief Operating Superintendent.
- (4) Chief Commercial Manager.
- (5) Traffic Manager.
- (6) Chief Mechanical Engineer.
- (7) Superintendent of Mechanical Workshops.
- (8) Divisional Superintendent.
- (9) Government Inspector of Railways.

(b) As regards other staff :—

Director General of Railways.

|       |            |
|-------|------------|
| 124.  | } Deleted. |
| 124A. |            |
| 124B. |            |
| 125.  |            |
| 126.  |            |

## CHAPTER IV.

## PERSONAL MATTERS.

*Institution and defence of civil suits.*

127. When it becomes, or is considered, necessary to institute civil legal proceedings, the suit, if within the jurisdiction of a Small Cause Court, is to be brought before that court under the usual rules of such courts. If the case be, from amount or locality, beyond the jurisdiction of a Small Cause Court, the officer filing the suit will refer the matter to the district officer (*i.e.*, the officer in general administrative charge of a district, be he a Magistrate, Collector, Deputy Commissioner, Superintendent, or any body else), or, if in an acceding State, to the Chief Secretary of States and PR in respect of Bahawalpur and Khairpur States, the Chief Secretary to Government N.W.F. for Frontier States and the Hon. the A.G.G. and Chief Commissioner in Baluchistan for Baluchistan States, and ascertain from that officer whether the services of the Crown Pleader are available and what steps should be taken to bring the matter before the court in such a way as to give fair protection to the interests of Government. In important cases at or near places at which a Government Solicitor or other law officer is stationed, the advice of that officer should be obtained. The Head of a Circle should first obtain the orders of the Director-General when he proposes to institute a civil suit on behalf of the Department or when he receives notice that a suit is to be brought against the Department. In very urgent cases, an officer may, on his own responsibility, institute proceedings in anticipation of sanction. Whenever special rules for the conduct of suits in any Province have been laid down by or for the Provincial Government, they should be strictly complied with.

The officers specified in the second column of the Schedule below have been appointed by the Central Government as Government Pleaders in relation to suits by or against the Central Government, or against a public officer in the service of that Government in the various Provinces.

## SCHEDULE.

| <i>Provinces.</i> | <i>Officers.</i>                                                                                                                                                                                              |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| East Bengal       | <ol style="list-style-type: none"> <li>1. Senior Government Pleader, High Court at Dacca.</li> <li>2. Assistant Government Pleader, High Court at Dacca.</li> <li>3. District Government Pleaders.</li> </ol> |

| <i>Provinces.</i>                                 | <i>Officers.</i>                                                                                                                                  |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| The Punjab<br>North-West Frontier Provinces ... } | Government Pleaders.                                                                                                                              |
| Sind ...                                          | 1. Government Pleader, Court of the<br>Judicial Commissioner.<br>2. District Government Pleader.<br>3. Assistant District Government<br>Pleaders. |

There are Solicitors to the Central Government at Karachi whose services can be availed of by the respective Postmasters-General in connection with legal business in those places.

**REVENUE (1).—**Heads of Circles send out school reports regarding suits in connection with (1) the security bonds of postal servants, and (2) money orders and savings bank transactions and issued notices provided that in cases under (2) the amount involved does not exceed Rs. 500.

**REVENUE (2).—**Subject to the limitation laid down in Item 22 (xii) of Schedule II in the Schedule of Financial Powers of officers of the Pakistan Posts and Telegraphs Department, Heads of Circles may authorize the institution of civil suits on behalf of the Department against the defaulting guarantors of contracted officers for recovering deficits against guarantees in all cases in which there is a reasonable prospect of the dues being realized and when such action is advised by the local Solicitor to Government, who should invariably be consulted.

**REVENUE (3).—**Heads of Circles and the Controller of Telegraph Stamps are competent to institute or defend civil suits in connection with land or buildings on behalf of the Posts and Telegraphs Department, in cases in which it is estimated that the law charges including the plaintiff's fees will not exceed Rs. 500 in each case, provided such action is advised by the local Legal Adviser to the Government, who should invariably be consulted.

125. When any employee of the Department is personally sued in any civil court, by parties claiming from him wages or money arising out of transactions in which he is concerned only in his official capacity, and where he acted *bona fide* on behalf of Government, he should apply for the Government as the party really interested to be brought on the record of the suit as defendant. But when the suit is for damages in respect of an alleged wrongful act of a Government officer, the party aggrieved can only bring the suit against such officer, and he must not ask for the Government to be impleaded as defendants. The plaintiff in such case of wrongful action can only proceed against the party by whose act he has been aggrieved. The distinction is between suits on contracts and suits for actionable wrongs. In cases of the latter kind, it will be for Government to determine whether the defence of the officer in question should be undertaken by Government. This course will be adopted only in cases where there is no reasonable doubt of the innocence of the accused. When, on the other hand, there is *prima facie* evidence that he has acted improperly, he should

be left to conduct his own defence, the question of Government contributing towards the cost of the defence being subsequently considered. Whatever be the nature of the case, failure to defend the suit, or to file a reply to the plaint in person or by counsel as the case may require, will render the officer or subordinate personally responsible.

Incidence of law charges on Civil Side in connection with the execution of Government works.

128-A. The law charges incurred on Civil Side in connection with the execution of Government works may be divided into three categories, namely :

- (i) the amount of the claim for which a decree is given ;
- (ii) the amount of the incidental law charges incurred by the executing Department in connection with a work financed from its own departmental heads of expenditure, e.g., when the P.W.D. carried out a work chargeable to the public works heads of expenditure ; and
- (iii) the amount of incidental law charges incurred by the executing Department when acting as an agent in connection with a work financed from a different head of expenditure, for instance, when the P.W.D. executes a work, the cost of which is debitable to a head other than the public works heads of expenditure, e.g., Civil Aviation, Posts and Telegraphs, and Defence.

The decretal amount of the claim, vide item (i) above, should be debited in all cases to the work concerned and the charges referred to in item (ii), to the Sub-head " Re-establishment-Contingencies " of the executing Department. As regards (iii) the amount should generally be borne by the Department on whose behalf the work is undertaken, on the ground that the action of the executing Department acting as agent, which is the cause of the suit, is normally taken in the interests of the work. When, however, it is established that the law suit has been caused by a deliberate act of an employee of the agent Department or his personal gain, the charges should be adjusted by recovery from the individual concerned or by debit against the standing charges of that Department, according to the merits of each case. Each such case with a full statement thereof should be referred to the Government of Pakistan for orders.

### Criminal Proceedings.

129. In all criminal cases the distinction between cognisable and non-cognisable offences [see section 2 (f) and (g) of the *Criminal Procedure Code*] should be carefully observed. All cases of high way robbery, theft, criminal breach of trust, cheating by personation and all offences under section 52 of the *Post Office Act* are cognisable by the police ; but cheating (other than by personation), forgery and all offences under the *Post Office Act* (except those under section 52) and under the *Telegraph Act* (except such as are punishable with imprisonment for three years or more) are non-cognisable.

*Note.*—Offences under section 20 *Telegraph Act* are non-cognisable.

130. In cognisable cases, it should be remembered that, when information has been given to the police under section 154 of the *Criminal Procedure Code*, the action to be taken in the matter will be controlled by the police. The local officer of the Department should, however, keep in the close personal touch with the progress of the enquiry and should render the police every possible assistance. There are, however, cognisable cases, in which a prosecution may not be desirable and the orders of the Superintendents of post offices or Railway Mail Service, first class postmasters, Divisional Engineers, Telegraphs, Sub-divisional officers, Telegraphs, or of officers of and above the rank of Deputy Superintendents in charge of departmental telegraph offices, as the case may be, should be obtained before information is laid against the offender, except in cases of urgency where there is reason to believe that the offender will abscond or in which immediate action is necessary in order to secure evidence.

*Note 1.*—The officers mentioned in the rule above exercise full powers to order prosecutions in cognisable cases, but cases in which prosecution is not considered desirable by them, should be referred to the Head of the Circle with a recommendation to waive prosecution. If the Head of the Circle agrees, departmental action only may be taken; if not, the case should be handed over to the police according to the instructions of the Head of the Circle.

*Note 2.*—Before informing the police, the officer concerned should satisfy himself that documentary or other evidence actually available affords reasonable grounds for believing that a cognisable offence has been committed and that the suspected official acted with dishonest intent.

In cases under section 52 of the *Post Office Act* and sections 24 to 30 as adapted in Pakistan of the *Telegraph Act*, immediate action is generally necessary to secure evidence. When, therefore, there is good reason to suspect that an official has committed an offence under any of these sections, the police should be communicated with at once and moved to search his premises, if necessary. It should be remembered that an offence under section 52 cannot be tried except by a Court of Sessions (see item I of Schedule II—"Offences against other laws" of the *Criminal Procedure Code*), and can be enquired into only by the Magistrate specified in section 206 (i) of the *Criminal Procedure Code*.

131. In non-cognisable cases, the Divisional Engineer, Telegraphs, or an officer deputed by the Head of the Circle, or the Superintendent of post offices or Railway Mail Service, as the case may be, must take up the investigation with the least possible delay; but if it is necessary or advisable to obtain the aid of the police, the facts should be placed in writing before the nearest Magistrate having jurisdiction, and he should be requested, under section 155 of the *Criminal Procedure Code* to direct the police also to hold an investigation. When the offences committed are falsification of accounts or of other telegraph or postal documents, the sanction of the Head of the Circle should be obtained before the Magistrate is approached, unless there is reason to fear that the offender will abscond or immediate action is necessary in order to secure evidence.

It should be remembered that any undue delay in involving the aid of the police, makes it difficult for them to make a successful enquiry. When, therefore, police aid is necessary, no time should be lost in obtaining it.

132. When the offender in a cognisable or non-cognisable case is an officer appointed by the Director-General or higher authority, under no circumstances should information be laid against him either before a Magistrate or with the police without the previous sanction of the Director-General. All such cases should be reported to the Head of the Circle with a view to the orders of the Director-General being obtained.

### **Institution of criminal proceedings.**

133. A criminal prosecution in a non-cognisable case must not be instituted without the previous sanction of the Head of the Circle, even though the evidence appears sufficient to secure conviction in a court of law. However, in special circumstances, for instance, if delay is likely to result in the escape of the accused, the sanction of the Head of the Circle may be anticipated; but in such cases, the action taken should be reported by telegraph to the Head of the Circle. If the case has already been placed in the hands of the police for investigation, the institution of criminal proceedings must be determined mainly by the police report, but before proceedings are actually commenced in the Magistrate's Court, the officer concerned should submit a report to the Head of the Circle embodying the view of the case taken by the police.

134. When the offender is an officer appointed by the Director-General or higher authority, criminal proceedings against him should in no circumstances be instituted without the sanction of the Director-General.

### **Conduct of criminal prosecutions.**

135. An officer on receiving the orders of the Head of the Circle to prosecute in a non-cognisable case, should at once prefer a written complaint to the nearest Magistrate empowered to take cognisance of the case. The complaint should show, in detail, the charges against the official to be presented and should be accompanied by such documentary evidence as may be available. In this complaint, the officer should ask the Magistrate to issue a process against the offender, and should attach a preliminary list of the witnesses whom it is desired to produce on behalf of the prosecution. He should also request permission, under section 495 of the *Criminal Procedure Code*, to prosecute the case himself.

136. The officer should take the complaint to the nearest Magistrate empowered to take cognisance of the case, and explain any points on which the Magistrate may desire information. Usually, the Magistrate will, before taking cognisance of the offence, require the person laying the information to swear to the correctness of the statement made in the complaint.



137. If the documentary or other evidence is not complete before the case is first laid before the Magistrate, he should be asked to fix as late a date as possible for the hearing of the case. The prosecuting officer should collect the necessary evidence with the least possible delay and send to the Magistrate, under registered cover, a list of the names and addresses of the witnesses whom he desires summoned. The documentary evidence collected may be produced when the case comes on for trial. Ordinarily, the latest date which the Magistrate is likely to fix for enquiring into the offence will be 14 days from the institution of the case.

138. The officer conducting the prosecution should remember that, though there may be several cases against the same accused person, he can at one trial be charged with three charges only of the same kind, and the three charges can be tried together only if the three offences were committed within a period of 12 months from the first to the last. Offences are of the same kind when they are punishable with the same amount of punishment under the same section of the *Indian Penal Code* as adapted in Pakistan or any special law. It is not necessary that the offences should have been committed against the same person. The limitation to three offences only applies to the number which may legally form part of a single trial. Any number of offences, wherever and however committed, may be charged against the same offender, and tried consecutively, provided the trials are separately conducted. The officer should, therefore, before making out a list of witnesses, carefully select three clear cases of the same kind, and have witnesses summoned in connection with these three cases only; unless it is intended to proceed against the accused person on other charges besides the three of the same kind.

139. The prosecuting officer should be guided as far as possible in his selection of three cases by the following principles:—

- (a) The cases should be easily provable from documentary or other evidence.
- (b) The cases should not involve the attendance of witnesses from a great distance.
- (c) Preference should be given to the most serious or important cases.

140. When the case comes on for hearing, the prosecuting officer should inform the Magistrate of the charges selected for prosecution. The Magistrate may call the witnesses in any order he may think fit; but if the selection is left to the officer prosecuting, as will generally be the case, he should ordinarily call first the officer who conducted the investigation, and the other witnesses in correct succession, with a view to proving the case point by point. It is not intended to fetter the discretion of the prosecuting officer as to the order in which he is to call his witnesses, but if he has not studied the case carefully and if he calls his witnesses in a haphazard manner, the accused person may be acquitted, and the ends of justice defeated.

141. The Magistrate himself may put questions to the witnesses for the prosecution, but the officer conducting the prosecution should put such questions as will elicit from the witnesses the facts which they may have to state in support of the prosecution. After a witness has given his evidence for the prosecution, he will probably be cross-examined by the defence, and the cross-examination need not be confined to the points touched upon in the examination-in-chief. If anything unfavourable to the prosecution is elicited, it will be the duty of the prosecuting officer to re-examine the witness, if necessary, with a view to explaining away such evidence.

142. After each witness for the defence has been examined, it will be the duty of the prosecuting officer to cross-examine him so as to bring out any weak points in his statements.

143. On the case for the defence being closed, if the defendant or his pleader addresses the court, the prosecuting officer should also on the conclusion of the speech address the court, if he considers it necessary to do so.

144. The Government prosecutor conducts all cases committed to the Sessions Court, but it will be the duty of the officer in charge of the case to ascertain the date on which the case is to be tried and to be present at the trial, in order to render any assistance on technical or other matters which may be required by the court or the Government prosecutor.

145. When information is given to the police in a cognizable offence in accordance with the orders of a competent authority, it will be the duty of the official giving the information to afford them full information and such assistance as will lead to a successful prosecution. When the case comes on for hearing, an Inspector of post offices or Railway Mail Service, or a Superintendent, Telegraph Traffic, or a Deputy Assistant Engineer (Telegraphs or Wireless) or other officer should ordinarily be instructed to be present in court to represent the Department and to give information on any matters of departmental procedure, but in important cases the Superintendent of post offices or Railway Mail Service, or the Divisional Engineer, Telegraphs, or an officer deputed by the Head of the Circle, as the case may be, should undertake this duty himself. It should also be remembered that although such prosecutions are generally conducted by the police, it is the duty of the departmental officer concerned to watch and take an interest in the conduct of such cases and see that no material evidence is omitted.

*NOTE*.—The order in which witnesses for the prosecution are called, needs, with the court, but taking, for example, a case in which a person is charged with obtaining benefit of loss in respect of the value of a money order, the witnesses are usually called in the following order with a view to proving the case point by point; first, the postal officer who collected the investigation; next, the postmaster (send or paid) who signed the money order for payment; then, the postman from his books that the money order was received in his office; next, the sub-postmaster or money order clerk to prove from his books that the money order, with cash for its payment, was given to the postman and brought back to the office as paid; next,

the person, if any, who signed the money order as the payee; next, the witnesses, if any, before whom the money order is alleged to have been paid, and lastly, the payee.

#### Employment of Government pleader.

146. The rules regarding the employment of the Government Pleader vary in different provinces. Generally, he is required to represent Government in criminal appeals and in Sessions cases, but not in ordinary cases before Magistrates. In cases in which the Government pleader is not obliged to appear without a special fee, his services may not be applied for without the sanction of the Head of the Circle. Ordinarily, no legal assistance should be required in conducting a case before a Magistrate.

#### Application for fees imposed by Court.

147. In any case in which a fine may be imposed by the court on a person convicted of an offence through which the Department has incurred pecuniary loss, it shall be the duty of the gazetted officer under the prosecution to issue written instructions in advance to the departmental officer who attends the court in connection with the case, or the Government pleader, or any other legal practitioner, who may be employed to represent the Department or the prosecuting police officer, as the case may be, to put in a written application asking the court, in accordance with the provisions of section 543 of the Criminal Procedure Code that, if any fine is imposed, so much of the fine as is required to make good the loss sustained by the Department and expenses incurred in the prosecution may be made over to the Department. The application should invariably be made before judgment is passed and should be preferred by the person conducting the prosecution on behalf of the Government. In no case should the trying Judge or Magistrate be addressed direct by the Department. It is in the discretion of the court to grant or refuse the claim.

*NOTE.*—The expenses of the prosecution include travelling allowances paid to official witnesses attending the court but do not include travelling allowances paid either to the official deposed to relieve them or to the investigating officers, who watch the proceedings in Court.

#### 148. *Canceled.*

#### Punishment imposed departmentally.

149. In cases where the evidence, though not conclusive from a legal point of view, is still sufficient to establish morally the guilt of a suspected official, he should be punished departmentally. When a penalty is imposed under this rule, it should be mentioned in the final report to the Head of the Circle or the Director-General, as the case may be.

145-A. In all cases of fraud, embezzlement, or similar offences in which Government servants are involved, departmental proceedings should be instituted at the earliest possible moment against all the delinquents and conducted with strict adherence to the Civil Services (Classification, Control and Appeal) Rules up to the point at which prosecution of any of the delinquents begins. At that stage it must be specifically considered whether further conduct of the departmental proceedings against any of the remaining delinquents is practicable; if it is, it should continue as far as possible (which will not, as a rule, include finding and sentence of the departmental officer). "If the accused is convicted, the departmental proceedings against him should be resumed and formally completed. If the accused is not convicted, the departmental proceedings against him should be dropped unless the authority competent to take disciplinary action is of the opinion that the fact of the case discloses adequate grounds for taking departmental action against him. In either case, the proceedings against the remaining delinquents should be resumed and completed as soon as possible after the termination of the proceedings in court."

#### 150. *Cancelled.*

### Compensation for losses of property.

151. The Government of Pakistan cannot guarantee its officers against every loss which they may suffer while in Government service and compensation will not necessarily be given to public officers for accidental losses of their property. Grant of compensation in such cases is regulated according to the orders contained in the Government of India, Finance Department, letter No. F. 3 (1)-Ex. II/38, dated the 11th June 1938, vide Appendix No. 7 to this Volume.

### Service on Juries.

152. All persons employed in the Pakistan Posts and Telegraphs Department are exempt from liability to serve as Jurors or Assessors in courts.

### Facilities of medical attendance and treatment admissible to Central Government servants and their families.

153. I. **Medical Attendance.**—Government servants are entitled to receive medical attendance from a Medical Officer who is termed as 'authorized medical attendant' in the rules. For officers of the former Secretary of States's Services and Central Services Class I and other Government servants drawing a pay of Rs. 560 or more, the doctor is the Civil Surgeon of the District in which a Government servant falls B1. For Government servants drawing a pay from Rs. 151 to 499 the doctor is an Assistant Surgeon and for those drawing Rs. 150 or less it is the Sub-Assistant Surgeon. The officers mentioned in the first category can receive medical attendance at hospitals or at their own residence. Government servants belonging to other two income groups are not

entitled to receive medical attendance at residence except when they are too ill to attend hospital or dispensary recognised by Government for their attendance and treatment. Families of Government servants are not entitled to the services of medical officer at their own residence at Government expense. In Karachi the Civil Surgeon is the doctor concerned for officers of the first mentioned category. For others the doctors employed in the dispensaries established by Government are the doctors who will attend on them. Other medical officers of a Government hospital or of non-Government hospitals which have been recognised as Government hospitals for the treatment of Government servants are not to be regarded as authorised medical attendants for out-patients' treatment. Consultation with doctors employed in the Jinnah Central Hospital, for example, unless advised by the authorised medical attendant, and received at the hospital is not permitted by the rules. Any expenditure incurred by Government servant on fees of such doctors at the doctor's private consulting rooms and cost of medicines, etc., will have to be borne by the Government servants themselves. In places outside Karachi the doctors employed by the Provincial Government are the authorised medical attendants of Central Government servants and except in the case of Baluchistan, fees paid as in the Annexure I to this note will be reimbursed by the Central Government on production of the necessary receipts.

Families of Government servants are not entitled to medical attendance except at a Government dispensary or at a Government hospital or a non-Government hospital recognised for the purpose. The names of such non-Government hospitals are given in the Annexure II to this note. They may also receive attendance at the private consulting room of the authorised medical attendant of the Government servant by arrangement. This, however, does not apply to attendance at the private consulting rooms of any other doctor even if such consultation has been advised by the authorised medical attendant. In their case attendance must take place at the hospital in which the doctor concerned is employed otherwise any expenditure incurred by the Government servant on his family's treatment will have to be borne by the Government servant himself.

**II. Consultation with Specialists.**—If the authorised medical attendant certifies that attendance or treatment by some other doctor or specialist is necessary, such consultation can be provided with the prior approval of the Chief Administrative Medical Officer of the Province. But the other doctor or specialist should be the one in Government service and should, in the case of officers entitled to the services of a Civil Surgeon, belong to the Province in which the patient has fallen ill, and in the case of others to the District in which a person has fallen ill. If a specialist or doctor consulted, is not in Government service whether the consultation is on the advice of the authorised medical attendant or not, the expenditure incurred will have to be borne by the Government servant himself.

**III. Hospitalisation.**—Central Government servants and their families are entitled to the following facilities of medical treatment:—

### Former Secretary of State's Officers.

1. **Hospitalisation.**—Treatment at a Hospital in the Province in which an officer or member of his family has fallen ill and which the authorised medical attendant considers provides the necessary treatment.

Central Services Class I or pay Rs. 500  
and Others.

Treatment at the nearest Government or other Hospital which in the opinion of authorised medical attendant provides the necessary treatment.

### Former Secretary of State's Officers.

2. **Methods of Diagnosis.**—Pathological, Bacteriological, Radiological and other methods of examination available in any Government hospital or Laboratory in the Province in which a patient falls ill and which are considered necessary by the authorised medical attendant.

Central Services Class I or pay Rs. 500  
and Others.

Pathological, Bacteriological or other methods of examination available in any Government hospital in the District in which a patient falls ill and which are considered necessary by the authorised medical attendant.

3. **Methods of treatment.**—Use of all medical and surgical facilities available at the Hospital in which a patient is treated including employment of such pathological, bacteriological, radiological, or other methods considered necessary by the authorised medical attendant.

**IV. Accommodation in Hospital.**—Government servants are entitled to free accommodation suited to their status. The entire cost of hospital's daily charges will have to be borne by the Government servant himself, if accommodation superior to his status is rented. But if accommodation superior to the one to which a Government servant is entitled is rented on account of non-availability of the accommodation suited to his status, and this is certified to be so by the hospital authorities, the question of refund of expenditure incurred will be considered on merits. In that case also the higher type of accommodation should be given up as soon as the proper type of accommodation becomes available.

**V. Medicines.**—Treatment includes such medicines, vaccines, or other therapeutic substances which are ordinarily available in the hospital or if they are not available in the hospital and are purchased from the

market, on the advice of the authorised medical attendant or the doctor in charge of the case in a hospital. In the latter case the purchase should be certified to be necessary by the authorised medical attendant in writing. In the case of treatment of Government servants and their families in Karachi, the certificates require to be countersigned by the Chief Medical Officer and Civil Surgeon, Karachi. Such countersignature is not necessary in the case of treatment undertaken outside Karachi. Substances like vitamins except when they are prescribed to cure a disease and foods like glucose, etc., are not admissible at Government expense.

**VI. Nursing.**—Government servants and members of their families are entitled to ordinary nursing facilities available at Government hospital. Officers not belonging to the former Secretary of State's services are not entitled to special nursing at Government expense even if considered necessary by the doctor in charge of the case or the authorised medical attendant. Any expenditure incurred on special nursing will have to be borne by the Government servants themselves. Officers of the former Secretary of State's Services are, however, entitled to special nursing if the authorised medical attendant considers this to be necessary and certifies to this effect in writing giving reasons for it.

**VII. Diet.**—Any expenditure representing the cost of diet in a hospital bill, which will be reckoned at 29 per cent of the daily charges of a hospital, if not shown separately in the hospital bill, as also the cost of special diet, will have to be borne by the Government servant himself. This however does not apply to Central Government servants in receipt of a pay of Rs. 100 or less, in whose case, the cost of diet if charged for by a hospital or of special diet prescribed by the hospital authorities will be borne by Government.

**VIII. Treatment at residence.**—Treatment at residence is not normally admissible. The cases of those Government servants who on account of the remoteness of a suitable hospital or severity of illness are obliged to receive treatment at residence, and the authorised medical attendant certifies in writing giving reasons that this was unavoidable, may be considered on merit. The non-availability of the proper type of accommodation or of a particular doctor from whom a patient himself wishes to receive treatment etc., will not be considered a sufficient reason for treatment at residence at Government expense and all the expenditure, including the cost of medicines, etc., will have to be borne by the Government servant himself.

**IX. Treatment of families at residences.**—Members of families of Government servants are under no circumstances permitted to receive any medical attendance or treatment at their residences at Government expense. They can however receive medical attendance at their residences from authorised medical attendant of the Government servant, at their own cost. The medical officers are authorised to charge the following fees for such domiciliary visits :—

1. **Civil Surgeon.**—Rs. 10/- for first consultation and Rs. 10/- for subsequent consultations in respect of the same case. Rs. 5/- for consultation for the member of family of a Government servant when called upon by authorized medical attendant in case where an officer is not entitled to services of a Civil Surgeon.
2. **Assistant Surgeon.**—Rs. 2/- per day visit and Rs. 4/- per night visit.
3. **Sub-Assistant Surgeon.**—Rs. 1/- per day visit and Rs. 2/- per night visit.

**X. Dental Treatment.**—Dental treatment is not admissible at Government expense unless diagnosis of the physiological or other disability from which a patient is suffering indicates that teeth are the real source of disturbance. In that case he/she is entitled to free dental treatment provided it is of a major kind such as treatment of Jar bone disease, wholesale removal of teeth, etc. and is available at a hospital in which the patient is entitled to receive treatment. It does not include stopping of teeth or free supply of artificial dentures.

**XI. Class IV Government servant.**—Class IV Government servants are not entitled to any formal concessions of medical attendance and treatment because they can receive attendance at Government dispensaries and hospitals and obtain treatment in the general wards of the hospitals free of charge.

**NOTE.**—The above rule is in the nature of an explanatory memorandum and rule in Appendix B should also be regarded as proper authority.

**Schedule of fees prescribed for attendance of Central Government Officers by Provincial Medical Officers.**

**EAST BENGAL.**

|                                              | First<br>Consultation. | Subsequent<br>Consultation in<br>respect of the<br>same case. |
|----------------------------------------------|------------------------|---------------------------------------------------------------|
|                                              | Rs.                    | Rs.                                                           |
| 1. By a Civil Surgeon.                       | 10                     | 10                                                            |
| 2. By a Provincial Medical Service Officer.  | 4                      | 3                                                             |
| 3. By a Subordinate Medical Service Officer. | 2                      | 1/3                                                           |



## PUNJAB.

|                                              | First.<br>Consultation. |              | Subsequent<br>Consultation in<br>respect of the<br>same case. |              |
|----------------------------------------------|-------------------------|--------------|---------------------------------------------------------------|--------------|
|                                              | Day<br>Rs.              | Night<br>Rs. | Day<br>Rs.                                                    | Night<br>Rs. |
| 1. By a Civil Surgeon.                       | 16                      | 32           | 10                                                            | 16           |
| 2. By a Provincial Medical Service Officer.  | 5                       | 10           | 3                                                             | 6            |
| 3. By a Subordinate Medical Service Officer. | 2                       | 4            | 1/8                                                           | 3            |

## SIND &amp; N. W. F. P.

|                                              | First.<br>Consultation. | Subsequent<br>Consultation in<br>respect of the<br>same case. |
|----------------------------------------------|-------------------------|---------------------------------------------------------------|
|                                              | Rs.                     | Rs.                                                           |
| 1. By a Civil Surgeon.                       | 16                      | 10                                                            |
| 2. By a Provincial Medical Service Officer.  | 3                       | 2                                                             |
| 3. By a Subordinate Medical Service Officer. | 2                       | 1/8                                                           |

**List of Recognised Hospitals for Medical Attendance in Pakistan.**

Karachi.—1. Lady Dufferin Hospital.

Lahore.— 1. Lady Willingdon Hospital.  
2. Lady Aitchinson Hospital.

Rawalpindi.—1. Holy Family Hospital.

154. Deleted.

155. Deleted.

156. Deleted.

157. Deleted.

158. Deleted.

159. *Cancelled.*

160. *Cancelled.*

161. *Cancelled.*

162. *Cancelled.*

163. *Cancelled.*

164. *Deleted.*

#### Medical aid to Post Office and Railway Mail Service employees.

165. (1) The Cantonment Board, Rissalpur (North West Frontier Province), receives an annual contribution of Rs. 50 from the Posts and Telegraphs Department for the grant of free medical aid in the local civil dispensary to the staff of this Department and their families stationed at that place.

(2) An allowance of Rs. 20 per annum is paid to the N. W. Railway for the grant of free medical aid from the local railway dispensary to Post Office officials stationed at Mirjawa (Iran).

166. *Deleted.*

167. *Cancelled.*

#### Treatment by private medical practitioners.

168. The Government does not undertake to reimburse to a public servant, who is entitled to the gratuitous attendance of a Government Medical Officer or to medicines from a Government dispensary, fees which he may have occasion to pay to a medical practitioner not in the public service, or the cost of medicines which he may purchase privately.

169. *Deleted.*

#### Communication with a medical adviser.

170. When the particulars of a Government servant's illness are required in the interests of Government by his official superiors, the Government Medical Officer, who has dealt with his case in his official capacity, may be required to supply them without infringing the relations which ordinarily obtain between a patient and his medical adviser.

171. There are, however, objections to confidential communication between the official superior and the medical adviser of a subordinate, and since the information in question must almost invariably be required in connection with the grant of leave, it is advisable that it should ordinarily be demanded, if at all, from the subordinate himself, who can obtain it from his medical attendant in the way in which the somewhat analogous statement (*vide Supplementary Rule 229*) required to support an application for leave on medical certificate, are obtained.

172. *Cancelled.*

173. Officers entitled to gratuitous medical attendance should, when applying for medical aid from any of the medical officers whose duty it is to attend upon them without charge, invariably append their official designation to their signatures.

**Deaths—Civil Officers.**

174. In the event of the death of an employee of the Department, if there is no one at hand entitled to administer his estate, the senior member of the Department on the spot will at once report the death and cause thereof, and send a list of assets of the deceased, to the District Judge or other civil officer having local jurisdiction and request him to take measures for the protection of such property as the deceased was possessed of at the time of his death.

175. The death of any member of the department should be reported immediately by the senior officer on the spot, through the regular channel, to the Director-General in the case of officers of the gazetted establishment and of the European officers belonging to other establishments, and in all other cases to the authority by which the appointment was made. Deaths occurring among recipients of all classes of *Khush-i-Hind* Medal and holders of the Imperial Service Medal should also be reported immediately through regular channel to the Director-General with the particulars regarding date and place of death.

176. Reports of all deaths of European officers must be submitted in Form Det-42 as early as possible for submission to the Government of Pakistan, which will encourage the circumstances to the High Commissioner for Pakistan. In submitting this report information on the following points should invariably be given in the column for "Remarks" (1) whether the deceased has left a will or not, and (2) who intends to administer the estate. The object of this return is to enable the High Commissioner for Pakistan in case the next-of-kin of the deceased are not resident in Pakistan, to give them such information as they require or to answer their enquiries. The term "European" used in this rule does not include any officer who comes under the definition assigned by Government to the term "Native of India". In order that there may be no difficulty in completing the return, European officers are invited to keep their immediate superiors informed of the names and addresses of their next-of-kin, and this information will, in the case of gazetted officers, be recorded in the Director-General's office, and in the case of others in their character sheets. They are also advised to place on record among their private papers particulars of the names and addresses of relatives in England to whom in the event of their death they would desire intimation to be given. The Director-General will communicate with these relatives or friends if none of them be present with the deceased at the time of his death. In cases where no addresses of relatives or friends are known to the Director-General an ad interim report should at once be made to the Government of Pakistan by telegram, the action taken being recorded in the return in the form prescribed in the usual course.

177. When any member of the Department is killed or severely wounded or meets with sudden or violent death in any very exceptional circumstances, particulars connected with the occurrence should be

*telegraphed* to the Director-General and the Head of the Circle. In the case of European officers a return in the prescribed form should follow by post.

178. In cases in which European officers of Pakistan Services meet with sudden or violent deaths or fatal accidents from any cause while on service in Pakistan, a *telegraphic report* should at once be made to the Secretary of State in addition to the ordinary report.

178-A. Deaths occurring among members of all classes of the Most Honourable Order of the Bath, Most Exalted Order of the Star of India, Most Eminent Order of the Indian Empire, Royal Victorian Order, and the Most Excellent Order of the British Empire, and among Barons, Knights-Bachelor, Companions of the Imperial Service Order, and recipients of all classes of the *Kisur-i-Hind* Medal and holders of the Imperial Service Medal will promptly be communicated by the Director-General to the Private Secretary to His Excellency the Governor-General, together with particulars regarding date and place of death.

179. *Cancelled.*

180. *Cancelled.*

#### Contagious or repulsive diseases.

181. Any official in whose house sickness of a contagious or infectious nature (e.g., small-pox) occurs, must at once give notice of the fact to his immediate superior, who will then put him off duty and make arrangements for the performance of his work.

182. Any official suffering from a repulsive disease (e.g., leprosy) must report the fact to his immediate superior who will then take steps to obtain competent medical opinion on the case. The case should also at once be reported to the Head of the Circle for orders.

#### Use of uniform by officers in civil employ.

183. The rules regarding the use of uniform by officers in civil employ are reproduced in Appendix No. 8.

184.

185.

186.

187.

188.

189.

190.

## CHAPTER V. SECURITY DEPOSITS.

### PART I.—SECURITY DEPOSITS OF EMPLOYEES.

[N. B.—*Except where they are obviously inapplicable the terms "head office" and "postmaster" used in these rules mean and include "head record office" and "head record clerk", respectively, in the case of Railway Mail Service officials.*]

#### Classes of officials required to give security.

191. Owing to their pecuniary and other responsibilities, the following classes of officials are required to give security for the faithful discharge of their duties:—

#### (i) CIRCLE OFFICE.

- (a) Managers, Assistant Managers and Clerks in Dead Letter Office.
- (b) Packers, stampers and peons in Dead Letter Office.

#### (ii) POST OFFICE.

- (a) Departmental sub and branch postmasters.
  - (b) Clerks.
  - (c) Record clerks
  - (d) Accountants
  - (e) Sorters and mail guards
- } in the Railway Mail Service.
- (f) Candidates for appointments in the Post Office and the Railway Mail Service. No security should, however, be taken from a candidate during the period of his training.
  - (g) All officials who are specially required to convey or escort cash from one office to another, or to and from a treasury or sub-treasury.
  - (h) Postmen and village postmen (including acting postmen and village postmen).
  - (i) Overseers, mail peons, letter-box peons, van-peons, packers and three porters and jemadars whose duties are analogous to those of packers or who are required to convey or escort cash.
  - (j) Mail coolies on lines to which the security rules have been or may be applied by the Head of the Circle, and carpenters employed in offices of foreign exchange whose duties include the opening and closing of foreign parcel boxes.

- (k) Extra-departmental agents.
- (l) Stamp-vendors.
- (m) Mail guards in the Post Office whose duties are similar to those of the mail guards in the Railway Mail Service.
- (n) Munshies in combined offices whose duties involve monetary responsibilities.

## (iii) TELEGRAPHS

## Traffic:—

- |                                                                          |                                                                                        |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| (a) Accountants                                                          | } employed in departmental telegraph offices as specified in rule 193—(ii) Telegraphs. |
| (b) Stamp-vendors                                                        |                                                                                        |
| (c) Cashiers                                                             |                                                                                        |
| (d) Pay clerks                                                           |                                                                                        |
| (e) Class IV servants in departmental telegraph offices who handle cash. |                                                                                        |

## Engineering:—

- (a) Cash-keepers, despatching clerks and store-keepers.
- (b) Telephone operators.
- (c) Linemen, battery-men and } These officials may be required to furnish a security at the discretion of the Divisional Engineer, Telegraphs.

**Officials exempted from giving security.**

192. (1) Postal officials drawing a pay of Rs. 150 and above may, at the discretion of the Head of the Circle, be exempted from furnishing security, each case being decided on its merits.

(2) Retired Government servants temporarily employed as departmental sub and branch postmasters and clerks or in any other smaller posts, such as, postmen, mail persons, etc., may be exempted from furnishing security only if they are in receipt of a pension. Heads of Circles may also at their discretion employ such retired Government servants as stamp-vendors without requiring them to furnish security.

**Note.**—Minors, i.e. persons who have not attained the age of 18 years cannot be appointed to posts for which security is required.

(3) Heads of Circles may, at their discretion, exempt any extra-departmental agent or class of extra-departmental agents from the obligation to furnish security.

(4) Pakistan Military pensioners are not required to furnish security when employed in any capacity in the Department. Temporary linemen are exempted from giving security.

(5) A postal employee with ten years' pensionable service or more and belonging to a class from which security is not taken, if appointed or transferred to a post for which security is required, may, at the discretion of the Head of the Circle, be exempted from furnishing security provided that his past service has been satisfactory.

(6) In identical circumstances a postal employee who has already furnished security but from whom an additional or fresh security is required under the rules, may be exempted from furnishing the additional or fresh security at the discretion of the Head of the Circle.

NOTE.—(1) Telephone operators may be granted exemption from furnishing security under conditions similar to those in rule 192 (5) and (6).

NOTE.—(2) Class IV servants in departmental telegraph offices who handle cash may at the direction of the Head of the Circle, be exempted from furnishing security under conditions similar to those in rule 192 (6).

(7) No appeal shall lie against refusal to grant exemption from furnishing security.

#### Amount of security.

193. (1) The amount of the security required is shown below, but any person whose responsibilities are unusually heavy may, at the discretion of the Director-General, be called upon to furnish a security for a larger amount.

##### (i) POST OFFICE.

The amount of the security, when given in the form of a personal bond with two sureties or of a bond furnished by an Insurance Company, or a Postal Co-operative Society, shall be—

- (a) in the case of all classes of postal servants (including candidates and extra-departmental agents in post offices), with the exception of those mentioned in item (b) under head “(i) CIRCLE OFFICE” and in items (g), (h), (i) and (j) under the head “(ii) POST OFFICE”, in rule 191—Rs. 300.
- (b) in the case of head postmen, and of overseers and others, who are specially required to convey or escort cash, either between post offices or between a head office and a treasury or sub-treasury—Rs. 500.
- (c) in the case of postmen, village postmen, mail coachmen, mail peons, letter-box peons, van-peons, packers, carpenters, and porters and jamadars of the R. M. S. whose duties are analogous to those of packers—Rs. 250.

NOTE.—Postmen or others attached to sub-offices who may be required to convey or escort cash between a sub-office and a sub-treasury, need not furnish security for more than Rs. 250, but in no case should they be entrusted with a larger sum of money than Rs. 400. The Head of a Circle may raise this limit to Rs. 1,000 provided a security of Rs. 500 is obtained from such officials who are likely to be entrusted with the work of conveying cash between post office and treasury or sub-treasury.

- (d) Porters and jamadars of the R. M. S. who are required to convey or escort cash between a post office and a head revenue office—Rs. 250.

(c) in the case of munshis in combined offices whose duties involve monetary responsibilities—Rs. 250.”

**NOTE.**—In cases, however, of departmental officials working in the treasury branch of a Post Office involving higher monetary responsibilities, no additional security should be required for this purpose from them.

**NOTE.**—A porter or a journeyer of the R. M. S. who has furnished security, should not be entrusted with a larger sum of money than Rs. 500 at a time.

(2) When, however, the security is given in the form of a security deposit of cash in the Post Office savings bank or of Government promissory notes or of cash certificates or in any combination of them, the amount of the security shall be two-thirds of the amount required by the preceding paragraph in the case of a postal servant of the class concerned who gives security in the form of a personal bond or the bond of an Insurance Company or of a Postal Co-operative Society.

(3) In the case of stamp-vendors the amount of security shall be twenty times the stamp-vendor's pay subject to a maximum of Rs. 300, in whatever form the security is furnished.

#### (ii) TELEGRAPHS.

##### Traffic:—

Accountant, Lahore

Rs. 500.

Accountant, Karachi

Rs. 1,000.

Class IV servants in departmental telegraph offices who handle cash

Rs. 250 in the form of fidelity bonds or personal bonds or in security deposit according to rule 194 (a) and (b), if they so choose.

Chowkidars, Cycle Durwans employed in the D. L. Os and G. P. Os (including Head Offices).

Rs. 250 in the form of Fidelity Bonds or Personal Bonds.

##### Engineering:—

(a) Cash-keepers, despatching clerks and storekeepers.

Amount will be fixed by the Head of a Circle according to the local responsibilities in each case.

(b) Stock holders in Main and Branch Depots.

Rs. 300 and Rs. 200 respectively in security according to rule 194 (a) and (b).

(c) Telephone operators.

Rs. 200, if the security is in the form of Post Office savings bank deposit or Government promissory notes or cash certificates or any combination of them, Rs. 300, if the security is in the form of a personal or fidelity bond.

**NOTE.**—Telephone operators may be granted exemption from furnishing security under conditions similar to those laid down in rules 192 (a) and (c) 220, 221, Exemption below rule 222, and rule 242.



|                                                                               |        |
|-------------------------------------------------------------------------------|--------|
| (c) Linemen employed in an officiating or a temporary capacity                | Rs. 12 |
| (d) Railwaymen and persons employed in an officiating or a temporary capacity | Rs. 25 |

These officials may be required to furnish the security at the discretion of the Divisional Engineer, Telegraphs.

#### Nature of security.

194. The security given must be in one of the following forms :—

- (a) A security deposit of cash in the Post Office savings bank.
- (b) A security deposit of Government promissory notes or Post Office 5-year cash certificates.
- (c) A personal bond with two sureties.

If the security is in the form of a security deposit in the savings bank, it may be deposited by the officer himself or by any other person or persons on his behalf. Cash certificates may be accepted as security at their issue price and not for their face value. The security taken from acting postmen and village postmen must always be in the form of a personal bond.

195. The first two forms of security mentioned in the preceding rule may be combined. Under the general rules relating to security deposits accounts in the Post Office savings bank, the balance of such an account may never exceed Rs. 5,000. It will not be possible, therefore, when the amount of the security required exceeds Rs. 5,000, to adopt the form of savings bank deposit; but the security deposited in such a case must be either wholly in Government promissory notes or in cash certificates, or both or made up partly by a cash deposit in the savings bank, and partly by a deposit of Government promissory notes or of cash certificates or both.

196. A thoroughly responsible Insurance Company or a Postal or Telegraph Co-operative Society approved by the Head of a Circle may be accepted as surety (without a second surety of a departmental employee or of an extra-departmental agent or of a candidate for employment in the Department, provided the terms in the appropriate personal bond form are complied with. When security is furnished in this way, it will not be necessary for supervising officers to make the enquiries ordered in rules 212-215.

#### Security in cash or Government promissory notes or cash certificates.

197. When an employee furnishes security in one or other of the forms (a) and (b) referred to in rule 194 or in both together, it will not be necessary for him to deposit the whole amount required at once. He may, to begin with, deposit (either in cash or in Government promissory notes or in cash certificates, or in any combination of the three) any sum which is not less than one third of the amount of the security required, and make up the balance by contributions of not less

than one-sixth of his pay to be deducted from his pay and credited to a security deposit account in the savings bank. When the security is furnished in cash by a person who is an outsider on behalf of the official, the whole amount should be deposited and payments by instalments should not be permitted. In the case of candidates and extra-departmental agents who desire to furnish security in cash or Government promissory notes or in cash certificates or in any combination of the three, the whole amount must be deposited at once.

198. In the case of a telegraph employee, deductions on account of security deposits should be made by instalments of not less than one-tenth of pay, except in the case of *huzars* from whom the deduction from pay on account of security deposit will be made in twelve equal instalments.

*Notes.—*As far as *huzars*, *hatteries* and posts of the Engineering branch are concerned, the provisions of this rule are applicable only to officials employed in an official or a temporary capacity, who may be required to furnish a security at the direction of the Divisional Engineer, Telegraphs.

199. In the case of a security deposit account to which sums are added by instalments, when the balance of the account amounts to such a sum that the addition of another instalment would raise it above the limit of Rs. 5,000, the balance or a sufficient portion of it should be withdrawn for the purchase of Government promissory notes or of cash certificates through the Post Office, so as to admit of the deposit of further instalments to credit of the account. The Government promissory notes or cash certificates so purchased must be deposited as security in place of the sum withdrawn from the account. Interest on the security deposit will be added to the principal until the full amount of security required has been reached, after which the interest will be paid to the depositor.

#### Personal bonds.

200. When an officer elects to furnish security by means of a personal bond with two sureties, the bond so be executed must be in the form appropriate to the case; and the sureties must not be in the service of the Department or dependent on any departmental employee or near relations of the principal unless they have independent or self-acquired property of their own.

*Notes.—*It is not intended that those officers who have furnished security in the form of a personal bond with two sureties, and whose bonds have been accepted as satisfactory, should be required to change the bonds for any of the forms of security prescribed in rule 191, but if for any reason such security is required, it must be in one of the forms specified in that rule. Under the special orders of the Board of the Director of the Division Engineer, Telegraphs, or the case may be, a personal bond with one surety may be accepted in rare special cases.

*Remarks.—*Security by means of a personal bond should not be accepted in cases where the sureties have no property or business in India sufficient to cover the amount specified in the bond, except in such special instances may have been specially approved by the Director-General.

Change in name of officials who have furnished security bonds or in the name of their sureties.

200-A. When the name of an official who has furnished a security bond is changed, a note regarding the change including the new name

should be made on the bond and this note should be attested by the principal and the sureties. A similar provision should be added when any of the sureties changes his name.

#### Execution of a fresh bond on re-employment.

301. If an employee who has furnished a personal security bond is re-instated after he has been dismissed, he will be required when re-instated to furnish a fresh personal security bond.

302. Similarly, fresh security will have to be furnished by any person who, after resigning his post or after his services have been dispensed with for any cause including the abolition of his post, is re-employed, even temporarily, in a post in which security is required.

#### Security on promotion.

303. A postal employee, who has once given satisfactory security, will not be called on to give further security when promoted to a higher post, but when an officer who has furnished personal security or security in cash or Government promissory notes or cash certificates for a sum less than Rs. 500 or two-thirds of that amount, as the case may be, is appointed to a post in which he has to convey or escort cash between post offices or to or from a head office and a treasury or sub-treasury, he will be required to furnish further security so as to bring the total up to Rs. 500 or two-thirds of that amount according to the form in which the security is given, except that, if the officer has rendered satisfactory service for not less than 10 years, he may, at the discretion of the Head of the Circle, be exempted from furnishing further security. Although the responsibility of a postal servant may be increased on his promotion, his past service in the Department and the longer experience of his character and career are held as equivalent to the additional security that would be required and taken from a person newly appointed to the same post from outside the Department.

304. The security given by sub-postmasters and clerks promoted to be deputy postmasters, assistant postmasters or postmasters, holds good on their promotion.

305. A postal employee belonging to a class from which security is not taken should not, if it can be avoided, be appointed to officiate for any length of time in a post belonging to a class from which security is taken, unless he has furnished security.

306. A head postmaster who has not already furnished any security, may be exempted from doing so, if, for special reasons, he is appointed to officiate in a post the holder of which is required to furnish security.

306-A. (a) Senior postmen who have been exempted from furnishing security may, at the discretion of the Head of the Circle, be exempted from furnishing fresh security when appointed to officiate as clerks. Junior postmen who have less than 10 years service when appointed to officiate as clerks should at the discretion of the Head of the Circle furnish enhanced security as they do when appointed to officiate as Head Postmen or cash overseers.

**207.** A telegraph employee promoted from departmental grades to any of the posts mentioned in rule 193—(c) Telegraphs must furnish the security prescribed therein.

#### Forms of bonds.

**208.** The following forms of bonds are in use:—

##### (i) Post Office.

**I.** *When the security is in Government promissory notes Post Office cash certificates or cash.*

**Sec. 1.**—To be executed by deputy and assistant postmasters, sub and branch postmasters, clerks in Dead Letter Offices and in post offices, record clerks, accountants, sorters and mail guards of the Railway Mail.

**Sec. 2.**—To be executed by candidates.

**Sec. 3.**—To be executed by postal employees such as overseers, mail peons, letter box peons, van-peons, packers (in Dead Letter Offices or post offices), porters whose duties are analogous to those of packers, carpenters, coachmen and others who are required to convey or escort cash, and by stampers and peons in Dead Letter Offices.

**Sec. 4.**—To be executed by postmen and village postmen.

**Sec. 5.**—To be executed by extra-departmental agents.

**Sec. 6.**—To be executed jointly by a person depositing security in Government promissory notes or Post Office cash certificates or opening a security deposit account in the Post Office savings bank on behalf of a deputy or assistant postmaster, sub or branch postmaster, clerk in a Dead Letter Office or in a post office, record clerk, accountant, sorter or mail guard of the Railway Mail Service or a candidate as well as by the postal official or candidate himself.

**Sec. 7.**—To be executed jointly by a person depositing security in Government promissory notes or Post Office cash certificates or opening a security deposit account in the Post Office savings bank on behalf of a postman or village postman as well as by the postman or village postman himself.

**Sec. 8.**—To be executed jointly by a person depositing security in Government promissory notes or Post Office cash certificates or opening a security deposit account in the Post Office savings bank on behalf of a postal servant, such as an overseer, mail peon, letter-box peon, van-peon, packer (in a Dead Letter Office, or a post office), porter whose duties are analogous to those of a packer, carpenter and coachman who is required to convey or escort cash, and on behalf of a stamper or a peon in a Dead Letter Office as well as by the postal employee himself.

**Sec. 9.**—To be executed by stamp-vendors.

##### (ii) Personal Security Bond.

**Sec. 10.**—To be executed by deputy and assistant postmasters, sub and branch postmasters, clerks in Dead Letter Offices and in post offices, record clerks, accountants, sorters and mail guards of the Railway Mail Service and candidates.

Sec. 11.—To be executed by candidates.

Sec. 12.—To be executed by postal servants, such as overseers, mail persons, letter-box persons, van-boys, postmen (in Dead Letter Offices and post offices), postmen whose duties are analogous to those of packers, carpenters and roadmen, who are required to convey or escort cash, and by stampers and printers in Dead Letter Offices.

Sec. 13.—To be executed by postmen and village postmen.

Sec. 14.—To be executed by candidate postmen, and village postmen.

Sec. 15.—To be executed by acting postmen and village postmen.

Sec. 16.—To be executed by extra departmental agents.

Sec. 17.—To be executed by stamp-vendors.

#### (H) TELEGRAPHS.

Sec. 20.—Deduction Agreement Bond for line-men.

Sec. 21.—Cash Deposit Bond.

Sec. 22.—Government Securities or Postal Cash Certificates Bond.

Sec. 23.—Government Securities executed by one person on behalf of another.

NOTE 1.—In case in which a personal security is demanded from any class IV servant of a departmental telegraph office, the personal security bond will be obtained on Form Sec. 12 (shown for overseers and mail persons etc.), with necessary verbal alterations making the form suitable for departmental telegraph office. The bond, after it has been seen and approved by the Head of the Circle concerned, will be kept in the custody of the officer in charge of the telegraph office in which the class IV servant in question is employed.

NOTE 2.—The agreements in forms Sec. 20, Sec. 21, Sec. 22 and Sec. 23 may be executed by a Head of a Circle or Divisional Engineer, Telegraphs, who will sign on behalf of Governor-General.

#### Examination of bonds of employees depositing security in cash, Government promissory notes or cash certificates.

209. In the case of security deposited in cash, Government promissory notes or cash certificates, or in any combination of these forms, the Superintendent of post offices or the Railway Mail Service or the telegraph officer concerned, as the case may be, must examine the bond executed and see that it is in the correct form and that it has been properly executed. He must also satisfy himself (a) that the amount deposited, to begin with, whether in cash, Government promissory notes or cash certificates, or in any combination of these forms, is in accordance with the provisions of rules 197 and 198; (b) that in the case of a cash deposit, the savings bank pass-book has been delivered to the officer in charge of the office required to keep it in safe custody (see rule 227); and (c) that in the case of a deposit of Government promissory notes or cash certificates, the promissory note or notes have been endorsed and delivered over or that the cash certificates have been formally transferred to the proper authority (see rule 226).

210. When the officer concerned has examined the bond and satisfied himself on the points mentioned above, he will write on the bond a certificate in one of the following forms, as the case may require:—

*When the whole amount of the security is deposited at once.*—  
“Certified that this bond has been examined and found in order; and that I have satisfied myself that the amount of the security required, Rs. (amount), has been deposited: Rs. (amount) in the Post Office savings bank, Rs. (amount) in Government promissory notes and Rs. (amount) in cash certificates.”

*When the first deposit is only part of the security.*—“Certified that this bond has been examined and found in order; and that I have satisfied myself that Rs. (amount) has been deposited as a first deposit: Rs. (amount) in the Post Office savings bank, Rs. (amount) in Government promissory notes and Rs. (amount) in cash certificates, Rs. (amount), the balance of the security required, must be recovered by instalments in accordance with the rules on the subject.”

The Superintendent or the telegraph officer concerned must sign the certificate, adding his designation and the date, and then send the bond for custody to the officer concerned.

*Note.*—In the case of a security furnished by officers employed in first class head offices, the postmaster will perform the duties assigned to the Superintendent by this rule.

#### **Signatures to be affixed in presence of a departmental officer.**

211. When security is furnished in the form of a personal bond, the signatures of the principal and of the sureties must be affixed to the bond in the presence of two witnesses, one of whom must be a departmental officer other than the principal and, in the case of the Post Office, above the rank of postman. The departmental officer and the other witness must sign the bond in evidence of having witnessed the signatures of the principal and sureties.

#### **Enquiries as to the solvency of persons offering themselves as sureties.**

212. Before any personal bond is accepted, the Divisional Superintendent, in the case of the Post Office, or the telegraph officer concerned, must have enquiries made in order to ascertain that the sureties are substantial persons, able, without doubt, to make good the sum in which they are bound by the bond, and that none of them is a minor or of unsound mind: whenever practicable these enquiries will be made through the local revenue authorities.

213. If the result of the enquiry is satisfactory, the officer concerned will draw up, in each case, a memorandum to be attached to the bond showing in detail the nature and results of his enquiries. He will then write on the margin of the bond the words “Sureties satisfactory as per memorandum annexed”, add his signature, office, and the date, and forward the bond to the officer in charge of the office by whom the pay of the principal is drawn.

**213.**—This rule applies also to personal security bonds executed by officials employed in first class head offices when the sureties live outside the station; when the sureties live within the station, the postmaster must himself make the necessary enquiries, record their names and assets in a memorandum to be attached to the bonds, and write the prescribed endorsement on the bonds.

**214.** When the sureties of a postal employee reside outside the division of the Superintendent by whom the bond is to be attested, the bond will be sent to the Superintendent of the division in which the sureties reside; if the sureties reside in different divisions, the bond will be sent to each Superintendent in whose division a surety resides. The Superintendent to whom the bond is sent, will have it executed by the surety or sureties, write on the reverse a remark certifying, if the result of his enquiries is satisfactory, that the surety or sureties are satisfactory after the memorandum referred to in the preceding rule has been drawn up, add his signature, office, and the date, and return the bond with the memorandum to the Superintendent, in whose division the principal is employed.

**215.** Generally, enquiries as to the solvency of a surety can be best made at the place of his residence; but when a surety is temporarily living far from his home and enquiries cannot be satisfactorily made at the place of his residence, they will be made also at his home.

#### Death, insolvency or withdrawal of sureties.

**216.** An official who has given security, is bound to give prompt information if a surety dies, or becomes insolvent, or changes his residence. Failure to report the death or insolvency of a surety when it is known to the principal will render the latter liable to suspension and removal from service.

**217.** Each year in the month of April the head postmaster or the officer in charge of a departmental telegraph office or the Divisional Engineer, Telegraphs, as the case may be, will obtain from all persons employed in his jurisdiction or office a certificate (Form Sec. 39) to the effect that the sureties are alive and solvent. It is left to the officers concerned to take disciplinary action against any official, who fails to return the certificate properly filled in within the date fixed for this purpose. If a surety has changed his residence, particulars of the new residence must also be mentioned in the certificate. The submission of a false certificate will render the principal liable to suspension and removal from service. These certificates will be filed in the head post office, in the departmental telegraph office or in the Divisional Engineer's office with the respective security bonds and should be kept on record for two years only, i.e., for the year to which they relate and the following year. Cases in which any surety is reported to be dead or as no longer solvent must immediately be reported to the Superintendent by the head postmaster, or to the Head of the Circle by the officer in charge of a departmental telegraph office.

213. In the case of personal security bonds of officials who have been promoted to the appointment of head postmaster, the certificates will be obtained by the Head of the Circle concerned and kept on record in his office.

NOTE 1.—Each Divisional Superintendent or first class postmaster will verify every year the existence and solvency of the sureties of at least one bond, if the personal security bonds of officials within his jurisdiction do not exceed 40, or one bond for every 40 such bonds or fractions of that number. If the personal security bonds of officials within his jurisdiction exceed 40, in each case a note stating the results of the verification under the signature of the Divisional Superintendent or first class postmaster will be attached to the bond. The verification may be made with the concurrence of the Inspector or local postmaster.

NOTE 2.—The certificates in respect of the security bonds of officials promoted as Inspectors of Post Offices or Railway Mail Services or Head Clerks to Superintendents of Post Offices shall however, be obtained for a period of one year after their confirmation in the post.

219. When a surety dies, becomes insolvent or withdraws from his suretyship or when a bond is lost and the principal has less than ten years' service, the latter will be required to furnish fresh security.

220. When a surety dies or becomes insolvent or when a bond is lost and the principal has ten years' service or more, fresh security may, at the discretion of the Head of the Circle, be dispensed with if the principal's past service has been satisfactory. Exemption should not however, be granted to officials who have been adjudged insolvent or who are habitually indebted.

221. When a surety withdraws from his suretyship and the principal has ten years' service or more, an enquiry must be made to ascertain the cause of the withdrawal. If the withdrawal is explained to the satisfaction of the Superintendent or first class postmaster or the officer in charge of a departmental telegraph office, as the case may be, he will note the fact on the bond and fresh security may, at the discretion of the Head of the Circle, be dispensed with if the principal's past service has been satisfactory. If the withdrawal is not explained satisfactorily, the case must be specially reported to the Head of the Circle for orders.

NOTE.—Exemption from furnishing security granted to an official either under this rule or rule 2 is liable to be withdrawn if it is subsequently found that the official has become insolvent or indebted.

222. In a case where security is deposited in cash or Government promissory notes or cash certificates on behalf of a postal employee, the amount of the deposit must not be refunded until after the expiry of six months from the date of death or insolvency, or from the date of the notice of withdrawal.

223. Rules 216 to 222 apply also to the bonds of postmasters and inspectors which are kept in the office of the Head of the Circle.

EXEMPTION.—The provisions of rules 216 to 222 do not apply to the bonds of Insurance Companies and Postal or Telegraph Co-operative Societies. When in the case of an official who has furnished this form of security, the Company or the Society gives notice of the lapse of the bond issued by them or withdraws from their suretyship, the principal should be required to provide fresh security unless he has 15 years' service or more, in which case further security may be dispensed with if his past service has been satisfactory.



The provisions of rules 220 and 221 above do not apply to the case of extra departmental agents.

224. The Head of the Circle may, at any time, call upon any telegraph official, who has furnished personal security, to furnish other personal security to him of it.

#### **Pledge of the security.**

225. (a) The security deposit account in a Post Office savings bank must be pledged to the Head of the Circle or the Divisional Engineer, Telegraphs, as the case may be, under whom the official is serving; and, in addition to the security deposit form prescribed by the savings bank rules, the official must execute a bond in the form appropriate to the case.

(b) Securities in the form of savings bank deposits, cash certificates or Government securities deposited by telephone operators should be pledged to the Head of the Circle.

226. The rules regarding the deposits of Government securities by employees of the Department will be found in the *Posts and Telegraphs Indian Account Code*, Volume I.

#### **Pass-books of security deposit accounts.**

227. All the pass-books appertaining to security deposit accounts of employees will be kept by the officer in charge of the office by whom the pay of the depositors is drawn, locked in a tin box with the security bonds to which they relate, the number of each account being entered in the register of bonds (from Sec. 19). In offices other than post offices where security deposits are deducted in monthly instalments from pay, an additional register for security deposit accounts should also be maintained in form A.C.G.-43. Depositors will at all times be at liberty to call for and examine their pass-books, in order to satisfy themselves that all deductions have been duly credited to their accounts.

228. When an employee who has furnished security in the form of a security deposit in the savings bank, is transferred to the jurisdiction of another office, the officer in whose custody the savings bank pass-books are kept will arrange, where necessary, to have them transferred to the proper office.

229. The Department will have nothing to do with payment of interest, for which the depositor will apply to the savings bank direct, the pass book being given to him for the purpose. The officer in whose custody pass-books are kept, must see, however, that pass-books are presented at the post office as soon as possible after the 15th June each year in order that the necessary entries about interest may be made in them (see rule 196).

#### **Refund of security deposit.**

230. When an application is received for the refund of the balance at credit of a security deposit account in the savings bank, the Head of the Circle to whom the account is pledged, may authorise the refund of the amount after satisfying himself that the Department has no claim

against the employee (pledger). In no case should a refund be authorised before the expiry of six months after the vacation of his office by the employee.

**NOTE.**—If the official concerned vacates office and proceeds on leave temporarily to settlement, the period of 6 months should be calculated from the date of commencement of such leave.

**231.** A Divisional Engineer, Telegraphs, and a Superintendent in charge of a departmental telegraph office may, under the conditions mentioned above, authorise the refund of security deposits of telegraph employees except in cases of resignation without notice and dismissal from service.

### Custody of security bonds.

**232.** All accepted bonds of postal officials, duly endorsed by the Superintendent, will be kept by the postmaster of the head post office who draws the pay of the officials by whom the bonds were executed. All bonds (whether of permanent or temporary officials) will be entered in the prescribed register (Form Ser. 19) and kept with the register in a locked tin box inside the office safe. The key of the box must always remain in the custody of the postmaster.

**233.** In the case of telegraph employees, the security bonds in the usual form taken from *Haumen* will be kept in the Divisional Engineer's office. The security bonds of class IV servants in departmental telegraph offices will, after they have been approved by the Head of the Circle concerned, be kept in the custody of the officer in charge of the telegraph office in which the class IV servant in question is employed. In cases where Government promissory notes or debentures are lodged with the Accountant-General, the security bonds executed must be sent to the office of the Accountant-General, (Posts and Telegraphs branch) for custody. All other bonds will be kept with Divisional Engineers or Heads of Telegraph office or Heads of Circles, as the case may be. All bonds will be entered in the prescribed register (Form Ser. 19) and must be examined and verified annually at the beginning of the year.

**NOTE.**—Attention is invited to the Note to rule 128.

**234.** When an official is transferred permanently to the jurisdiction of another office, the officer in charge of the office in which his bond is kept will forward the bond to the proper office in a registered cover, and make a note of the fact against the entry of the bond in the register. In such cases, the bond should invariably accompany the transferred official's last-pay certificate.

**235.** When an official is transferred temporarily from the jurisdiction of one office to that of another office, the officer in charge of the former office will forward, in a registered cover, to the latter office a certificate to the effect that the transferred official's security bond is

on record there. The amount of the security bond must be mentioned in the certificate.

**NOTE 1.**—The bond of an official promoted to be a head postmaster (postman or official) will be deposited with his immediate superior and will be retained there even if he reverts from his head postmastership.

**NOTE 2.**—The proceedings connected with the verification of security bonds sometimes take time, especially in the case of officiating persons. It may thus happen that though a security bond has been furnished, it is not on record for a month or more after the person's appointment. In those cases, the pay due must not be allowed to remain undrawn; but as a check that the bonds furnished are subsequently received, a few pages should be reserved at the end of the register of security bonds for the entry of the names of all officiating persons and a pencil entry added against the names of those who have furnished security bonds which have not, however, been received for record. When the bond is received, the pencil entry will be erased and the particulars of the bond then entered in the usual way. If there is delay in the receipt of a bond, the attention of the Superintendent concerned should be drawn to the matter.

#### Custody of cash certificates deposited as security.

**236.** Cash certificates pledged as security by postal officials except those promoted to the post of a Head Postmaster or Inspector, will be made over or sent for custody to the head postmaster by whom the depositor's pay is drawn. If the cash certificates are tendered for this purpose at a sub or branch office, the sub or branch postmaster will grant the depositor a preliminary receipt and will send the cash certificate to the head or account office in the account or h. o. bag entered in the daily account. The head postmaster will grant the depositor a formal acknowledgment of the receipt of each cash certificate in exchange for the preliminary receipt and he will also intimate receipt of the cash certificate to the Divisional Superintendent.

**NOTE.**—Cash certificates pledged as security by officials promoted to the Post of Head Postmaster or Inspector will be sent for custody in the office of the Head of the Circle along with the security bond or confirmation to the post to which they have been promoted.

**237.** The cash certificates must be locked in a tin box with the security bonds to which they relate after the particulars of each of them have been entered in the register. The box should be kept in the office safe.

**238.** When the depositor is transferred to the jurisdiction of another head office, the postmaster of the office in whose custody the cash certificates have been kept, will forward the cash certificate or certificates with the security bond relating thereto to the new head office in a registered cover and make a note of the fact against the proper entry in the register.

239. (2) Cash certificates pledged as security by telegraph officials will be kept by the Head of the Circle in the case of offices in charge of telegraph masters and telegraphists, and in all other cases by the officer in charge of departmental telegraph offices.

(3) Cash certificates pledged as a security by officials of the Telegraph Engineering branch will be kept by the Divisional Engineer, Telegraphs, concerned in office cash chest.

#### **Alteration of form of security.**

240. Security furnished by a postal employee in the form of a personal bond with sureties may be replaced at any time by the deposit in either of the first two forms of security mentioned in rule 194 or in both together, of not less than two-thirds of the amount applicable in the case concerned to security given in those forms. If the whole amount of the security in the new form is not deposited at once, the balance must be made up by instalments of not less than one-sixth of the employee's pay. In other respects the deposit of cash or Government promissory notes or cash certificates will be subject to the provisions of rules 195, 197 and 199.

241. Postal employees who have furnished personal bonds with sureties should be encouraged but not compelled to open private savings bank accounts and to deposit small sums from time to time, as they can be spared, with a view to replacing the bonds in the manner described in the preceding rule when the necessary amount has been accumulated.

242. If a postal employee wishes to substitute a personal bond with two sureties for a security deposit in cash or Government promissory notes or cash certificates, he should give six months' notice in writing of his intention to do so, and in such a case the amount of the deposit will not be refunded to him until after the expiry of the period of six months. If he has ten years' service or more, the Head of the Circle may, at his discretion, exempt him from furnishing fresh security in the form of a personal bond, provided that his past service has been satisfactory.

#### **Disposal of withdrawn bonds.**

243. When a personal bond executed by a postal employee is replaced by another kind of security under rule 240 or in respect of which a surety withdraws from his suretyship after the prescribed notice, or which is withdrawn from any other cause, the bond should be preserved in the head office for three years and may then be destroyed. No endorsement of any kind must be made on the bond. The same course will be followed in the case of a bond relating to a security deposit in cash or Government securities when the deposit is returned to the depositor.

244. A note, showing how the bond has been disposed of will in every case be written by the postmaster of the head office against the entry of the bond in the register.

245. When a surety gives notice of his intention to terminate his suretyship and the principal is required to furnish a fresh bond (see rule 239 and 250), the necessary *inquies* should at once be commenced with a view to the immediate execution of the new bond on the expiry of the period of notice. If it is found necessary in any case to have the fresh bond executed within the period of notice, the following sentence should be added to the body of the bond:—

"The conditions of this bond shall have effect on and from the  
[*date of termination of period of notice*]."

and against this addition the principal and the sureties to the fresh bond should be required to place their signatures.

246. In the case of a telegraph employee if a fresh bond is for any reason taken, the old one should be preserved as security against defalcations which may have occurred prior to the execution of the new bond.

**Procedure when an official dies, or is promoted to an appointment the incumbent of which is not required to furnish security leaves the Department.**

247. When a postal employee, who has given security, dies or leaves the Department, the following procedure will be followed:—

- (a) The bond will be preserved in the head office for three years, after which period it may be destroyed. A note, showing how the bond has been disposed of, will be written by the head postmaster against the entry of the bond in the register.
- (b) If the security is in the form of a security deposit in the savings bank, in Government promissory notes or in cash certificates, the return of the deposit will not be authorised by the Head of the Circle until after the lapse of six months.
- (c) The security bond of an official who is promoted as an Inspector of Post Offices or Railway Mail Service or Head Clerk to Superintendent of Post Offices should be preserved in the Head Post Office or the Head Record Office, as the case may require, for one year after his termination.

*NOTE.*—If the official concerned vacates office and proceeds on leave preparatory to retirement, the period of 6 months should be calculated from the date of commencement of such leave.

248. The security bond of a telegraph employee will not be destroyed until so long after the principal has ceased to occupy an office in which he has to furnish security that there is no probability of its being of any use.

**Persons whose security is inadmissible.**

249. The security of professional money-lenders should on no account be allowed, nor should soldiers be made sureties in security bond. It is also not advisable to accept ladies as sureties if any male surety can be obtained, unless the ladies are single or widows.

### Appointment to posts requiring security.

240. Subject to the provisions of rule 192 of this volume and of the note below rule 11 of the Posts and Telegraphs Manual IV, no candidate, whether outsider or departmental, may be appointed, even temporarily, to a post for which a security is required from him, unless and until he has furnished the required security. When the vacancy to be filled is a permanent one, and no candidate who has already furnished security or who is prepared to furnish it at once, is available to fill it, the appointing authority may, at his discretion, appoint to such a post, temporarily, an outside candidate who has agreed in writing to furnish the security within one month, or a departmental candidate who has been confirmed in a permanent post and has agreed in writing to furnish the same within three months, from the date of appointment. In special circumstances the Head of the Circle may grant such a candidate an extension of the time not exceeding three months in the case of an outside candidate, or six months in the case of a departmental candidate already confirmed in a permanent post from the date of appointment. If the candidate fails to furnish the required security within the stipulated period, he shall be discharged or reverted, as the case may be. No candidate shall be appointed to such a post permanently from a date earlier than the date on which he furnished satisfactory security.

Note 1.—When an official of the Central Telegraph Office who is required to furnish a security of Rs. 500 or more on account of his special monetary responsibility, incurs going on short leave not exceeding a month, he should be relieved by an official who has furnished the required amount of security. In cases, however, when this is not possible, a fit grade clerk with 15 years' service or more who may be considered suitable, should be allowed to perform the duties of the official without furnishing any security.

Note 2.—The Note below rule 97 of the Posts and Telegraphs Manual, Volume IV, is an exception to this rule.

241. Rule 250 applies equally also to a postal employee required to furnish an additional security under clause (b) of rule 191 (ii) Post Office.

242. An official who has been confirmed in a permanent post but on the conditions mentioned in rules 216 and 217, and who is required to furnish a fresh security under rule 219, shall not be allowed to hold or continue to hold charge of a sub or branch office until the fresh security is furnished and shall, if he fails to furnish it within the time allowed to him, be liable to suspension and removal from service. A declaration accepting such liability should be obtained by the appointing authority from all such officials. The declarations shall be attached to their character sheets in which a note, duly signed and dated, should be made to the effect that the declaration has been appended.

The declaration should be in the following form:—

"I hereby declare that I have read rule 252 of the P. & T. Manual volume II, and clearly understand that I become liable to the provisions and penalties prescribed therein."

**NOTE.**—A similar declaration as that prescribed in rule 252 should also obtain-  
ed by an appointing authority from every departmental agent at the time of their  
appointment to posts requiring security. Such declaration when obtained should  
be kept with their security Bonds.

253. In making appointment, whether permanent or officiating, to  
a post for which security has to be furnished, the officer making the  
appointment should specify the description of bond or agreement required  
and specifically state in the order of appointment whether the person  
appointed has furnished security or not.

254. *Cancelled.*

255. *Cancelled.*

256. *Cancelled.*

257. *Cancelled.*

### Forfeiture of security deposits.

258. The security furnished by an employee will be liable to  
forfeiture at the discretion of the Director-General or other officer duly  
authorised by him in the event of the employee quitting the service  
without properly accounting for all moneys, stocks and valuables in his  
custody and without satisfactorily adjusting his accounts or without per-  
mission or without giving at least three months' notice.

259. When the whole or the part of the security deposit of a tele-  
graph official is to be forfeited, form Sec. 28 must be sent to the Head  
of the Circle for sanction, with full particulars of the grounds on which  
such forfeiture is recommended. When the whole of a security deposit  
in the savings bank has to be credited to Government in recovery of  
departmental claims or as forfeited by order of the Head of the Circle,  
the whole amount should be drawn out of the savings bank, the amount  
being brought into the cash account of the office *reasonable stating* in  
the entry how much is in adjustment of objections, advances, etc., and  
how much forfeited to Government. When only a part of the deposit  
has to be credited to Government, that part only will be drawn and  
credited in the same way.

### Unclaimed deposits.

260. Deposits of telegraph employees that remain unclaimed for  
three years after their refund becomes admissible (for instance after an  
employee leaves the Department) are to be credited to Government under  
the head "Miscellaneous Revenue."

261. When such a deposit is afterwards claimed, a full explanation  
of the circumstances must be submitted by the claimant to the Director-  
General who may authorise refund of the amount. Heads of Circles  
and Divisional Engineers, Telegraphs, are responsible for the due disposal  
of all unclaimed deposits and should maintain a record of such deposits  
in form Sec. 28.

### PART II.—SECURITY DEPOSITS OF CONTRACTORS.

262. The rules regarding security deposits of contractors for the due  
fulfilment of contracts will be found in the *Posts and Telegraphs Initial  
Account Code*, Volume I.

263. When contractors lodge Government securities as deposits, they must execute an agreement in form Sec. 24 (contractor's bond on deposit of Government securities).

263/1. Cash certificates pledged as security by the contractors will be made over or sent for custody to the officer by whom payments are usually made to the contractors. He will also keep copies of all agreements executed by the contractors, the originals being kept in the custody of the officer executing the contracts.

263/2. Savings bank pass-books relating to securities furnished by mail contractors should, in the first instance, be received by the Head of the Circle, who should forward them, after scrutiny, for safe custody to the head post office concerned which draw and disburse the subsidy of the contractors.

264. Security bonds furnished by contractors or others must bear the stamp prescribed by law. The stamp on a security bond is payable by the party executing it and not by Government in any case, and any necessity which may exist for such a document to be executed on behalf of Government would not, under the exemption contained in the present Stamp Act, exempt the person who would have been liable to pay for the stamp for such liability. All agreements entered into by contractors for the execution of work or for securing the due performance of contracts are exempt from stamp duty.

NOTE.—The agreements referred to above do not, however, include the agreements for conveyance of mails executed by the mail contractors. Such agreements must be stamped in accordance with the provisions laid down in the Indian Stamp Act as amended by the Provincial Governments.

265. Deposits that remain unclaimed for three years after their refund becomes admissible (for instance, after a contractor fulfils his contract), should be dealt with in accordance with the provisions contained in rules 260 and 261.

#### PART III.—SECURITY DEPOSITS FOR PAYMENT OF CHARGES ON PRESS TELEGRAMS.

266. The rules regarding deposits accepted from newspapers or news agencies to cover the cost of press telegrams accepted without prepayment will be found in paragraphs 344 and 345 of the *Press and Telegraphy Manual*, Volume XI. Each depositor will execute a bond in form Sec. 25 (Depositor's bond for cost of press telegrams accepted without prepayment either for cash or Government securities or Provincial and Municipal Debentures or Port Trust Bonds).

NOTE 1.—Provincial and Municipal Debentures and Port Trust Bonds should be dealt with in accordance with the procedure laid down in the Chapter on security deposit of the *Press and Telegraphy Initial Account Code*, Volume I.

NOTE 2.—The deposit will be refunded when the last account with the Department is completely cleared—vide rule 268 below and also the rules on the subject in the *Press and Telegraphy Initial Account Code*, Volume III.



**267.** Bonds executed by depositors for the cost of press telegrams sent without prepayment should be entered in the register of such deposits maintained in departmental telegraph offices. Government securities, etc., deposited for safe custody are to be entered in a register to be maintained in departmental offices in form Sec. 19.

**268.** Deposits received from the public or from newspapers or news agencies in connection with acceptance of messages from them without prepayment, may be refunded on the authority of the Head of the Circle, it being understood that no refund will be allowed without the previous certificate of the Audit officer to the effect that the corresponding credits are outstanding. In the case of deposits for press messages without prepayment, however, in addition to the certificate to be obtained from the Audit office, a certificate should also be obtained from the Telegraph Check Office to the effect that no bills are outstanding against the newspaper or news agency.

## CHAPTER VI.

## STOCK.

## PART I.—GENERAL RULES.

N.B. 1.—*The rules in this part apply to post, telegraph, radio and record offices and offices of Divisional Engineers and Sub-divisional officers (Telegraphs).*

N.B. 2.—*The rules in this Chapter do not apply to engineering equipment nor to electric lights, fans and fittings.*

## Responsibility for stock.

269. The officer in charge of an office is personally responsible for all articles of stock and departmental forms supplied to his office. He must be careful to see that the stock books are correctly prepared, that all articles received are duly entered in them, and that the disposal of all articles returned to the Depot, transferred to other offices, sold, etc., is shown in them. He is required to submit indents or requisitions to the proper authority for any articles of stock that may be wanted for his office.

## Typewriters, copying and other machines.

269-A. (a) The method of supply of typewriters, etc., is laid down in rule 23 of Appendix No. 17 to the *Posts and Telegraphs Initial Account Code*, Volume I, and rules 357 to 360 of the *Posts and Telegraphs Manual*, Volume II.

(b) A machine card and register of typewriter for each typewriter will be maintained in manuscript in the form reproduced below :—

(To be kept with each Typewriter.)

(To be pasted on a strawboard).

|                  |       |                 |  |                |  |
|------------------|-------|-----------------|--|----------------|--|
| Make of machine  |       | Model           |  | Machine No.    |  |
| Date of purchase | Price | Date of receipt |  | Date condemned |  |

| Date made over charge. | Signature and designation of person taking over charge. | Date of repair. | Nature of repair. | Cost of repair. | Remarks with initials and date of inspecting officer. |
|------------------------|---------------------------------------------------------|-----------------|-------------------|-----------------|-------------------------------------------------------|
| 1                      | 2                                                       | 3               | 4                 | 5               | 6                                                     |
|                        |                                                         |                 |                   |                 |                                                       |

(c) The officer in charge or any other officer selected by him will be made responsible for the efficient maintenance of all typewriting, copying and similar machines in the office. He will inspect all machines monthly and note the fact of the inspection on the machine card. He will also see that the machine card and register of typewriter are maintained properly in the required form.

(d) Each stenographer, typist or other official to whom a machine is issued, will be held to be in charge of the machine and responsible for its care and upkeep. He will clean the machine daily, and carry out the instructions issued by the makers for cleaning and oiling the machine. He will maintain correctly and up-to-date the machine card. He will lock the cover of the machine every day before leaving office, and will be held personally responsible for any damage to the machine, caused by carelessness or neglect, while the machine is in his charge.

(e) The Government of Pakistan have entered into contracts with the leading makers of typewriters for the monthly or quarterly maintenance of all typewriters of those makes used by offices of the Government of Pakistan. Where such contracts have been made, the overhauling or repair of a typewriter by any other firm or mechanic is prohibited.

(f) No machine can be rejected as worn out or unfit for use until it has been condemned by the Controller of Printing and Stationery, Pakistan, in Karachi. No machine should, however, be sent to him for condemnation until it has been examined by the local representatives of the makers and has been recommended by them for condemnation. In cases of heavy repairs, an estimate of repairs is to be given by the Company to the officer concerned who will send the estimate to the Controller for decision as to whether the machine should be repaired or sent to him for examination with a view to condemnation. In case he decides that the machine is repairable, but that the repairs are outside the contract, the Controller will intimate to the office concerned the cost of the repairs which shall be paid to the Company.

### Classification and inventory of stock.

269-B. The articles of stock such as plant and machinery, furniture and fixtures are classed "Dead Stock" and consumable and perishable articles come under the term "Stores".

In the case of engineering equipment of Telegraph, Wireless and Telephone branches of the Department, the detailed procedure for maintaining the inventories is laid down in Chapter V of *Posts and Telegraphs Manual*, Volume X.

An inventory of the dead stock of plant and machinery in other branches and furniture and fixtures should be maintained in all offices of the Department, and it should be priced whenever the items mentioned therein have to be entered into the book account maintained for

the Department or when the value of the items is necessary for calculating the charges to be levied upon private persons or bodies or other Departments of Government. As regards other items a numerical inventory would suffice except for articles costing above Rs. 25. The inventory should ordinarily be maintained at the site of the dead stock and should be checked once a year by the head of the office or any other officer selected by the Head of the Circle.

A reliable list, inventory or account of all stores in an office should also be maintained, in the form prescribed for the purpose, to enable a ready verification of stores and check of amounts at any time, and transactions must be recorded in it as they occur. The list should be priced and both quantities and values should be recorded in it, in cases where the stores are intended to be converted into money or where it is necessary to distribute their cost over the works, items or objects in which they are actually used. Purely numerical list recording quantities only will suffice when the stores are intended solely for the service of the Department and no distribution of their cost is necessary.

The form of stock book (S. K.-1) should be used in maintaining the inventories of both dead stock and stores. A set of rules showing the general principles laid down for the maintenance of inventories of departmental stores is reproduced in Appendix 12 to this Volume.

**269-C.** A detailed record of all issues of stock and stores should be maintained and an annual statement submitted to the Audit office showing all deduction entries (other than issues) made in the inventory under the several headings shown in rule 11 of Appendix 12 together with full particulars of the articles and the reason for removing them from stock.

#### Examination of locks.

**270.** The officer in charge of an office must daily examine the condition of the locks of the main doors leading into the office and at least once a month that of the locks of the house, etc., in the office and note the result of the examination in the order book or in the error book as the case may be. When locks are supplied, he should see that they are of different patterns, so that the keys of one department or branch cannot open the main door, etc., of another. Each safe supplied to an office, where the principal of joint custody is observed, must be provided with two locks of different patterns.

**271.** When locks get out of order or damaged or become unserviceable in any way, they should not be repaired locally, but should in all cases be returned to the Depot, only one key will be supplied with such lock. If, in any case, the key of a lock is lost, the lock should be broken open and sent to the Depot and a new one will be supplied to replace it, the cost of which will be recovered from the official in fault. This penalty will ordinarily be enforced, but it is open to the Head of the Circle, the Superintendent of post offices or of the Railway Mail Service, a first class postmaster, an officer of the Telegraph Traffic Service, Class 1, in charge of a departmental telegraph office or a Divisional Engineer

(Telegraphs) in special cases, to recover less than the cost of a new lock and key. In no circumstances should a duplicate key be made or procured locally.

**NOTE.**—In the case of keys purchased from private manufacturers only one key will be supplied with the safe, the duplicate being retained in the Depot. When the key of such a safe is lost, the fact should be reported by telegram to the Head of the Circle who will cause the duplicate to be sent.

#### Recoveries of the cost of lost or broken articles.

**271/c.** Whenever the cost of articles of stock lost or broken by postal officials is recovered from the official at fault or is made good by the officials themselves, it should be realized or paid in cash and credited to the accounts under the head "Unclassified receipts." A certificate of credit should be forwarded to the Superintendent for all recoveries ordered by him, or the postmaster or the inspector of post offices; or for the payment made by the officials concerned themselves. Postmasters of first class head offices should send copies of the recovery orders passed by them and the certificates of credit to the Superintendent by whom the accounts of their office are verified.

#### General stock book.

**272.** A general stock book (Form S. K.-1) must be kept in every office. This book contains entries of all the articles of stock belonging to the office, whether supplied by the Depot or obtained by local purchase or by transfer from other offices. In the case of a record office, the stock book contains entries of articles belonging to the office itself (in both its capacities, if it is a sub-record office), as well as to the sections attached to it. These entries should be made in accordance with the instructions printed on the inside of the front cover immediately an article is received or disposed of. Haps should not be entered in the general stock book in the offices which have been authorized by the Head of the Circle to maintain the special form of stock register of haps (Form S.K.-1 (a)).

**NOTE.**—In combined offices care should be taken to keep the list of articles belonging to the telegraph branch entered in the visiting book, corrected up to date.

**273.** Articles given out from stock to replace damaged or unserviceable articles in portfolios or turned to sections, should be written off from the stock book, the order authorizing the removal being quoted in the book.

**REMARKS.**—The instructions in rule 273 to the effect that articles issued in portfolios or to sections should be written off the stock book must not be taken to mean that all articles issued to sections, or (in the case of sub-record offices) to one of the mail office itself, should be written off, as many of the articles issued to sections (e.g. name-strips, type boxes, etc.) and all the articles in use in mail offices remain in the record office and can at any time be inspected by an officer visiting the office. These articles should, therefore, be borne on the stock book; only such articles as are taken away with them on trips should first be brought on to the stock book when received, and when issued, they should be written off.

### Stock register of bags.

274. Bags should be entered in the special form of stock register [S.K.-1 (a)] in the office which have been authorised by the Head of the Circle to maintain it. In all other offices, the general stock book (Form S.K.-1) should be used for the purpose. These books should show the number of bags of each kind received and the number returned to the Depot or transferred to other offices or otherwise disposed of, as well as the balance in hand after each receipt or issue.

### Stock register of books, forms and petty articles.

275. Blank books, forms and petty articles regarding the custody of which special care is necessary, should be entered in this register [Form S.K.-1 (b)].

NOTE 1.—This register contains entries of the blank books and petty articles of the following description:—

- (1) Books of money order receipts, (2) Registered Journals, (3) Registered V. P. Journals, (4) Books of receipts for village postmen and branch offices in direct account with the office, (5) T. M. O. advice books, (6) Books of runners' appointment certificates, (7) Treasury pass books, (8) Books of moneys, of remittances and books of treasury receipts, (9) Books of vouchers for money drawn from the treasury, (10) Books of Broadcast Receiver Licenses (Form W. T. 102), (11) Books of Advice of transfer (S. B. 3), Identification cards (Form No. 2), (12) V. P. parcel No. slip with name of office of posting, (13) Parcel No. slip with name of office of posting, (14) Special V. P. Journal for V. P. parcels, (15) V. P. letter No. slip with name of office of posting, (16) Registration No. slip with name of office of posting, (17) Special V. P. Journal for V. P. articles of the letter mail, (18) Treasury Vouchers, (19) T. M. O. advice book for money drawn on India and foreign countries other than Ceylon, (20) Order Book, (21) Greetings telegram forms and envelopes, (22) Public call office receipts (Form Eng-8), (23) Book of Receipts (Form A. C. G. 67), (24) Specimen Cash Certificates, (25) Specimen British Postal Orders, (26) Articles which have to be issued for consumption in small institutions e.g., stamping ink, carbolic paper, indelible pencils, and (27) any other articles ordered by the Head of the Circle to be treated as articles of stock. In the case of books of vouchers for money drawn from the treasury, the serial numbers of the books as entered in the invoices with which they are issued should also be entered in the register.

NOTE 2.—This rule does not apply to savings bank pass-books, for which a special form of stock register is provided.

### Check of stock books on transfer of charge.

276. When the charge of an office is transferred from one officer to another, the relieving officer should take over the articles of stock after carefully checking them with the general stock book and the stock register of bags and, in the case of books and forms treated as articles of stock, with the register. If any article is missing or damaged, a note

should be written in the column for remarks of the stock book or stock register or bags and initialed by both the receiving and delivered officers, and a report made to the next higher authority.

#### Emergency indents.

277. Officers in charge of offices should prepare indents on the Depot, in form S. K. 2 or form Genl. 18, for articles of stock required for use in their offices; and the principal terminal office of a road line should prepare indents for articles required for use on the mail line. In the case of a record office, the indent should be made for articles of stock required for the office itself (on both its capacities, if it is a sub-record office) and the sections attached to it. Indents for articles of stock are considered emergency indents, and there are no fixed dates for their submission. They should be prepared as articles are required, but, ordinarily, not more than one indent for the main office should be submitted in a month. Superintendents prepare indents for the articles required for themselves and for their inspectors.

278. Emergency indents should be prepared in triplicate whenever articles of stock are required, and all the three copies should be submitted by the indenting officer to the countersigning officer, who will, after filling in the column showing the number passed in all the copies of the indent and countersigning them, forward one copy to the Depot, return another to the indenting office for record and keep the third copy on his record for future reference.

NOTE 1.—If articles of stock other than those named in the list of such articles are required for use in a record office, mail office or similar, a requisition should be sent to the Superintendent.

NOTE 2.—In the case of a 1st class head office, the indenting and countersigning officers being the same, the triplicate copy of the indent need not be prepared.

278-A. The indent for replacement of an article of stock which is lost or damaged through the fault of a postal official and the cost of which is recovered and credited to Government should, except in the case of a branch office, be sent by the post office concerned direct to the Stock Depot accompanied by a certificate from the head postmaster giving particulars of the credit of the cost of the article including the number and date of the authority for the recovery of the same. If, in any case, only a portion of the cost of an article has been ordered to be recovered, the fact should be noted in the credit memo. The Stock Depot should, before supplying the article indented for, satisfy itself that the cost of the article to be replaced has been credited in full, or that the particulars of the authority for the recovery of a portion only of the cost are noted in the credit memo. In the case of branch offices under First Class Postmasters, indents for such articles should be sent by the Town Inspector through the Postmaster. Indents for other branch offices should be prepared and sent by the Sub-Divisional Inspector.

#### Countersignature of emergency indents.

279. Indents prepared by first class postmasters, officers of the Telegraph Traffic Service, Class I, in charge of departmental telegraph

offices and Divisional Engineers (Telegraphs) do not require counter-signature, and should be forwarded direct to the Depot. Indents prepared by other officers should be forwarded to the next higher authority for counter-signature.

28a. In the case of a mail line, the indent should be forwarded by the postmaster of the principal terminal office, whether it is a first class head office or not, to the Superintendent in charge of the line for counter-signature.

#### **Requisitions for articles procured locally.**

28r. Every article of stock must be obtained from or through the Depot. If an article of stock which can be procured locally (as in the case of furniture, e.g., tables, stools, etc., of local manufacturers, fragile articles, such as lamps, lanterns, etc., and their appurtenances (chimneys, globes, etc.)) is required for the use of an office, the officer in charge should apply by letter to the next higher authority for sanction to the expenditure if the same is beyond his powers of sanction. The local purchase may be made or recommended provided the local rates for articles of similar size and make do not exceed the rates (plus cost of transit) of the Postal or Telegraph Workshop, which can be ascertained by reference to the Depot.

#### **Supply of articles in compliance with indents.**

28s. Articles of stock indented for, the supply of which has been sanctioned by the Head of the Circle, will be received direct from the Depot, with an invoice (Form S.K.-3) containing a description of the articles. The invoice should be prepared in triplicate by means of carbonic paper, but two copies should be sent by the Depot to the indenting office. The invoice should be checked with the articles by the indenting officer, who should then sign both copies and file the third copy of it in the order of its serial No. in the bundle of invoices for articles of stock received from the Depot. The required entries should be made in the stock book, the No. of the page situated being noted against each article in the last column of the invoice.

28t. The duplicate copy of the invoice (Form S.K.-3) should be duly receipted by the indenting officer and returned to the Depot.

*NOTE.*—When articles of stock dispatched by rail or steamer have to be forwarded by road from a railway or river station to the office of destination, and carters or men are engaged for this purpose, the cost of conveyance should be paid by the indenting officer of the office of destination and charged at once to the accounts as contingent expenditure, in recognition of the sanction of the higher authority which should be applied for at once.

#### **Discrepancies in invoices.**

28u. If there is any discrepancy between the number or description of the articles of stock or stationery entered in an invoice and the number or description of the articles actually received, the indenting officer should make a note of it on the invoice and report the matter to the dispatching officer. If, however, this does not result in a proper adjustment of stock, a report should be made to the supervising officer to whom the receiving office is subordinate.



## Numbering of invoices.

285. Invoices for articles of stock issued by the Depot to indenting offices will be consecutively numbered in an annual series commencing with No. 1 from the 1st of April in each year. Officers receiving such invoices should observe that the Nos. are in an unbroken series.

Note.—With a view to enable each indenting office to verify that all the invoices for the year have been received, a service printed bill will be sent on by the Depot on the 31st March of each year bearing the closing No. of the annual series, if no invoice is issued on that date.

## Schedule of forms.

286. The Head of the Circle must prescribe the two six-monthly periods for which forms are to be supplied to each office in the Circle which obtains its supplies from the Stock Depot/Deputy Controller, Stationery and Forms, Karachi/Assistant Manager, Government of Pakistan Press, Lahore/Deputy Controller, Printing and Stationery, Dacca. For this purpose, as many different six-monthly periods as possible should be fixed and matters should be so arranged that the Stock Depot/Deputy Controller, Stationery and Forms, Karachi/Assistant Manager, Government of Pakistan Press, Lahore/Deputy Controller, Printing and Stationery, Dacca, will not be called upon to supply forms to any office during the month in which it has to count its stock and prepare its own requisitions. These periods should be distributed according to groups of offices—each group consisting of a number of head offices and all their subordinate offices, or of record offices, as the case may be—and not according to divisional groups.

287. A schedule in the prescribed form will be supplied to the undesignated offices by the officers noted against each:—

- |                                                                             |                                       |
|-----------------------------------------------------------------------------|---------------------------------------|
| 1. First class head post offices (Form S.K.-4).                             | } Head of Circle.                     |
| 2. Superintendents' offices (P. O. & R. M. S.) (Forms S.K.-5 & S.K.-5 (B)). |                                       |
| 3. Divisional Engineers' offices (Form S.K.-6).                             |                                       |
| 4. Departmental telegraph offices and wireless offices (Form S.K.-4 (T)-A). |                                       |
| 5. Telegraph training classes (Form S.K.-4 (T)-B).                          |                                       |
| 6. Second class head post offices (Form S.K.-4).                            | } Superintendent of post offices.     |
| 7. Sub-post offices (Form S.K.-4 (S)).                                      |                                       |
| 8. Record offices (Form S.K.-5 (R)).                                        | Superintendent, Railway Mail Service. |
| 9. Offices of the Sub-divisional officers (Telegraphs) (Form S.K.-6 (a)).   | Divisional Engineer, Telegraphs.      |

The schedule will show the description, the average rate of consumption, and the total number of copies of each of the different kinds of forms and labels required for use during a period of six months. The total number of copies of each form shown in the schedule will be the number required for actual use plus a margin, on account of

wastage, of 2 per cent. in the case of forms for departmental use only, or of 10 per cent. in the case of those for use by the public. Heads of Circles may, in the case of selected big offices increase the margin on account of wastage up to 10 per cent. in respect of certain forms for use by the public, e.g., Inland and Foreign Message forms, Money Order forms, etc.

Note.—Schedules supplied to Superintending offices will include the requirements of the inspectors under their control, those supplied to head and sub-offices will include the requirements of the branch offices in direct contact with them and those supplied to record offices will include the requirements of the sections attached to them.

288. A copy of the schedule will be supplied to the Stock depot concerned for the Deputy Controller of Stationery, Forms and Publications, Dacca, for offices in East Bengal Circle and to the Deputy Controller, Stationery and Forms Stores, Karachi for offices in Punjab and N.W.F. and Sind and Baluchistan Circles for its guidance in supplying forms or in checking the indents, and another copy shall be kept on record in the office of the officer who will supply the schedule. The schedule will, subject to such alterations as may be required from time to time, form the basis of all future supplies and the figures to be entered in them must therefore be compiled with the utmost care. No alteration will be made in the schedule without the previous sanction of the officer by whom it was supplied. Whenever any alteration is made, it will be shown at once in the copy of the schedule on record in the office of the officer who supplied the schedule and will at the same time be communicated to the Stock Depot. The Deputy Controller of Stationery, Forms and Publications, Dacca or the Deputy Controller, Stationery and Forms Stores, Karachi, as the case may be, and to the office concerned with instructions that their copies of the schedule should be corrected accordingly. The office concerned will correct its copy of the schedule usually in red ink over the initials of the officer in charge of the office. At the time of each inspection of an office, the number of forms of each class in stock will be counted and after the requirements of the office are ascertained, a note will be made in the schedule of the excess forms, if any, in hand against the entries relating to the forms. This will enable the inspecting officer to modify the figures in the schedule, and, if necessary, put a stop to unnecessary requisitions. To facilitate the ascertainment of large quantities of forms, the weight of a dead number should be first ascertained and the total number of forms arrived at with reference to this unit of calculation.

289. The form of schedule is designed to meet the requirements for each of the two six-monthly periods. At the end of each year, every office should prepare in duplicate a copy of the schedule originally supplied, embodying in it all the corrections sanctioned up to date and forward both the copies to the Superintendent of post offices or Railway Mail Service, or to the postmaster or the Divisional Engineer (Telegraphs), as the case may require, on the dates to be fixed by the Head of the Circle in conformity with rule 293. The officer concerned is required to check these copies with the original copy of the schedule on record in

his office which should be kept corrected up to date. He will then sign them, forward one copy to the Stock Depot or the Deputy Controller of Stationery, Forms and Publications, Dacca, or the Deputy Controller, Stationery and Forms Stores, Karachi/Assistant Manager, Government of Pakistan Press, Lahore, as the case may be, and return the other to the office concerned. The schedule of his own office should be similarly prepared and forwarded to the Head of the Circle for a detailed check in one particular year which will be fixed by the Head of the Circle, and this check should form the basis of supplies for five years. Officers in charge of departmental telegraph offices will do the same. Each of these officials may, if required, increase his original demand in respect of any one of the items by 10 per cent. during succeeding years without referring to the Head of the Circle; but in the event of an increase of over 10 per cent. on any one item he must justify his demand to the Head of the Circle by means of an explanatory memo.

289. The date of commencement of each of the two six-monthly periods fixed for an office will be noted on the front cover of the schedule supplied to it and the six-monthly supply from the Stock Depot or the Deputy Controller of Stationery, Forms and Publications, Dacca or the Deputy Controller Stationery and Forms Stores, Karachi, or the Government of Pakistan Press, Lahore, will be received by the office in full by the date of supply as laid down in rule 203. If, for any reason, the stock of a particular form runs short before the due date of receipt of the six-monthly supply, the officer-in-charge of the office will write to the supplying authority asking for the extra copies of the form required and explaining their necessity. In such cases, the extra forms will be supplied by the supplying authority, but matter will at the same time be reported by the letter to the officer by whom the schedule was supplied; and, if the explanation of the necessity for the additional supply is considered unsatisfactory, the cost of the forms supplied will be recovered from the officer responsible.

291. Six weeks before the date fixed for the supply of forms for each six-monthly period, the officer in charge of the office must personally examine the stock of forms and if it is found that no fresh supply of any particular form is required or that a smaller quantity than that shown in the schedule will meet the requirements for the coming half-year, he will bring the matter at once to the notice of the officer by whom the schedule was supplied. The report must reach the Stock Depot, the Deputy Controller of Stationery, Forms and Publications, Dacca or the Deputy Controller, Stationery and Forms Stores, Karachi, or the Government of Pakistan Press, Lahore, one clear month before the date of commencement of the next six-monthly period. The examination by the officer in charge of the stock of forms is of paramount importance and he should report the result of such examination to the officer concerned by whom the schedule was supplied.

*NOTE.*—To facilitate the examination of large quantities of any form, the weight of a fixed number may first be ascertained and the total number may then be arrived at with reference to the unit of calculation.

**Distribution of forms.**

292. The forms required for the Post Office and Railway Mail Service (including forms for combined offices) and all classes of telegraph forms will be distributed by the Deputy Controller of Stationery, Forms and Publications, Dacca or the Deputy Controller, Stationery and Forms Stores, Karachi/the Assistant Manager, Government of Pakistan Press, Lahore in the manner shown below :—

*(a) Post Office and Railway Mail Service and Telegraph Offices.*

| Name of Circles or offices    | Source of supply.                                                                                               | Manner of supply.                    |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1. East Bengal Circle.        | Deputy Controller of Stationery, Forms & Publications, Dacca.                                                   | Direct to all offices in the Circle. |
| 2. Sind & Baluchistan Circle. | Deputy Controller, Stationery & Forms Stores, Karachi/(Assistant Manager, Government of Pakistan Press, Lahore. | Direct to all offices in the Circle. |
| 3. Punjab & N.W.F. Circle.    | Do. Do. Do.                                                                                                     | Do. Do. Do.                          |

293. The following table shows the dates by which the half-yearly indents should reach the Deputy Controller of Stationery, Forms & Publications, Dacca or the Deputy Controller, Stationery & Forms Stores, Karachi or the Assistant Manager, Government of Pakistan Press, Lahore and the dates by which the supplies will be completed.

*(a) Post Office and Railway Mail Service Telegraph Forms.*

| Circle.                | Dates of indents.            | Dates by which Supplies will be completed. |
|------------------------|------------------------------|--------------------------------------------|
| 1. Punjab & N.W.F.     | 1st April.<br>1st October.   | 1st June.<br>1st December.                 |
| 2. Sind & Baluchistan. | 1st February.<br>1st August. | 1st April.<br>1st October.                 |
| 3. East Bengal.        | 1st February.<br>1st June.   | 1st April.<br>1st August.                  |

294. 'S' series of forms should not be included in the ordinary indents but should be asked for separately in standard form S. 90 obtainable from Deputy Controller of Stationery, Forms and Publications, Dacca or Deputy Controller, Stationery and Forms Stores, Karachi on application or in the absence thereof in office memo forms.

NOTE.—The following forms should be indented for in separate indents on dates mentioned in rule 288 and samples of the forms required should be sent along with the indents.

| Number of forms | Description                                                                              |
|-----------------|------------------------------------------------------------------------------------------|
| R P-31 (6)      | Special v.-p. journal for registered v.-p. articles of the latter mail.                  |
| R P-39          | Registration No. slip with name of office of posting.                                    |
| R P-41          | V.-p. letter No. slip with name of office of posting.                                    |
| R P-1           | Special v.-p. journal for registered v.-p. parcel.                                       |
| R P-10          | Parcel No. slip with name of office of posting.                                          |
| R P-17*         | V.-p. parcel No. slip with name of office of posting.                                    |
| R P-22          | Registered journal, Parts I to V, with distinguishing letter prefixed to the serial Nos. |
| R P-23 (a)      | Registered v.-p. journal, Parts above Part X.                                            |
| M O-1           | Book of m. o. receipts, Parts above Part XI.                                             |
| A C. G.-1;      | Memo. of remittance to treasury, in duplicate.                                           |
| A C. G.-13      | Treasury receipt, in triplicate.                                                         |

295. *Dated.***Supply of forms.**

296. The forms to be supplied to each office will be forwarded direct to it either by the Circle Stock Depot or by the Deputy Controller of Stationery, Forms and Publications, Dacca or the Deputy Controller, Stationery and Forms Stores, Karachi, or the Assistant Manager, Government of Pakistan Press, Lahore, as the case may be. Forms for branch offices will be supplied to their account offices, by which they should be forwarded to the branch offices.

297. The forms will be sent in bags or packets as may be found convenient. If the forms are supplied by the Stock Depot in more than one bag or packet, it will enclose in each bag or packet a serially numbered slip, bearing the words "Further supply will follow" except in the case of the last bag or packet completing the supply, when the words "This completes the supply" will be written upon the slip enclosed. The series should commence with No. 1 for each office. The officer in charge of an office should note the quantities of forms actually received with each slip in the appropriate column of the schedule against the entries of the forms concerned. He should also enter in the "Memo. of consignment" provided on the back cover

of the schedule the dates of receipt of the consignments relating to the six-monthly period before the printed Nos. of the slips with which they are received. After the receipt of the last consignment, he should write a remark to the effect that the supply has been completed. If there is any break in the serial Nos. of the slips, or if the six-monthly supply is not received in full, before the date noted on the front cover of the schedule, a report should be made to the officer by whom the schedule was supplied.

298. The supply of forms by the Deputy Controller of Stationery, Forms and Publications, Dacca or the Deputy Controller, Stationery and Forms, Secra, Karachi, or the Assistant Manager, Government of Pakistan Press, Lahore will be made in accordance with the following procedure:—

- (a) The "B" series of forms supplied to post offices direct by the Deputy Controller of Stationery, Forms and Publications, Dacca or the Deputy Controller, Stationery and Forms, Secra, Karachi, will be accompanied by an invoice, a copy of which will be forwarded to the Stock Depot concerned. The receiving office will, after checking that the forms advised in the invoice have been correctly received, send an acknowledgment to the supplying office.
- (b) All other supplies made will be accompanied by two copies of the invoice and the receiving office after checking the forms with the entries in the invoice, will retain one copy and return the other to the supplying authority duly signed.

299. The bags in which forms are received, should at once be returned to the Stock Depot either empty or filled with unserviceable articles, if any.

NOTE 1.—Savings bank pass-books and books of money order receipts required for head and sub-offices and registered journals required for mail offices will be supplied separately to the head office or sub-head office concerned in the same manner as articles of stock. Such other books and forms as the Head of the Office may prescribe will also be treated as articles of stock.

NOTE 2.—Books of money order receipts for sub-offices and books of receipts and registered journals for branch offices should be issued by the account office one at a time as required. It will be the duty of the sub-postmaster in-charge for the book of money order receipts when required, but the account office should see from a scrutiny of the entries that a new book of receipts is supplied to the branch office in good time irrespective of the fact whether the branch postmaster himself asks for it or not.

NOTE 3.—Books of returns' appointment certificates should be issued to overseers or inspectors and an account should be kept of their issue. A new book should not be issued until the serials of the working book have been returned. These serials should be preserved as permanent records.

NOTE 4.—In the case of an experimental office, the account office should, before supplying it with forms of acknowledgments for a registered article of the letter or parcel mail, or money order forms, insert in every stamp on the acknowledgments or acknowledgments portions of the forms.

NOTE 5.—When forms dispatched by rail or steamer have to be forwarded by road from a railway or steamer station to the office of destination and cartage or curia are engaged for the purpose, the cost of conveyance should be paid by the office in charge of the office of destination and charged at once in the account on contingent expenditure in anticipation of the sanction of the higher authority which should be applied for at once.

### Custody and storage of forms.

300. Special attention must be paid to the proper custody and storage of forms. In the larger offices, the forms should be kept in a separate locked room or godown neatly arranged on racks. In the smaller offices, they should be kept in the office room neatly arranged on racks or in almirahs. Forms should on no account be kept in bags or left on the floor, nor should they be stored where they are likely to be destroyed by white ants and other vermin.

### Articles returned to be accompanied by invoices.

301. When articles of stock are sent to the Depot, they should be accompanied by an invoice, the reason for the return of each article, i.e., whether it is sent for repairs or as unserviceable and the No. and date of order of the authority directing the return of the article, being noted in the columns for remarks. In returning bags, care should be taken to detail them in the invoice according to their standard sizes.

302. Invoices of articles returned to the Depot (Form S.K.-3) should be prepared in triplicate by means of carbonic paper and numbered in an annual series commencing with No. 1 for each year. Two copies of the invoice should be despatched with the articles and the other should be kept on record in the office. The number of page of the stock book, on which the article is entered, should be noted in the last column of the office copy of the invoice which should then be kept in a separate bundle, arranged in the order of its serial number.

303. The duplicate copy of the invoice (Form S.K.-3) should be duly receipted by the officer in charge of the Depot and returned to the office, and it should be filed with the copies of invoices on record in that office.

304. When there are no articles for despatch to the Depot on the 31st March, the closing No. of the annual series of invoices should be intimated to the Depot on that date by means of a service postcard, bearing the entry "Closing No. (No.) of invoices for (year)" over the signature of the despatching officer and an impression of the name-stamp of the office. The closing No. should be noted on the reverse of the office copy of the last invoice sent to the Depot. The head and sub-offices should call for similar postcards from the branch offices in account with them by a remark on the branch office slips due to reach the branch offices on the 31st March and submit these cards to the Stock Depot along with their own not later than the 15th of April every year.

305. When an office is closed before the end of an official year, the closing No. of the series of invoices despatched by it during the year should be intimated to the Depot on the last working day and noted in the office copy of the last invoice in the manner prescribed in rule 304.

**Transfer of surplus articles or forms.**

306. Articles of stock, or blank books, or forms found to be in excess of the requirements of an office, owing to the status of the office having been changed, or from any other cause, may be transferred, under the orders of the competent authority, to any other office requiring them. This rule does not, however, apply to stamps or seals engraved with the name of an office which, when no longer required, must be returned to the Depot from which they are supplied. When articles of stock are transferred from one office to another, the order authorizing the transfer must be noted in the stock book.

*NOTE.*—When a head office is converted into a sub-office, all the books of money order receipts (unused or partially used) should be sent to the head office under the jurisdiction of which the new sub-office is placed. In this case, and also when a sub-office is converted into a head office, all unused books of money order receipts should be entered in the head office in the register prescribed for the purpose, while used or partially used books of money order receipts should be kept in the personal custody of the head postmaster. When a head office is closed, the books of money order receipts (unused or partially used) should be sent to the Stock Depot.

**Disposal of obsolete forms.**

307. When forms, with the exception of those mentioned below, become obsolete, they should be torn up and sold as waste paper, unless they can be utilised for making envelopes, &c. The following forms, viz. :—

- registered journal,
- registered v.-p. journal,
- book of m. o. receipts,
- branch office book of receipts,
- village postman's book of receipts and t. m. o. advice book,

when they become obsolete, should be destroyed by fire in the presence of the officer in charge of the office.

308. In head offices, the latter course should also be adopted as regards savings bank pass-books, the total number of pass-books burnt being entered in the stock register of pass-books, under the head postmaster's initials.

**PART II.—SPECIAL RULES FOR POST OFFICE AND RAILWAY MAIL SERVICE.****List of articles of stock.**

309. The following articles are comprised in the term 'articles of stock':—

**(a) In post offices—**

- Furniture, maps, stamps, seals, scales, letter-boxes, bags and every other kind of article used in a post office except books and forms.

*NOTE.*—The office order book and all books of reference should, however, be treated as articles of stock.



## (5) In the Railway Mail Service—

|                              |                                |
|------------------------------|--------------------------------|
| Acme boards.                 | Metal tokens.                  |
| Badges.                      | Needles.*                      |
| Bags.                        | Notice and sign boards.        |
| Belts (leather and cloth)    | Pad (ink and stamping).        |
| Books.—Office Order book,    | Paper-weights.*                |
| nominal roll of token hold-  | Pincers (for adjusting type).  |
| ers, stationery register and | Portfolios.                    |
| books of reference.          | Pots (for paste)               |
| Carpets.                     | Rulers.*                       |
| Clocks.                      | Safes.                         |
| Files, brass.                | Scales and weights (letter and |
| Furniture.                   | parcel).                       |
| Hand-cart and trucks.        | Scissors.                      |
| Hones.*                      | Sealing-stoves.                |
| India-rubber.                | Seals.                         |
| Ink-pots.*                   | Stamp-cases.                   |
| Ink-stands.*                 | Stamps.                        |
| Knives.*                     | Strops.*                       |
| Label cases.                 | Tarpaulins.                    |
| Lamps and lanterns with      | Time-pieces.                   |
| accessories.                 | Tin-boxes for insurance seals. |
| Letter-boxes (portable and   | Tin-boxes for security bonds.  |
| pillar).                     | Type-boxes.                    |
| Locks and keys.              | Waste paper baskets.           |
| Maps.                        |                                |

## Standard sizes of bags.

310. The sizes of the bags indented for should be adopted to the requirements of the office or section concerned. The following are the standard classes of bags :—

*Mail, parcel and packet bags.*

|                            |     |                |
|----------------------------|-----|----------------|
| No. 1 size 42" × 17" × 17" | ... | } Jute canvas. |
| No. 2 size 32" × 14" × 14" | ... |                |
| No. 3 size 48" × 17" × 17" | ... |                |
| No. 1 size 42" × 17" × 17" | ... | } Waterproof.  |
| No. 2 size 32" × 14" × 14" | ... |                |
| Size 28" × 18"             | ... |                |
|                            |     | White dosuti.  |

*Account bags.*

|                      |     |               |
|----------------------|-----|---------------|
| No. 1 size 28" × 18" | ... | } Red dosuti. |
| No. 2 size 18" × 14" | ... |               |

\*See rule 375.

*Cash bags.*

|                      |     |                       |
|----------------------|-----|-----------------------|
| Size 18" x 14"       | ... | Green <i>dosuti</i> . |
| No. 1 size 14" x 9"  | ... | } Leather with locks. |
| No. 2 size 9" x 6"   | ... |                       |
| No. 3 size 18" x 12" | ... |                       |

*Registered bags.*

|                      |     |                          |
|----------------------|-----|--------------------------|
| No. 1 size 28" x 18" | ... | } Yellow <i>dosuti</i> . |
| No. 2 size 18" x 14" | ... |                          |

311. White *dosuti* mail bags, size No. 1, should ordinarily be used for b. o. bags.

**Distinctive marks on bags.**

312. The words "Pakistan Post Office" are stamped on each face of all bags other than *dosuti* bags of the smallest size which are stamped with the letters "P. P. O" instead. The following distinctive marks are also used :—

- (i) *Jute canvas bags*.—Two one-inch blue stripes interwoven in the material down the length of the bag.
- (ii) *Dosuti bags*.—Sets of four thin black lines woven in the material.

313. The wilful obliteration or mutilation of any of these marks will be severely punished.

**Examination of bags.**

314. Every postmaster or record clerk, as the case may be, should, at least once in every quarter, count and examine the bags of his office, and satisfy himself that they are correct and in serviceable condition and that bags of suitable sizes are kept in stock. Indents should be submitted in due time for new bags to replace those that are worn out and unfit for use. In head offices, the result of the examination should be recorded in the postmaster's order book.

315. Soiled bags should, whenever necessary, be washed locally under the orders of the Superintendent.

**List of stamps and seals.**

316. The following is a list of stamps and seals authorized to be used in post offices and in Railway Mail Service Offices and sections :—

*I.—In post offices.*

| Name of stamp or seal.                                     | Remarks.                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Stamps.</i>                                             |                                                                                                                                                                                                                                                                                                                 |
| Name-stamp ... ..                                          | Supplied to all offices, except those which have the next stamp.                                                                                                                                                                                                                                                |
| Name-stamp with name of district ...                       | Supplied to offices which are little known, or which are likely to be confounded with other offices, owing to similarity of names.                                                                                                                                                                              |
| Combined date-stamp and obliterator with hour-type.        | Supplied to all offices, except those which have the next stamp.                                                                                                                                                                                                                                                |
| Combined date-stamp and obliterator with name of district. | Supplied to offices which are little known, or which are likely to be confounded with other offices, owing to similarity of names.                                                                                                                                                                              |
| Date-stamp with hour-type ... ..                           | Supplied to all offices, except those which have the next stamp.                                                                                                                                                                                                                                                |
| Date-stamp with name of district ...                       | Supplied to offices which are little known, or which are likely to be confounded with other offices, owing to similarity of names.                                                                                                                                                                              |
| Delivery stamp with hour-type ...                          | Supplied to offices which have two or more deliveries daily.                                                                                                                                                                                                                                                    |
| No. slip name-stamp ... ..                                 | <div data-bbox="674 860 1049 989" data-kind="parent" data-rs="7">           Supplied to all offices.         </div> <div data-bbox="674 1208 1049 1252">Supplied to all head offices.</div> <div data-bbox="674 1303 1049 1346">Supplied to head offices when ordered by the Head of the Circle.         </div> |
| Label name-stamp* ... ..                                   |                                                                                                                                                                                                                                                                                                                 |
| Round money order stamp ... ..                             |                                                                                                                                                                                                                                                                                                                 |
| Oblong money order stamp ... ..                            |                                                                                                                                                                                                                                                                                                                 |
| Month-stamp ... ..                                         |                                                                                                                                                                                                                                                                                                                 |
| Audit Office stamp ... ..                                  |                                                                                                                                                                                                                                                                                                                 |
| Postage-due stamp "Two annas" ...                          |                                                                                                                                                                                                                                                                                                                 |
| Postage-due stamp with blank space ...                     |                                                                                                                                                                                                                                                                                                                 |
| Postmaster's unpaid stamp ... ..                           |                                                                                                                                                                                                                                                                                                                 |
| Cash paid stamp ... ..                                     |                                                                                                                                                                                                                                                                                                                 |
| Deposit-stamp ... ..                                       |                                                                                                                                                                                                                                                                                                                 |
| Dated registration stamp with hour-type.                   |                                                                                                                                                                                                                                                                                                                 |
| Dated insurance stamp ... ..                               |                                                                                                                                                                                                                                                                                                                 |

\* The stamps marked with an asterisk are rubber stamps.

| Name of stamp or seal. | Remarks                                                                                  |
|------------------------|------------------------------------------------------------------------------------------|
| <i>Seals.</i>          |                                                                                          |
| Date-seal ...          | Supplied to all offices.                                                                 |
| Registration seal ...  |                                                                                          |
| Parcel seal ...        | Supplied to all head offices and to sub-offices when ordered by the Superintendent.      |
| Insurance seal ...     |                                                                                          |
| Sub-account seal ...   |                                                                                          |
| Sorting seal ...       | Supplied to head and sub-offices when ordered by the Superintendent.                     |
| Cash seal ...          | Supplied to all head offices and also to sub-offices when ordered by the Superintendent. |

*II.—In R. M. S. offices and sections.*

|                                        |                                                                                                                                                                                                                                                                                           |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Stamps.</i>                         |                                                                                                                                                                                                                                                                                           |
| Name-stamp of set ...                  | Supplied to all sections and mail offices. Each set of a section is provided with a name-stamp with the words "Out" and "In" in movable type.                                                                                                                                             |
| Name-stamp of record office ...        | Supplied to all record offices.                                                                                                                                                                                                                                                           |
| Name-stamp of head record office ...   | Supplied to all head record offices.                                                                                                                                                                                                                                                      |
| Name-stamp of sub-record office ...    | Supplied to all sub-record offices, except those to which no sections are attached.                                                                                                                                                                                                       |
| Date-stamp of set ...                  | Supplied to all sections and mail offices. Each set of a section is provided with a date-stamp with the words "Out" and "In" in movable type. The date-stamps supplied to mail offices at which, on an average, 150 or more articles are posted daily, are fitted with movable hour-type. |
| Date-stamp of record office ...        | Supplied to all record offices, except those which have the next stamp.                                                                                                                                                                                                                   |
| Date-stamp of head record office ...   | Supplied to all head record offices.                                                                                                                                                                                                                                                      |
| Combined date-stamp of mail office ... | Supplied to mail offices at which, on an average, 150 or more articles (registered and unregistered, taken together) are posted daily. This stamp is fitted with movable hour-type.                                                                                                       |
| No. slip name-stamp ...                | Supplied to all mail offices.                                                                                                                                                                                                                                                             |
| Postage-due stamp with blank space ... | Supplied to all sorting sections and sorting and transit mail offices. The stamp supplied to sections is fitted with the words "Out" and "In" in movable type.                                                                                                                            |
| Detained: late-fee-not-paid stamp ...  | Supplied to all sections and to mail offices at which a late letter fee is imposed.                                                                                                                                                                                                       |

| Name of stamp or seal.                       | Remarks.                                                                                                                                                                                                                                                                                 |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Stamps—contd.</i><br>Label name-stamp*    | Supplied to all record offices, except those to which no sections are attached. Each such record office will be supplied with two stamps for each section under its control—one for the out-trip and the other for the in-trip.                                                          |
| <i>Seals.</i><br>Date-seal of set            | Supplied to all sections and mail offices. Each set of a section is provided with a date-seal with the words "Out" and "In" in movable type.                                                                                                                                             |
| Registration seal of set                     | Supplied to sorting sections and sorting mail offices in which a special registration sorter is employed. Each set of such a section is provided with a registration seal with the words "Out" and "In" in movable type.                                                                 |
| Parcel seal of set                           | Supplied to sorting sections and sorting mail offices in which a special parcel sorter is employed. Each set of such a section is provided with a parcel seal with the words "Out" and "In" in movable type.                                                                             |
| Combined Registration and Parcel seal of set | Supplied to sorting sections and sorting mail offices in which one and the same person is employed for both the registration and parcel sorting work. Each set of such a section is provided with a combined Registration and Parcel seal with the words "Out" and "In" in movable type. |
| Insurance seal of set                        | Supplied to all sorting sections and sorting mail offices. Each set of a section is provided with an insurance seal with the words "Out" and "In" in movable type.                                                                                                                       |
| Mail seal of set of mail office              | Supplied to sorting mail offices in which a special official is employed for mail work.                                                                                                                                                                                                  |
| Date-seal of record office                   | Supplied to all record offices, except those which have either of the next two seals.                                                                                                                                                                                                    |
| Date-seal of head record office              | Supplied to all head record offices.                                                                                                                                                                                                                                                     |
| Date-seal of sub-record office               | Supplied to all sub-record offices, except those to which no sections are attached.                                                                                                                                                                                                      |

\*The stamps marked with an asterisk are rubber stamps.

NOTE 1.—One date-stamp and one date-seal with letters and words in movable type are supplied to the office of each Superintendent, Railway Mail Service, for temporary use in sections on occasions when stamps and seals are lost, or sent to the Stock Depot for repairs, or when a special set is established temporarily in cases of branches and on other occasions of similar nature. The stamp and seal when not required for actual use, should be kept in the personal custody of the head record clerk.

NOTE 2.—In mail offices in which the sets of sorters on night duty work in two batches, separate stamps and seals bearing distinguishing letters may be supplied under the orders of the Head of the Office to the two batches.

### Entry of names of stamps and seals in indents.

317. Indenting officers should be careful to enter the name of each stamp and seal correctly in their indents.

### Supply of stamping-ink.

318. Black and magenta stamping-ink will be supplied by the Stock Depot on indents received.

### Instructions for using rubber stamps.

319. The following instructions should be attended to when using rubber stamps :—

- (1) Gently tap the pad with the stamp and press the stamp lightly on the paper, which should lie on a perfectly even surface.
- (2) Do not press the stamp heavily on the pad, as this overloads it with ink and causes an imperfect and blurred impression. Avoid pressing or stamping the rubber stamp on the paper with force, as this injures the type.
- (3) Wash the face of the stamp frequently with soap and water and scrub with a soft brush or linen rag.
- (4) Keep all rubber stamps in a box or drawer safe from dust and wind.

### Instructions for using pads for rubber stamps.

320. In using pads, the following instructions should be observed :—

- (1) To ink a pad, pour the ink into the trough or well provided on one side of the tin case. The ink will soak into the pad which will then be ready for use. Do not pour ink upon the surface of the pad.
- (2) If the pad becomes dirty, rub the surface clean with a damp rag, before again recharging the pad.
- (3) If the pad inks too freely, draw off the excess lightly with a piece of blotting paper.
- (4) Always keep the cover closed down, when the pad is not in use.

### Description of various kinds of scales.

321. The sizes and descriptions of the scales to be indented for by an office should be adapted to its requirements.

322. Special scales manufactured on the principle of goldsmiths' scales may be supplied, under the orders of the Head of the Circle, to any post office for the purpose of weighing cash.

NOTE.—In sub-offices, lighter scales of the second size (B 4) and parcel scales of the third or fourth size (D 3 or D 4) should ordinarily suffice.

### Scales to be tested occasionally.

323. The official in charge of a post office or mail office should take care that the scales and weights in his office are kept clean, as the

necessary delicacy of movement in scales can be obtained only when they are perfectly clean. He should occasionally examine the scales and weights, test them, and satisfy himself that they are in good order and correct, and that they are not subjected to rough usage.

**NOTE.**—This rule applies also to the record clerk of a replenishing office in respect of the scales and weights issued by him to sections.

### List of furniture.

324. (1) The number, size and pattern of articles of furniture required for an office will depend on the size and importance of the office and the number of officials employed in it.

(2) The following are the principal articles of furniture ordinarily required for a post office:—

|                      |                     |
|----------------------|---------------------|
| A stamping table     | } for head offices. |
| A delivery table     |                     |
| A distributing table |                     |

A table for stamping, opening and distributing mails, for sub-offices.

Office tables, with drawers, for the postmaster and clerks.

A chair for the postmaster.

Chairs for clerks.\*

Stools for clerks and postmen.

Almirahs for records.

One or more sorting cases.

A window delivery sorting case.\*

A deposit case.\*

Mail boxes.

A parcel box.\*

One or two iron safes.

Office boxes for the postmaster, deputy postmaster, treasurer, registration, sub-account, parcel, money order and savings bank clerks.

A type box.

A sealing stove.\*

Lamps.

Lanterns.\*

A clock or time-piece.

A bug-stand.

A letter-box.

**NOTE 1.**—In the larger offices such chests or strong boxes may, if necessary, be supplied for the use of the treasurer and the money order and savings bank clerks, in lieu of office boxes.

**NOTE 2.**—The articles marked with an asterisk (\*) are supplied only to the more important offices.

(3) In the case of the Railway Mail Service, the principal articles of furniture ordinarily required are as follows:—

(i) *For record offices.*

An office table, with drawers, for the Almirah for records and articles of record clerk.

A table for sorters.  
A stamping table.  
A chair for the record clerk.  
Chairs and stools for sorters.  
A portable sorting-case.

One or more bag-stands.  
A label case.  
An office-box for the record clerk.  
A time-piece.  
An iron safe.

(ii) *For mail Offices.*

An office table, with drawers.  
A stamping table.\*  
Chairs and stools for sorters.

A time-piece.\*  
A bag-stand.  
An office-box (with lock and key) for articles registered.

An almirah for records, forms, stock, Stamp-case.  
etc.

Sorting-cases, with a ledge and movable hooks, for unregistered, registered and parcel mail articles and, if necessary, one or more horizontal letter sorting-cases.\*  
A mail box for forward mails.

NOTE.—The articles marked with an asterisk (\*) are not supplied to transit mail offices, but time-pieces may be supplied to important transit mail offices under the special orders of the Head of the Circle.

**Notice-boards and sign-boards.**

325. Every post office or mail office will be supplied with one or more notice-boards for postal notices and advertisements.

326. Every post office will also be supplied with a sign-board marked "Post Office" or "Post and Telegraph Office", as the case may be. Sign-boards marked "Stamps sold here", "Savings Bank", "Money Order", etc., will be supplied to important post offices.

327. Similarly, every mail office will be supplied with a sign-board showing the name of the office (Pakistan Times Press Sorting Office), as well as a sign-board marked "Stamps sold here" which should be hung over the window at which business is transacted with the public.

**Articles kept in Stock Depot.**

328. A list of the articles of stock kept in the Stock Depot will be found in the rules relating to Stock Depots. If any articles other than those shown in that list are required, a special requisition should be sent to the Superintendent.



**Damaged, unserviceable and surplus articles.**

**329.** *Disposal of damaged and unserviceable articles.*—The following instructions should be followed in disposing of damaged or unserviceable articles of stock :—

| Description of articles.                                  | How to be disposed of |
|-----------------------------------------------------------|-----------------------|
| Acme covers                                               | ...                   |
| Bags for postmen, etc.                                    | ...                   |
| Bag-stands                                                | ...                   |
| Belts                                                     | ...                   |
| Bicycles and accessories                                  | ...                   |
| Boxes, e. g., office boxes, mail boxes, etc.<br>furniture | ...                   |
| Hammers                                                   | ...                   |
| Hand-bags for surfers, etc.                               | ...                   |
| Hand-carts and trucks                                     | ...                   |
| Label cases                                               | ...                   |
| Lamps/Lanterns                                            | ...                   |
| Leather wallets, etc.                                     | ...                   |
| Notice-boards and sign-boards                             | ...                   |
| Safes                                                     | ...                   |
| Sorting cases                                             | ...                   |
| Tarpsaulins                                               | ...                   |
| Wicker baskets                                            | ...                   |
| Letter-boxes                                              | ...                   |
| Knives                                                    | ...                   |
| Pads (ink and stamping)                                   | ...                   |
| Portfolios                                                | ...                   |
| Scissors                                                  | ...                   |
| Stoves                                                    | ...                   |
| Type-boxes                                                | ...                   |
| Locks and padlocks                                        | ...                   |

Should not be returned to the Stock Depot. If damaged, they should be repaired locally. When they become unserviceable, they should be sold by auction under proper authority.

If damaged, they should be repaired locally, if practicable; otherwise they should be sent to the Stock Depot for repair. When they become unserviceable they should be sold by auction under proper authority, care being taken in the case of letter-boxes to see that they are thoroughly broken up before being sold.

When they get out of order or damaged or become unserviceable in any way, they should not be repaired locally, but should in all cases be returned to the Stock Depot.

| Description of articles.                                                                 | How to be disposed of.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ridges                                                                                   | When out of order, they should be repaired locally, if possible; otherwise they should be returned to the Stock Depot for repair. When unserviceable, obsolete, or surplus, they should be returned to the Stock Depot.                                                                                                                                                                                                                                                                                                                                                                                   |
| Bags                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Bicycles                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Clocks and time-pieces                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Metal solons                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Scales and weights                                                                       | Should not be returned to the Stock Depot, but should be sold as waste paper or destroyed under the rules. Obsolete large forms, if printed on one side only, should, unless they have to be destroyed under the rules, be sent for offices in the East Bengal Circle to the Deputy Controller of Stationery Forms and Publications Dacca and in the case of offices in the Punjab and N. W. F. and Sind and Baluchistan Circle to the Pakistan Governor-General Press, Karachi.                                                                                                                          |
| Stamps and seals                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Obsolete publications and forms                                                          | If they are not of a smaller size than 8½ inches by 6½ inches, they should not be destroyed when no longer required, but should be sent to Circle Stock Depots for transmission in the case of offices in the East Bengal Circle to Deputy Controller, Forms and Publications, Dacca, and in the case of offices in Punjab and N.W.F. and Sind and Baluchistan Circles to the Pakistan Governor-General Press, Karachi, for use in book binding. When a sufficient number of such covers and boards has accumulated in a Stock Depot, they should be forwarded in bags, through the Railway Mail Service. |
| Straw-board covers of used-up or obsolete books and forms and unserviceable file boards. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

330. When articles are sold as unserviceable, the proceeds should be credited to Government. If the articles are valueless and cannot be sold, they should be destroyed. The orders of the Superintendent in regard to the disposal of damaged and unserviceable articles must be obtained in every case, except in the case of post offices where the Inspector has ordered the return of any unserviceable articles to the Stock Depot, while inspecting an office. No articles should be repaired, sold, or destroyed without such orders which should be noted in the book in which the articles in question are entered. First class postmasters will write their orders, in respect of such articles in their own offices, in the stock book.

### PART III.—DEPARTMENTAL TELEGRAPH OFFICES (TRAFFIC EQUIPMENT).

#### Supply of traffic equipment.

331. The rules in this part relate to the supply of traffic equipment to departmental telegraph offices.

#### Definition of traffic equipment.

332. All the equipment in a departmental telegraph office other than those which are termed Apparatus and Plant under the definition contained in Chapter V of the *Posts and Telegraphs Manual*, Volume X, is termed 'Traffic Equipment.' The list below shows the principal articles of traffic equipment :—

- (1) Clocks and lamps (other than electrical), lanterns, cash chests, steel racks, furniture including chairs, tables (other than instruments), desks, *drawers*, bamboo matting, pigeon holes, etc.
- (2) Belts and badges, padlocks, fire protection appliances, stores, numbering machines, eyeletting machines and water storage tanks.
- (3) Typewriters for correspondence work.
- (4) Bicycles and accessories.
- (5) National cash Registers.

#### List of articles.

333. The following is a list of articles to be obtained from the Controller of Telegraph Stores :—

|                                                                            |  |
|----------------------------------------------------------------------------|--|
| Brass padlock with single key, size $3\frac{1}{2}" \times 3\frac{1}{2}"$ . |  |
| Do. do. $2\frac{1}{2}" \times 1\frac{1}{2}"$ .                             |  |
| Do. do. $1\frac{1}{2}" \times 2\frac{1}{2}"$ .                             |  |
| Do. do. $1\frac{1}{2}" \times 1\frac{1}{2}"$ .                             |  |

Padlock for cash bag with duplicate key, size  $1" \times 1"$ .

Box lock for fitting inside boxes with single key.

Time-piece, 8-day.

Clock, office, 8-day.

Drawer or almirah lock for fittings in table drawers and almirahs with single key.

Leather cash bag  $14" \times 9"$ .

Do.  $9" \times 6"$ .

Do. special size (to order).

Leather belt with pouch for telegraph messengers.

Leather waist belts.

Pincers for adjusting types.

Scissors, 6" long.

Iron cash chests No. 1 with inner lock  $24" \times 18" \times 12"$ .

Do. No. 2 with inner lock  $15" \times 12" \times 6"$ .

Safes.  
 Sign-boards.  
 Leather belts.  
 Tin tray for cash No. 1 (to hold Rs. 1,000).  
     Do.           No. 2 (to hold Rs. 500).  
 Security bond boxes.  
 Steel despatch box.  
 Brass badge for class IV servants.  
 Paint, red, enamelled.  
 Paint, white, enamelled.  
 Paint, black, enamelled.  
 Paint, green, enamelled.  
 Zinc sheets.  
 Eyelets.  
 Eyeletting machines; Numbering machines.  
 Stamping rubber pad.  
 Ink for rubber stamps.  
 Despatch box.  
 Zinc sheets for writing messages.  
 Kerosine oil.  
*Durries.*  
 Twine.  
*Duster.*  
 Matches.  
 Sealing-wax.  
 Phenyle.  
 Naphthaline balls.  
 Waterproof caps with detachable hoods.  
 Brush for sweeping.  
 Table lamps (other than electrical).  
 Hurricane lanterns.  
 Brass buttons for uniforms (large).  
     Do.           (small).  
 Brooms.

334- The following list shows the articles which are not stocked by the Controller of Telegraph Stores :—

Umbrella.  
 Waterproof coat.

Blanket.  
 Hanging lamp.  
 Beas chain for keys.  
 Bamboo matting.  
 Typewriter for correspondence work.

#### Sanctions and equipments.

335. All traffic equipment for departmental telegraph offices is supplied by the Traffic branch, both in the first fitting and in renewals. The first equipment and modifications of equipment of departmental telegraph offices will be sanctioned by Heads of Circles and the necessary indents signed by them will be the Store's authority for issue.

#### Unserviceable and obsolete articles of stores.

336. When stores or articles of any kind become unserviceable or obsolete, a report in form A. G. E. 9 must be submitted by the officer in charge of a departmental telegraph office to the Head of the Circle, as it is desirable to avoid keeping worthless materials in stock. In the report necessary explanation should be given and the period during which the articles have been in store or in use and the cause of deterioration should be stated.

337. The powers of Heads of Circles to dispose of unserviceable and obsolete stores will be found in the *Schedule of Financial Powers of Officers of the Posts and Telegraphs Department*.

### PART IV.—STATIONERY.

#### (C) SPECIAL RULES FOR TELEGRAPHS.

##### Source of supply.

338. The stock of articles of stationery is recouped on indents by the officer as shown below :—

*From Deputy Controller Stationery and Forms, Karachi.*

All offices of Posts and Telegraphs Department in Punjab and N. W. F. and Sind and Baluchistan Circle.

*From Deputy Controller of Stationery, Forms and Publications, Dacca.*

All offices of Posts and Telegraphs Department in East Bengal Circle.

339—*Deleted.*

##### Responsibility for stock of stationery.

340. Heads of offices are to be held responsible that the stock of any article of stationery on hand at any time is not greater than is

required to meet the average consumption for six months. They should also see that no excess of stationery over the sanctioned equipment is kept on hand. Serious notice will be taken of any neglect of this important duty, involving, as it does, waste and loss to Government.

### Sanctioned equipment of stationery.

341. No office is allowed to fix its own equipment, and the equipment of stationery of all offices must be sanctioned by Heads of Circles. The equipment of an office should be fixed on the basis of the average consumption for six months. Demands in excess of these equipments should not be made without the sanction of the Head of the Circle, and when the sanctioned equipment of an office is found to be excessive, it is the duty of the officer concerned to obtain sanction to the modification of the items found in excess.

### Fixed stationery charges for post offices.

341-A. Heads of Circles may sanction fixed stationery charges for post offices at the following scale:—

- |                                                                                                                                                        |     |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------|
| (1) Cost of closing and sealing one bag daily                                                                                                          | ... | 20 pice per month. |
| (2) Cost of stationery for each member of the supervising and clerical staff excluding reserve clerk                                                   | ... | 5 annas per month. |
| (3) Cost of burning one lamp for one hour daily throughout the month                                                                                   | ... | 8 annas per month. |
| (4) Cost of burning one lantern for one hour daily throughout the month                                                                                | ... | 4 annas per month. |
| (5) Cost of fixing 100 seals to insured envelopes closed                                                                                               | ... | 1 anna per month.  |
| (6) Cost of twine for 100 labelled bundles prepared or v.-p. parcel posted                                                                             | ... | 6 pice per month.  |
| (7) Cost of paste for 100 registered articles posted or received, or insured and money order envelopes, registered bundles, and official covers closed | ... | 3 pice per month.  |
| (8) Cost of stationery for overman (line and cash), postman and village postman each                                                                   | ... | 1 anna per month.  |

(The postman or village postmen attached to extra-departmental offices should draw the stationery allowance through the head or sub-office which is in direct account with these offices).

2. With respect to such items as oil for cycle lamps, metal polish, brooms, dusters, etc., special sanction to the cost of these articles should be given by the Head of the Circle or the Superintendent or 1st class postmaster, as the case may be.

3. The above scale for fixed stationery charges should be applied to all post offices, head, sub, and branch (excluding extra-departmental), subject to a minimum of Re. 1.

4. For offices in special localities, however, the rates may be increased or decreased at the discretion of the Head of the Circle, but for any increase above 25 per cent., the case should be submitted for the orders of the Director-General.

5. The fixed stationery charges sanctioned for an office may include a fraction of a rupee, but a fraction of an anna should be rounded off to the next higher anna.

#### Preparation and submission of indents for stationery.

342. The following officers are authorised to submit the indents of stationery direct to the main supplying centres in accordance with jurisdiction laid down in rule 338 :—

- (a) All Heads of Circles, Divisional Engineer, Telegraphs P. & T. Training Centre, Lyallpur, The Controller of Telegraph Stores and the Superintendent of Telegraph Workshops.
- (b) All Divisional Engineers Telegraphs.
- (c) All sub-Divisional Officers Telegraphs.
- (d) All Gazetted Officers-in-charge of telephone exchanges.
- (e) All officers in charge of Departmental Telegraph Offices and radio offices not below the rank of Telegraph Masters.
- (f) The Accountants-General.
- (g) Accounts Officer, Telephone Revenue and Workshop, Lahore.
- (h) Accounts Officer, Telephone Revenue and Stores, Karachi.
- (i) Accounts Officer, Telephone Revenue, Dacca.

343. Demands for stationery will be prepared in the prescribed indent forms and will be submitted on the first of October every year. Indents for stencil paper only will be submitted quarterly.

344. The stock indented for together with the stock in hand must not in any circumstances exceed the sanctioned equipment of the indenting office.

### Supplementary or telegraphic indents.

345. Supplementary indents, that is, indents over and above the half-yearly ones, should be exceptional. Telegraphic demands are still more to be avoided as they again take precedence over supplementary indent. The Controller of Telegraph Stores is authorized to challenge what appears to be an excessive or unnecessary demand. He is also authorized to bring to the notice of the higher authority all cases of supplementary indents or telegraphic demands which may appear to be due to want of forethought on the part of indenting officers or to badly regulated equipments or to avoidable circumstances generally.

### Quantities of articles of stationery to be indented.

346. Indenting officers should indent for articles of stationery in the following quantities only:—

- (a) Paper—in quires or reams.
- (b) Pens and pencils, other than red and blue pencils, for which see rule 353—singly up to six and over that in dozens.
- (c) Other items—singly up to ten, by fives from 10 to 30 and after that in multiples of ten.

### Consignment.

347. Indenting officers will receive store vouchers and railway receipts by which they may see date, method of despatch and the extent of compliance. Any abnormal delay in receipt of a consignment should be enquired into by the receiving officer who should intimate non-receipt after a reasonable interval to the supplying centre.

348. On the arrival of a consignment the receiving officer should arrange to have the packages opened, the quantities and the correctness of the items verified, and return the receipted store vouchers at once to the supplying centre concerned; noting on them shortages or wrong compliances. The supplying centre concerned will immediately on receipt of the store receipt remedy wrong compliances. Short delivery will not be remedied unless this is stated as necessary on the store receipt.

349. Liability for short receipts will be taken up by the supplying centre certified and finally adjusted as soon as possible.

### Complaints as to the quality or conditions of articles.

350. Complaints as to the quality or condition of articles supplied should be accompanied by samples to illustrate the complaint. Complaints regarding packing should clearly specify the packages referred to. All such complaints should be sent in with the store receipts returned to the supplying centre. Complaints against the carrying agency should be taken up by the receiving officer, who is in the best position to state the case.



**Non-observance of rules.**

351. All cases of non-observance of rules should be taken up by the Deputy Controller Stationery and Forms, Karachi and Deputy Controller Stationery, Forms and Publications, Dacca, and flagrant and frequently recurring cases should be reported to Heads of Circles.

**Issue of orders regarding stationery.**

352. The Controller of Telegraph Stores is authorized to issue circulars, subject to revision by the Director-General, on matters affecting the supply of stationery.

**Red and blue pencils.**

353. Red and Blue pencils on the scale shown below are issued to the following offices only and care should be taken that indents are not submitted for quantities in excess of this scale. The quantities shown are annual and not half-yearly supplies :—

|                                       |     |                              |
|---------------------------------------|-----|------------------------------|
| Controller of Telegraph Stores        | ... | 2 dozen.                     |
| Circle offices                        | ... | 3 for each gazetted officer. |
| Divisional and Sub-divisional offices | ... | 2 for each gazetted officer. |
| Karachi                               | ... | 2 dozen.                     |
| Lahore                                | ... | 2 "                          |
| Rawalpindi                            | ... | 1½ "                         |
| Superintendent of Workshops           | ... | ½ "                          |

**Indents for articles lost or destroyed.**

354. Indents for the following articles of stationery must be accompanied by the following certificate without which the articles will not be supplied :—

"I certify that I have personally ascertained that these articles have been either lost or destroyed by excusable accident."

|                |                        |
|----------------|------------------------|
| Glass inkpots. | Scissors.              |
| Glass gumpots. | Screw top ink glasses. |
| Hones.         | Call bells.            |
| Paper-cutters. | Paper weights.         |
| Penknives.     | Rulers.                |

**Rubber stamps and ink.**

355. Indents for rubber stamps should be prepared on form II (obtained from the Deputy Controller of Stationery and Forms, Karachi

or Dacca as the case may be on indent) and submitted in triplicate, along with three copies of drawings indicating the actual size, design and wording of each of the rubber stamps required to the Head of the Circle, who will countersign and forward the original and duplicate copies to the Deputy Controller of Stationery and Forms, Karachi or Dacca as the case may be. The latter will forward the stamps, ink and forms asked for direct to the indenting officer with form II which should be signed and returned to him without delay.

355. Complaints about short supply, defective impressions, bad ink or bad packing will be forwarded to the Heads of Circles, who will refer the matter to the Deputy Controller of Stationery and Forms, Karachi or Dacca as the case may be.

### Typewriters.

357. Typewriters are obtained from the Controller of Printing and Stationery through the Controller of Telegraph Stores. The sanctioned stock of typewriters in use in each office is fixed by the Director-General, and no typewriters in excess of that stock will be supplied without an indent countersigned by the Director-General.

358. No spare typewriters are kept in Telegraph Store Depots and none can be issued to replace repairable machines: accordingly, when a typewriter cannot be repaired locally, it should be sent to the Controller of Telegraph Stores carefully packed in the presence of a responsible officer for repair and return it to be wrapped and replaced.

359. The only officer empowered to pronounce a typewriter unserviceable is the Controller of Printing and Stationery, and departmental officers are, therefore, neither in order nor competent when returning a typewriter to the Controller of Telegraph Stores to pronounce it as unserviceable.

Note.—Heads of Circles can sanction the replacement of worn out and unserviceable typewriters of all types in office within their control provided that a certificate is obtained in every case from the Controller of Printing and Stationery, testifying to the unserviceable condition of the machine being condemned. Such unserviceable typewriters should be replaced by machines of standard patterns of approved manufacture.

### Indents for typewriters and ribbons.

360. Indents for typewriters should show the make, model No. and size; also the numbers and dates of all Director-General's sanctions and the make, machine No. and size of all machines in hand, and account for any discrepancy. Indents for typewriter ribbons should quote make, model, No. and colour.

### Stencil paper.

361. Only Elinor's B SX stencil paper should be used in departmental telegraph offices. Arrangements have been made for fresh supplies quarterly and indents for this paper should, therefore, be submitted to the Controller of Telegraph Stores quarterly by offices requiring it. The paper should not be obtained from any other source.

### Custody of stationery.

362. A stationery register should be maintained by all indenting officers in form S-41. Indenting officers are directly responsible for the safe custody of all supplies of stationery, the regulation of their issue according to actual requirements and the prompt suppression of any inclination towards extravagance.

#### Use of telegraph stationery for Post Office purpose prohibited.

363. It is the duty of the heads of offices to safeguard their stock against issue for other than the public service. Officers in charge of departmental offices who receive contingent allowances for carrying on Post Office work should not use telegraph stationery for Post Office purpose.

#### Examination of stocks of stationery by inspecting officers.

364. All inspecting officers should carefully examine actual stocks of stationery and should issue orders for the disposal of any surplus stock in consultation, if necessary, with the Controller of Telegraph Stores. The unissued equipment lists should also be checked and modified according to the actual requirements.

365. Inspecting officers should see that telegraph stationery are not used for Post Office purposes in departmental telegraph offices in which a contingent allowance is given to the heads of the offices for carrying on Post Office work.

### (B) SPECIAL RULES FOR THE RAILWAY MAIL SERVICE.

#### Stationery registers.

366. Every record clerk must keep a stationery register in form SK-8 in which he should enter the number or quantity of the articles of stationery of each description—

- (a) in hand at the beginning of the month ;
- (b) received (1) during the month from the Stock Depot with the No. and date of the invoice with which received, and (2) at the end of the month as unconsumed from account ; and
- (c) issued during the month to the office itself (in both its capacities if it is a sub-record office), as well as to the sections attached to it; the officials to whom articles are made over should be required to sign for them in the column provided for the purpose in the register.

367. At the end of the month the record clerk should total the receipts and issues and strike the balance, which should be carried forward to the next month.

### List of articles of stationery.

368. The following articles are comprised in the term *articles of stationery*, and should be entered in the stationery register:—

|                                    |                             |
|------------------------------------|-----------------------------|
| Blank books.*                      | Pins.*                      |
| Candles.                           | Red tape.*                  |
| Cotton bales.                      | Sealing-wax.                |
| Drill-cloth covers for ink pads.   | Stamp brushes.              |
| Dusters.                           | Stamping-ink.               |
| Guard-books.                       | Steel nicks.*               |
| Ink powder.*                       | Sweeping brushes.           |
| Paper (including carbonic paper).* | Tim seal-holders.           |
| Pencils.*                          | Twine.                      |
| Pen-holders.*                      | Wicks (for sealing stoves). |

### Check of stationery register.

369. When charge of a record office is transferred from one officer to another, the relieving officer should take over the *articles of stationery* after carefully checking them with the stationery register. If any article is missing or damaged, a note should be written in the column for remarks of the stationery register, and initialed by both the relieving and relieved officers, and a report made to the Superintendent.

### Regular indents.

370. Every record clerk prepares regular indents on the Stock Depot for (1) *articles of stationery* (Form SK-11) and (2) *sorting-case labels* (Form SK-12) required for the use of his own office (in both its capacities, if it is a sub-record office) and the sections attached to it. Superintendents prepare indents for the articles required for themselves and for their inspectors.

### Indents for stationery.

371. Indents for stationery should ordinarily be submitted half-yearly on the dates mentioned below:—

| Indents relating to half year ending. | Indents of Stationery.                                        |                                                              |
|---------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|
|                                       | Latest date for submission by record clerk to Superintendent. | Latest date for submission by Superintendent to Stock Depot. |
| 30th September ...                    | 10th February ...                                             | 25th February ...                                            |
| 31st March ...                        | 10th August ..                                                | 25th August ...                                              |

Note.—Guard-books should be indented for once in three years.

\* See rule 376.

372. The indents should be prepared in duplicate, and both copies submitted by the record clerk to the Superintendent for countersignature. The Superintendent will, after filing in the column showing the number passed in both copies of the indent and countersigning them, forward one copy to the Stock Depot and return the other to the indenting office for record.

373. If from any cause—such as the opening of a new section, or increase of establishment, or the like—the supply of stationery is likely to run short before a fresh supply can be obtained for the next half-year, a supplemental indent should be prepared in accordance with the preceding rule. Whenever a supplemental indent is submitted, an explanation of the reason why an additional supply is wanted must be attached to the indent.

#### Stationery rate list.

374. The Superintendent will furnish every record clerk with a stationery rate list (Form SK 9) showing the number or quantity of each article of stationery sanctioned by the Head of the Circle for consumption during the half-year by the record office itself (in both its capacities, if it is a sub-record office) and the sections attached to it. Indents for stationery prepared by the record clerk must be based on this rate list, which should be hung up in the record office for the information of clerks. When any change is ordered by the Head of the Circle in a stationery rate list, a revised list will be furnished by the Superintendent to the record clerk concerned.

#### Receipt of articles in compliance with indents.

375. The articles of stationery passed by the Superintendent will be forwarded direct to the indenting record office, with an invoice (Form SK-3) containing a description of the articles. The invoice should be prepared in triplicate but two copies should be sent to the indenting office. The invoices which will be numbered in the same series as those relating to articles of stock, should be disposed of in compliance with the rules relating to the articles of stock.

376. All articles mentioned in rule 309 and 308 will be supplied by the Stock Depot, except that indents for the articles marked with an asterisk (\*) in those rules will be complied with direct by the Deputy Controller, Stationery and Forms, Karachi and Deputy Controller of Stationery, Forms and Publications, Dacca.

377. All indents, whether for compliance by the Stock Depot or not, must be forwarded, in the first instance, to the Stock Depot, which will issue the invoices for the articles supplied on the indents both by itself and the Deputy Controller, Stationery and Forms, Karachi and Deputy Controller, Stationery, Forms and Publications, Dacca.

#### Indents for sorting-case labels.

378. Sorting case labels are printed and supplied by the Stock Depot. The name on these labels will be printed in black on white paper. Each record clerk should prepare in duplicate a monthly indent, in form SK-12, showing details of the sorting-case labels required for the use of the sections attached to his office (and in the case of sub-record

offices for the mail office) to replace labels that have become unserviceable. To one copy of the indent should be attached a sample of every label detailed in it; and on each of these samples (which may be either old bag-labels or sorting-case labels, or pieces of paper—about the size of a label—with *manuscript* entries) should be noted the number of labels required bearing the name entered on the sample. Particular care should be taken to write the names of offices legibly in the indent, and to see that the spelling, both in the indent and on the samples, is in accordance with that adopted in the *Classified List of Post Offices and R. M. S. Offices and Sections*—(with *Appendix*).

379. Both copies of the indent should be submitted for countersignature to the Superintendent, who will dispose of them in the manner prescribed for indents for articles of stationery, the copy forwarded to the Stock Depot being the one to which the samples are attached. The indent should be submitted by record clerks in time to reach the Superintendent not later than the 15th of each month, and the copies forwarded by the latter to the Stock Depot should be despatched so as to arrive at the Clerk Stock Depot not later than the 1st of the following month.

380. The labels passed by the Superintendent will be supplied direct to the indenting record office in accordance with the procedure prescribed for the supply of books and forms.

381. In order that the number of labels indented for by all Divisions in any month may not be more than can be conveniently printed in the Stock Depot with its limited establishment, care should be taken by record clerks to indent for only such labels as are actually wanted to replace damaged or unserviceable ones. Ordinarily, every record office will have occasion to indent for some labels every month; but record clerks should not consider themselves bound to indent for labels when none are really required.

#### Hand-bags.

382. The hand-bags supplied to sorters, mail guards and van-pees are the property of Government and belong to the Division in which the holders are for the time being employed. When the holder of a bag is transferred, he should make over the bag in his possession to the record clerk of the Division from which he is transferred, and will receive from the record office of the Division to which he is transferred the bag held by the sorter, mail guard or van-pee of the latter Division whom he replaces, or if he joins a new appointment, any serviceable bag that may be available. Sorters, mail guards and van-pees going on leave, dismissed, retiring from Government service, or ceasing to belong to the class of officials to whom hand-bags are supplied, should return the bags issued to them.

383. The date of issue of every hand-bag should be clearly and indelibly marked on it, and no demand for a new bag in replacement of

one previously supplied is to be complied with, unless the latter has been—

- (a) in use not less than two years, or, in the case of bags made of old canvas, eighteen months, or
- (b) lost, destroyed or damaged under circumstances beyond control, a certificate to the effect that he has personally ascertained the fact being recorded by the Superintendent.

Sorters, mail guards and van-peons are responsible for keeping their hand-bags in serviceable condition for at least two years, and if during that period a bag is damaged, lost or destroyed by a sorter, mail guard or van-peon, either through carelessness or negligence, it must be repaired or replaced at his own expense.

**NOTE.**—A small reserve stock of hand-bags may be kept at every record office to which candidates are attached for issue to them whenever they are sent out with a section either to learn work or to take the place of an absent sorter, mail guard or van-peon, the bags being returned to the record clerk when a candidate's duties no longer require him to travel. In incidents for hand-bags required for this purpose, this fact as well as the number of candidates attached to the record office should be stated.

#### Transfers of surplus articles of stationery.

**384.** Any articles of stationery found to be in excess of the requirements of an office, owing to the status of the office being changed, or from any other cause, may be transferred, under the orders of the Superintendent, to any other office requiring them.

**385.** When articles of stationery are transferred from one office to another, the order authorising the transfer must be noted in the stationery register.

## CHAPTER VII.

### FORGED, COUNTERFEIT AND UNPAID POSTAGE STAMPS, SILVER COINS AND CURRENCY NOTES.

#### SECTION I.—FORGED COUNTERFEIT FICTITIOUS OR WARRIED POSTAGE STAMPS (ORDINARY AND SERVICE) AND MISUSE OF SERVICE STAMPS.

##### Extent of application.

386. Under section 17 of the *Indian Post Office Act* (VI of 1898) postage stamps and impressions of stamping machines issued under the authority of the Central Government are "deemed to be stamps issued by Government for the purpose of revenue within the meaning of the *Penal Code*." The expression "postage stamps," therefore, include the impression of stamping machines authorized to be used in prepayment of postage or other charges on postal articles or telegrams.

##### Cases which are not offences.

387. If a previously used postage stamp, from which, however an attempt has been made to remove the marks of obliteration, is detected on an article already posted, or if a service stamp from which no attempt has been made to remove the letters denoting service, is detected on a private article posted, the stamp should be ignored. In either case, the article should be charged with the postage to which it thus becomes liable and should then be forwarded to destination with a remark on it stating the reason for the charge, a note of the occurrence being made in the error book in the case of post offices or in the note-book in the case of Railway Mail Service stations and mail offices. If an article, document or telegraph message bearing such stamps which have to be ignored is handed in at the window, it should be returned to the person who presented it, with the remark that a previously used postage stamp, or a service stamp affixed on a private article, cannot be recognized in payment of postage or any other charge.

388. The prepayment by means of service stamps of a private letter which is certified by a Government official to be "On Pakistan State Service" or "On Service" is not a criminal offence, but steps should be taken to have the matter dealt with departmentally.

##### Offences.

389. The offences and the sections of the *Indian Penal Code*, as adapted in Pakistan under which such offence is punishable are noted below :

| Offence.                                                               | Section.                                                          |
|------------------------------------------------------------------------|-------------------------------------------------------------------|
| (i) Postage stamp, forged, counterfeit or fictitious (see section 38). | 225 Counterfeiting a Government stamp.                            |
|                                                                        | 240 Using as genuine a Government stamp known to be counterfeit.  |
|                                                                        | 383A Using knowingly for any postal purpose any fictitious stamp. |



| Offences.                                                                                                      | Sections.                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (ii) Stamp from which previous obliterations appear to have been washed out or otherwise removed or concealed. | 252 Using a Government stamp known to have been before used.<br>253 Erasure of mark denoting that stamp has been used.                                                    |
| (iii) Service stamp with the letters denoting service or the word "Service" removed.                           | 254 }<br>255 } <i>See entry against item (i).</i><br>256 }<br>378 Theft.<br>409 Criminal breach of trust by public servant.<br>411 Dishonestly receiving stolen property. |

390. When any stamp of the kind referred to in the preceding rule is detected on a postal article passing through the post either in the office of posting or in the office of delivery or on a postal article, document or telegraph message presented at a *post or telegraph office*, the following action should be taken :—

- (i) If detected in a post or telegraph office *situated at the headquarters of a district*, the officer in charge of the office should detain the article, document or telegraph message and at once lay information before the District Magistrate under section 190 (1) (c) of the *Criminal Procedure Code* as to the offence which has been committed and ask him to take steps to obtain possession of the article, document or telegraph message under section 95 of the *Criminal Procedure Code*. If the Magistrate of the District is away from the station, intimation may be given to any Magistrate or to the District Superintendent of Police, with a suggestion that he should authorise the detention of the article, document or the telegraph message, under section 95\* pending the orders of the Magistrate of the District,

\*Section 95. — *Procedure as to letters and telegrams.*—(1) If any document, parcel or thing in such custody is, in the opinion of any District Magistrate, High Court, or Court of Session, wanted for the purpose of any investigation, enquiry, trial or other proceedings under this Code, such Magistrate or Court may require the Postal or Telegraph authorities, as the case may be, to deliver such document, parcel or thing to such person or such Magistrate or Court directs.

(2) If any such document, parcel or thing is, in the opinion of any other Magistrate or of any Commissioner of Police or District Superintendent of Police, wanted for any such purpose, he may require the Postal or Telegraph Department, as the case may be, to cause search to be made for and to detain such document, parcel or thing, pending the orders of any such District Magistrate.

and in cases where the Magistrate in whose jurisdiction the offence is detected, declines to take cognizance of it, on the ground that the offence was not committed within the local limits of his jurisdiction, he should be asked to communicate the information to the Magistrate competent to deal with the case. It should be noted that the article, document or telegraph message is not to be delivered up to the Magistrate or to the Superintendent of Police but merely information is to be given regarding it with a view to the issue of necessary orders by the Magistrate. There is, however, no prohibition against the production of the article, document or the telegraph message, if necessary, for the Magistrate's inspection prior to the issue of any order. Pending the receipt of the orders applied for, the article, document or the telegraph message may be provisionally detained, and full particulars of the case should be reported at once to the Head of the Circle or to the Superintendent to whom the office is immediately subordinate, who will take such steps as the circumstances may require.

- (i) If detected in a post or telegraph office not situated at the Headquarters of the District or in a mail office, the officer in charge of the office should send the article, document or telegram concerned, together with a report of the circumstances of the case in a service registered cover, to the officer in charge of the post office or telegraph office, as the case may be, situated at the headquarters of the district and at the same time forward a copy of the report to the Head of the Circle or to the Superintendent to whom he is immediately subordinate.
- (ii) If the article, document or telegraph message to which the suspicious stamp is affixed, was handed in at a post or telegraph office or a mail office, the name and address of the person who presented it should be ascertained and he should be informed that it will be detained for enquiry. Information of the occurrence should also be given at once to the police in order that they may, if necessary, take action under section 54 of the Criminal Procedure Code. If the article is one for which a receipt would ordinarily be granted, e.g., a registered letter or telegraph message, instead of the usual receipt, a manuscript receipt bearing the date-stamp of the office is to be given to the effect that the article is detained for enquiry as it bears a suspicious stamp.
- (iv) If detected in a post or telegraph office in an assenting State, the article, document or telegraph message should be

forwarded to the Head of the Circle concerned and then information should be laid at a Criminal Court in the State by an officer in charge of the office situated at the seat of such court who should request such court to obtain possession of the article, document or telegraph message in question by issuing a commission in the usual manner under section 21 of the *Indian Evidence Act* (Act XV of 1908) as adapted in Pakistan to the court at the headquarters of the Head of the Circle.

*Note.*—Under sections 181 and 4 (1) (b) of the *Criminal Procedure Code*, a Magistrate may take cognizance of an offence whether the person who committed it is known or unknown.

391. If a suspicious stamp is detected on any article or document received in a post office which is not the office of posting or destination but an intermediate office, or received in sorting in a section or a mail office, the article should be forwarded, enclosed in an envelope to the postmaster of the office of destination irrespective of whether either the detecting office or the office of destination is or is not situated at the headquarters of a district. When putting the article into the envelope, a note should be made drawing the attention of the office of delivery to the offence which is suspected. The outward foreign mail articles should, however, be returned to the office of posting or sent to the office of exchange (if the stamp impression of the office of posting is illegible on the cover) which will take action as prescribed in rule 390.

392. If an article, document or telegraph message bearing a suspicious stamp is received in a post or telegraph office in the circumstances mentioned in rules 389 (ii) and 391, it should be dealt with as if the irregularity was detected in that office.

393. It must be borne in mind that the poster of an article bearing a forged, counterfeit or fictitious stamp or a stamp from which a previous obliteration has been removed or concealed is not necessarily the person guilty of the suspected fraud, as he may be able to show that his purchase of the stamp was a bona fide one; and in some cases there has been reason for suspecting that a stamp that is forged, counterfeit or fictitious or from which a previous obliteration has been removed or concealed, has been affixed to an article which has been posted with the object of causing annoyance to some innocent person whose name has been used in a fictitious letter inside; but in such cases it is equally necessary to use every endeavour to discover the real perpetrator of the fraud.

394. A Government official entrusted with service stamps for the prepayment of official correspondence, who may remove the marks upon them by erasure would, in addition to the penalty of 5000, not be chargeable with criminal breach of trust under section 408 of the *Indian Penal Code* as adapted in Pakistan.

(Chap. VII) FORGED, COUNTERFEIT AND DEFACED POSTAGE [395-398]  
STAMPS, SILVER COINS AND CURRENCY NOTES

**Inward foreign mail articles bearing counterfeit, fictitious or previously used postage stamps.**

*N.B.—The expression "postage stamps" includes impressions of stamping machines.*

395. An article of the foreign mail bearing a postage stamp which the post office of the country of origin has reason to believe counterfeit, fictitious or previously used, will be received from that country enclosed, along with a special advice in Union Form C-14 (appended to these rules), in a service registered cover addressed to the office of destination.

396. When such an article is received in a Pakistan post office for delivery, it should be shown to the postmaster who will serve the addressee with a notice in the following form:—

"To

(Name).....

(Address).....

Sir,

Whereas a ..... (Description of article) bearing a  
postage stamp (or impression) which is believed to be counterfeit  
fictitious one,  
previously used  
has been received to your address from (office and country of origin),  
you are hereby invited to attend either in person or by an agent duly  
authorised in writing to represent you, at the post office, within 48  
hours, to receive delivery of the same.

Dated..... 19 ..

Postmaster."

397. Should the addressee or his agent attend at the post office within the time specified in the notice, the article may be delivered to him, provided that he pays the postage due and that he consents to make known the name and address of its sender and to surrender to the postmaster the portion of the article which bears the address and the postage stamp or stamps or if it is inseparable from the article, the entire article.

398. If the addressee should fail to attend, by himself or his agent, within the specified time, or if, having so attended, he should refuse to make known the name and address of the sender of the article or to make over to the postmaster the entire article or the portion of it required under rule 397, the article should not be delivered.

Chap. VII] FORGED, COUNTERFEIT AND DEFACEC POSTAGE [399-400  
STAMPS, SILVER COINS AND CURRENCY NOTES.

**399.** In either of the cases referred to in rules 397 and 398, the postmaster should record a statement in the prescribed form (FMS-21) setting forth the action taken by him and the facts of the case, such as failure on the part of the addressee or his agent to attend at the post office, refusal to make known the name and address of the sender, etc. This statement, together with the portion of the article referred to in rule 397 or the entire article, as the case may be, and the advice (Form C-14) received with the article, should be submitted through the prescribed channel to the Head of the Circle in which the office of the delivery is situated.

**400.** The Head of a Circle, on receiving the statement and the portion of the article referred to in rule 397, should forward them to the office of the Director-General for transmission to the Postal Administration of the country of origin of the article.

**NOTE 1.**—Form FMS-21 will be supplied to head offices only. When a sub or branch office receives for delivery an article of the foreign mail accompanied by an advice in form C-14, the sub or branch postmaster should place the article in deposit and obtain the instructions of the head office as to its disposal. In such cases, the head office will forward a copy of form FMS-21 to the office of delivery with clear instructions as to the action to be taken under rules 397 to 400.

**NOTE 2.**—When the addressee of a foreign mail article, which has been received accompanied by an advice in form C-14, has changed his address and has left instructions for the redirection of articles to his new address, the article, accompanied by the advice in Form C-14, should be sent in a service registered cover to the address of the postmaster of the new office of delivery, or, if that office be a sub or branch office, to that of the postmaster of its head office. If instructions for redirection have not been left by the addressee, the article and the advice form C-14 should be submitted, with a report to that effect, through the prescribed channel, to the Head of the Circle.

**NOTE 3.**—If a Pakistan office of foreign exchange receives an article of the foreign mail accompanied by an advice in Form C-14, and the article is intended for delivery by an office other than itself, it should forward the article and advice to that office or, if the office of delivery be a sub or branch office, to its head office enclosed in a cover registered on service.

## FORM C-14

ADMINISTRATION  
DES POSTES

Timbre du bureau  
expéditeur

d.....

Bureau d.....



sous recommandation d'office, de l'objet de correspondance décrit ci-après paraissant revêtu d'un timbre-poste frauduleux ou d'une empreinte contrefaite de :

|  |                        |   |
|--|------------------------|---|
|  | machine à affranchir 1 | } |
|  | presse d'imprimerie 1  |   |

| Nature de l'objet. | Bureau d'origine et date d'expédition. | Copie textuelle de l'adresse. | Indication de l'irrégularité présumée. | Observations. |
|--------------------|----------------------------------------|-------------------------------|----------------------------------------|---------------|
| 1                  | 2                                      | 3                             | 4                                      | 5             |
|                    |                                        |                               |                                        |               |

Le Chef du bureau

401. Postage stamps, whether adhesive, embossed, impressed or printed, which have been—

- (a) defaced, obliterated, or marked (e.g., impressed with a rubber or other stamp, or bearing penmarks or writing of any kind, or having anything printed on them otherwise than by the authority of Government),
- (b) separated from embossed envelopes, postcards, or wrappers,
- (c) torn or cut, or
- (d) otherwise rendered imperfect.

will not be recognised in payment of postage or any postal or telegraph fees. Such stamps when found affixed to a postal article, document or

telegraph message will not be defaced but a remark stating why they have been ignored will be written on the article, document or telegraph message.

401. There is no prohibition, however, against the use, for the payment of postage or postal or telegraph fees, of postage stamps perforated with initials or other identifying marks traced in minute holes.

402. The prohibition against the marking of stamps should not be too strictly enforced in the case of embossed or impressed stamps borne by embossed envelopes, wrappers and postcards; that is to say, where a letter of the address encroaches on the stamp, and where the encroachment is obviously accidental, the stamp should be recognized. Similarly, when the seal affixed by the sender to a registration envelope happens to extend over a small part of the embossed stamp, the stamp should not be considered imperfect merely on that account. A postage stamp affixed to articles presented for despatch should not also be ignored merely because it is torn if the tear is slight and obviously accidental. Whenever it is proposed not to recognise an embossed or impressed stamp, the articles should be shown to the postmaster, or head writer, as the case may be, who should himself decide whether the stamp should or should not be recognised.

403. Embossed envelopes, whether cut open or not, may be used as wrappers for newspapers etc., but registration envelopes may not be used for the transmission of unregistered articles.

### SECTION III.—COUNTERFEIT OR FRAUDULENTLY DEFACED SILVER COINS OR FORGED CURRENCY NOTES.

#### Treatment of counterfeit or fraudulently defaced silver coins.

404/1. The following is the procedure for dealing with silver coins, which, after receipt, are suspected to be counterfeit or to have been fraudulently defaced:—

- (a) Such coins, whether received from the public or from another office, should be sent to the treasury officer for examination. If the coins are counterfeit or fraudulently defaced, the treasury officer will, after cutting and breaking them, either return the pieces or, when he desires to keep them, pay for the coins according to the value of the silver bullion contained in them, under the *Indian Coinage Act, 1906* as adopted in Pakistan. In the latter case, the treasury officer will give the postmaster a voucher stating that the pieces have been retained and noting the amount paid. When suspected coins which were received from another office are being sent to the treasury, they should be enclosed in a cover bearing the name of the office from which they were received, and the treasury officer should be specially asked to return this cover with the broken pieces or with the voucher, as the case may require. This

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STAMPS, SILVER COINS AND CURRENCY NOTES.**

will prevent any mistakes in the office in disposing of the pieces of the money received from the treasury.

- (b) If the coins were received from the public, the broken pieces, or the voucher with the sum stated in it, should be made over to the official who received the coins, and this official should be required to pay the face value of the coins.
- (c) If the coins were received from another office, the broken pieces, or the voucher accompanied by the sum stated in it, should be sent to that office with instructions to recover the face value of the coins from the official who received them from the public and to remit the amount at once.

**Note 1.**—The postmaster at Lahore is authorised to cut or break counterfeit silver coins discovered at their office.

**Note 2.**—As a general rule, the official responsible for accepting from the public counterfeit coins should be required to make good their value except when the counterfeit is so clearly made that it cannot be detected with ordinary care and there is no negligence on the part of the official accepting the coin.

**Note 3.**—The procedure laid down in Note 2 above applies *mutatis mutandis* in the case of forged currency notes received in course of postal and telegraph transactions.

*A. In sub-offices, not situated at a treasury station, silver coins, which, after receipt, are suspected to be counterfeit or to have been fraudulently defaced, should be sent to the head office like an ordinary remittance, except that they should be enclosed in a separate cover, on which should be written the number and description of the coins and the words "suspected to be <sup>counterfeit</sup> fraudulently defaced." This rule applies mutatis mutandis in the case of currency notes suspected to be forged.*

**Procedure to be followed on the presentation of forged notes or counterfeit coins over the counter where cash transactions take place with the public.**

**404/2. I.** The following procedure should be followed when a forged currency note or a counterfeit coin is tendered by the public in cash transactions with the Posts and Telegraphs Office:—

- (1) *Forged currency notes*:—(a) when a currency note which is suspected to be a forged one is presented the tenderer thereof should be asked to declare his name and address and on his doing so he should be handed an acknowledgment in the following form:—

Mr. \_\_\_\_\_ of \_\_\_\_\_ (address)  
is informed that it is suspected that the currency note  
No. \_\_\_\_\_ for Rs. \_\_\_\_\_ presented by him is not genuine,  
and it is, therefore, being sent to the Currency Officer/  
Treasury Officer \_\_\_\_\_ for examination. Any enquiries  
regarding the note should be addressed to that Officer.



- (1) The suspecting office will then forward the note together with a duplicate of the acknowledgment to the nearest Currency or Treasury Officer for disposal in the usual manner.
- (2) *Counterfeit coins*.—The procedure laid down for forged notes should be followed in the case of counterfeit coins also, the form of acknowledgment being suitably amended. In the case of Lahore, however, the Postmaster, Lahore should cut and return counterfeit coins to the sender. Post Offices other than the Lahore Post Office, should refuse to accept diminished and defaced coins.
- (3) If a note or a coin is presented, regarding the genuineness of which the receiving clerk has well founded suspicion, he should bring the matter at once to the notice of the head of the office or the senior officer present who should take charge of the note or coin, and if he is also satisfied that the note or coin is counterfeit, he should endeavour to ascertain the name and address of the presenter and should not return the note or coin even if pressed to do so, until the case has been investigated. If, in the meantime, the presenter should leave the post office premises, the case should be handed over to the police for inquiry.
- (4) A places where there are branches of the State Bank, suspected notes and coins should be sent to such branches of the Bank. Where there is no branch of the State Bank, such notes and coins should be sent to treasuries as usual. Ordinarily, the Posts and Telegraph employees should be capable of identifying counterfeit coins and references to the State Bank or the local treasury should be made. If coins which cannot be clearly identified as counterfeit are to be sent to the State Bank or the Treasury, as the case may be, it should be done once a week, or at such intervals as may be agreed upon between the Officer in charge of the Bank or the Treasury Officer and the Postmaster concerned. For the proper identity and safe custody of counterfeit coins when such coins have to be retained in the post office, the Officer-in-Charge of the office should himself take them over and after enclosing them in a closed cover and getting them sealed with his own seal, keep them in his own custody until they are sent to the State Bank or the Treasury as the case may be.
- (5) If currency notes which cannot be clearly identified as forged are to be sent to the State Bank or Treasury as the case may be, the office at which the notes are tendered should lose no time in sending them to the State Bank or the Treasury as soon as they come to notice.

## CHAPTER VIII

## PRINTING.

## General Rules.

405. The general rules for printing and binding will be found in the pamphlet *Rules for Printing and Binding, 1935 Edition*, issued by the Government of Pakistan.

406. No books, pamphlets or correction memos, or such like matter will be printed without the prior sanction of the Director-General unless such printing has been authorised by any general or special orders on the subject.

407. The only printed forms authorised for general use in the Department are those given in the *Book of Standard Printed Forms* and the *Posts and Telegraphs Book of Initial Account Forms*. No new form can be introduced and no existing form may be altered without the prior sanction of the Director-General. The Director-General will communicate with the Deputy Controller, Stationery and Forms Stores, Karachi, and Deputy Controller of Stationery, Forms and Publications, Dacca, regarding alterations to forms or the introduction of new or revised forms, and the latter officers will refer to the Director-General for orders when any standard form has to be reprinted.

408. All alterations to forms or the introduction and issues of new forms will be notified in the Director-General's weekly circulars.

409. Whenever it has been decided to alter or cancel an existing form, the Director-General will issue orders to the Deputy Controller, Stationery and Forms Stores, Karachi, Deputy Controller of Stationery, Forms and Publications, Dacca regarding the disposal of the existing stock. Ordinarily a new form will not be issued until the old stock has been used up.

410. All publications must be printed in royal octavo size as far as practicable.

## Classification.

411. For purposes of Profit and Loss Account all orders to print new books, pamphlets and forms must indicate one or other of the following classes to which they belong:—

- (1) Postal.
- (2) Telegraph (including Radios).
- (3) Telephone.
- (4) Joint (Postal and Telegraph Traffic).
- (5) Joint (Telegraph and Telephone).
- (6) General (Postal, Telegraph and Telephone).

412. The detailed rules of allocation of the cost of printing will be found in Chapter on miscellaneous subjects of the *Posts and Telegraphs Initial Account Code*, Volume I.

### Printing at Private presses.

413. The rules regarding printing at private presses will be found in rule 12 of the *Rules for Printing and Binding, 1935 Edition*, a pamphlet issued by the Government of India. Translations in local Indian languages of notices announcing changes in rates, rules regarding abbreviated addresses, deposit system of telegrams, etc., may be printed at local presses by Heads of Circles, provided the conditions laid down in the rule referred to are fulfilled.

### Printing and publication under orders of Government.

414. Printing and publication under the orders of Government including the preparation of plates, maps, etc., required for the illustration of works intended to be issued in Pakistan under their authority, must, as a rule, be done in Pakistan except in special cases where there is good reason to the contrary; in such cases, prior sanction of the Controller of Stationery and Forms Stores, Karachi must be obtained, and the rates to be paid must be previously approved by him.

### Addresses on covers for telegrams.

415. When covers for telegrams, T.I.-56 and T.I.-57, are required in excess of 200 *per annum* for any one address, the address may be printed in the quantities required by indenting on the Deputy Controller, Stationery and Forms Stores, Karachi and Deputy Controller of Stationery, Forms and Publications, Dacca, as the case may be (rule 202). Indents for such printing must be submitted on the date fixed for submission of indents for stationery and must have a statement attached showing the kinds of covers and quantities of each kind for each addressee and giving the address to be printed in each case.

416. In the case of State telegrams, it is not always necessary for the name of the official to be printed on the cover in addition to the official designation, and officers are not to ask for the name of the official to be printed unless absolutely necessary.

### Unauthorized forms prohibited.

417. The introduction of forms other than those authorized by the Director-General is prohibited. If the Head of a Circle considers the adoption of any special form necessary, he must obtain the sanction of the Director-General before introducing it.

Note.—The Head of a Circle may add questions to the standard forms of inspection report to meet local requirements.

## CHAPTER IX.

## CONTRACTS.

## General.

418. The recognised systems for carrying out work, otherwise than by the employment of daily labour, are "Piece-work" and "Contract work". Piece-work is that for which only a rate is agreed upon, without reference to the total quantity of work to be done or the quantity to be done within a given period. The term "Contract" as used in this Manual does not include agreements for the execution of work by piece-work, nor does it include mere ordinary purchase of materials or stores. All work done or supply made under agreement is termed "Contract", and in agreements for such work, which should invariably be in writing, there should generally be a stipulation as to the quantity of work to be done or material to be supplied, and the time within which the work or the supply is to be completed.

419. It is essential that every contract entered into should be framed in such a way as to be perfectly clear and to leave no doubt as to what has to be done, specifying the dates on which the work is to be commenced and completed. All these particulars, together with the rate or sum total agreed upon, should be written in English and also, if possible, in the local language of the contractor.

419*a*. *General principles to be observed in entering into contracts.*—The fundamental principles to be observed in entering into contracts or agreements are the following:—

- (1) The terms of a contract must be precise and definite, and there must be no room for ambiguity or misconstruction therein.
- (2) As far as possible, legal and financial advice should be taken in the drafting of contracts and before they are finally entered into.
- (3) Standard forms of contracts should be adopted whenever possible, the terms to be subject to adequate prior scrutiny.
- (4) The terms of a contract once entered into should not be materially varied without the previous consent of the competent financial authority.
- (5) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent financial authority.
- (6) Whenever practicable and advantageous, contracts should be placed only after tenders have been openly invited, and in cases where the lowest tender is not accepted, reasons should be recorded.
- (7) In selecting the tender to be accepted the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.

- (8) Even in cases where a formal written contract is not made, no order for supplies, etc., should be placed without at the least a written agreement as to price.
- (9) Provision must be made in contracts for safeguarding Government property entrusted to a contractor.
- (10) The Auditor-General and under his direction other audit authorities have power to examine contracts and to bring before the Public Accounts Committee any cases where competitive tenders have not been sought, or where high tenders have been accepted, or where other irregularities in procedure have come to light.

(G. L. F. D., Resn. No. 3, 25 Ex. II—Ex. II/27, dated the 25th August 1923.)

420. The employment of a contractor does not relieve the officer in charge of a work from responsibility as to the manner or time in which the work is done. Contracts should always give the officer full power to act for himself in case the contractor delays or fails to do the work to his satisfaction.

420/1. (1) In order to keep a strict watch over contract cases a register of contracts should be maintained in the Circle offices, Divisional offices and in class head offices. The register should be examined once a month and all contracts that are due to expire in the course of the next twelve months should be taken up at once. Officers inspecting Divisional offices and in class head offices should see that this register is properly maintained and regularly checked and that timely action is taken to renew contracts.

NOTE.—Heads of Circles may, however, exercise their discretion in respect of contracts where the normal schedule of existing contracts is not more than Rs. 12,000/- provided they are satisfied (i) that the issue of the notice of tender six months before the expiry of the current contract will be more advantageous and (ii) that the formalities for entering into a new contract can be safely gone through within a period of six months.

(2) In Circle offices the duty of checking the register monthly should be assigned to an officer not below the rank of an Assistant Postmaster-General.

420/2. Copies of contracts of all descriptions (including piece-work contracts or agreements) executed by officers higher in rank than Divisional Engineers and Superintendents of post offices should be furnished to the respective Audit offices for scrutiny. These contracts will include all orders for direct purchases of stores (other than those made through the Supply and Development Department). In such cases, copies of the orders placed with the firms together with copies of the terms and conditions of supply should be furnished to audit.

421. A *Manual for the guidance of officers of the Public Works Department in their relations with Contractors* has been published for the general guidance and assistance of executive officers. The instructions contained in it must, however, be followed subject to a reference to competent authority before entering upon legal proceedings.

**Contract documents.**

422. Before a work is given out on contract, the executive officer must prepare "contract documents" to include—

- 1st.—A complete set of drawings showing the general dimensions of the proposed work and, so far as necessary, details of the various parts.
- 2nd.—A complete specification of the work to be done and of the materials to be used, unless reference can be made to some standard specification.
- 3rd.—A schedule of the quantities of the various descriptions of work.
- 4th.—A set of "conditions of contract" to be complied with by the person whose tender may be accepted.

423. If the amount of the tender is likely to be beyond the executive officer's power of acceptance, or to be of an unusual character, he should, before publicly inviting tenders, submit the contract documents to the next higher authority for his approval or remarks, together with a copy of the proposed advertisement for tenders, and the form in which tenders are to be submitted. If the amount of tender is likely to exceed the holder's power of acceptance, or to be of a very special nature, that officer should, in like manner, submit the contract documents to the competent authority for approval.

424. In works of great magnitude the contract deeds should be specially prepared by the Government Law officers, but for ordinary contracts, such ordinary forms, as may have been approved by the Director-General, will generally suffice. In all cases presenting unusual features, a reference should be made to the Director-General who will, if necessary, obtain the consent of the Financial Adviser (Communications) and also legal advice.

**Tenders.**

425. (1) Tenders, which should always be sealed, should be called for in form Gen. 9 or in form Gen. 23 in the case of leases of buildings and they should invariably be invited in the most open and public manner possible, whether by advertisement in the Government Gazette or local newspapers, or by notice in English and the local language posted in public places, and tenderers should have free access to the contract documents. The notice should in all cases state—

- 1st.—The place where and the time when the contract documents can be seen, and the blank forms of tender obtained; also the amount, if any, to be paid for such forms of tender.
- 2nd.—The place where, the date on which and the time when tenders are to be submitted and are to be opened (in the case of large contracts, this should be at least one month after the date of first advertisement or notice).

3ed.—The amount of earnest or deposit money to accompany the tender, and the amount and nature of the security deposit required in the case of the accepted tender.

4d.—With whom, or what authority, the acceptance of the tender will rest.

Authority should always be reserved to reject any or all of the tenders so received without the assignment of a reason, and this should be expressly stated in the advertisement.

(2) Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.

(3) In calling for tenders in respect of mail motor or other services, it should be definitely mentioned that no special facilities, e.g., free accommodation for a garage or telephone connections, etc., which are generally not rated at their true commercial value by the contractor in tendering for the execution of a service, will be given to the unsuccessful tenderer. If he specifically desires such facilities where they are available, an adequate charge to be settled by mutual agreement from the amount of the subsidy is invariably to be made before they are granted.

425/1. Tenders should be called for sufficiently in advance in order that Heads of Circles may have ample time to examine thoroughly all tenders received and obtain the sanction of the Director-General or of the Government of Pakistan where necessary and in order that the possibility of Government being placed at a disadvantage owing to shortness of time may be obviated.

426. At the advertised time and place, all tenders received for the same contract should be opened by the Executive officer or other officer in person, in the presence of such of the intending contractors or their agents as may choose to attend. No tender should be accepted from any person directly or indirectly connected with the Government service (see rule 86).

Note.—This rule does not necessarily imply that the contents of all the tenders received should be read out or otherwise disclosed to all or any of those who may be present at the time the tenders are opened. But if any of the tenderers who is present so desires, the answers furnished by the different tenderers may be read out to the assembled tenderers.

426/1. After the tenders have been opened and taken into consideration, no revision or abatement of any tender should in any circumstances be permitted. On no pretext whatever should any negotiations be entered into with a particular tenderer to modify the terms of his tender or to reduce them to the level or below that of any other competitor.

427. As a rule, no tender for the execution of work of any description should be received unless accompanied by the deposit of cash as earnest money to the extent which has been notified as necessary by the Executive officer or other officer to whom the duty has been entrusted.

428. The amount of earnest money to be deposited should be sufficiently large to be a security against loss, in case of the contractor failing to furnish the required security within the appointed time after the acceptance of his tender, or until the sum due to him from a sufficient guarantee, as the case may be.

*Note.*—In cases of houses of buildings deposit money as may be fixed by the Head of the Circle should be remitted along with the tender. In the case of persons whose tenders are not accepted, the money so deposited will be returned after a final decision in respect of their tenders arrived at. The deposit money of the person whose tender is accepted will not be returned until after the completion of the house.

429. Usually the lowest tender should be accepted, unless there be some objection to the capability of the contractor, the security offered by him, or his execution of former work. At the same time the acceptance or rejection of tenders is left entirely to the discretion of the officer to whom the duty is entrusted, and no explanation can be demanded of the cause of the rejection of his offer by any person making a tender.

*Note.*—In cases where the tender which appears proper fails to be, in the case, paper's interest is not accepted, the reasons for non-acceptance should be recorded in writing and this will be liable to scrutiny both by the Executive and by the Audit Department.

#### Security for performance of contracts.

430. Security should in all cases be taken for the due fulfilment of a contract in accordance with the rules laid down in the *Postal and Telegraphic Initial Account Code, Volume I*.

#### Forms of contracts.

431. The following is a list of standard forms prescribed for contracts of various descriptions in the Department:—

*Form M. 10.*—Contract for the performance of treasury work in post offices.

*Form M. 56.*—Contract for conveyance of mails by wheeled carriages or mail carts drawn by horses, mules or camels.

*Form M. 59 (a).*—Contract for conveyance of mails by motor vehicles in rural areas.

*Form M. 59 (b).*—Contract for conveyance of mails by coolies, pack mules and ponies.

*Form M. 51.*—Contract for conveyance of mails by motor vehicles in urban areas.

*Form M. 56.*—Contract for the performance of work of selling stamps in post offices.

*Form Eng. 15.*—Hiring contract for connections to departmental telephone exchanges charged for at standard rates.



- Form Eng. 16.*—Hiring contract for telephone connections other than those to departmental telephone exchanges.
- Form Eng. 17.*—Hiring contract for connections to departmental telephone exchanges chargeable for a special rate, or guaranteed for a definite period.
- Form Eng. 19.*—Agreement for private lines and exchange connections.
- Form T. J. 63.*—Guarantee for opening a telephone office where there is only one guarantor.
- Form T. J. 64.*—Guarantee for opening a telephone office where the guarantors are not less than two and not more than five in number.
- Form T. J. 65.*—Guarantee for opening a telephone office where the guarantors are more than five in number.
- Form Gen. 8.*—Form of lease to be entered into with the landlord of a building rented to the Pakistan Posts and Telegraphs Department.
- Form Gen. 8 (a).*—Form of lease to be used in renting out buildings belonging to the Pakistan Posts and Telegraphs Department.
- Form Gen. 25.*—Form of lease to be used in renting out lands belonging to the Pakistan Posts and Telegraphs Department.

#### Enforcement of terms of contracts.

432. Executive officers and their subordinates are responsible that the terms of contracts are strictly enforced, and that no act is done tending to nullify or violate a contract. All contract deeds must be executed on one or other of the standard forms, but they may be modified to suit local requirements after consultation with the legal advisers of the Government and the Director-General (see rules 438 and 439). Contracts containing any unusual conditions should not be entered into without the previous consent of the Financial Adviser (Communications) and material variations in contracts once entered into should not be made without his sanction.

**EXCEPTION 1.**—The Head of a Circle may use discretionary powers to delete the determination clause from the standard form of lease (Gen. 8), in cases where the landlord is otherwise unwilling to enter into a lease, on the following conditions:—

- (i) Where a building is specially built for, or extensive alterations have been made, at the request of the Department.
- (ii) In other cases, where no other suitable building is available and there is no possibility of the office being closed down within the period of the lease, the term should not, if the deletion of the determination clause is desired, exceed five years without the Director-General's approval.

**EXCEPTION 2.**—The Head of a Circle may use discretionary powers to delete the renewal clause from the standard form of lease (Gen. 8) if the landlord objects to its insertion.

433. Contracts, deeds and other instruments executed by Government or by any officer acting on behalf of Government need not be drawn up on stamped paper, being exempted from stamp duty under *Indian Stamp Act of 1899 as adapted in Pakistan*. Such documents when executed by contractors or other persons on their own account, Government being a party to the transaction, must be stamped when the document is not also executed by an officer acting on behalf of Government. The incidence of the charge for such stamps should be agreed upon before the Bond or other document is executed.

#### Advances to contractors.

434. (1) Advances to contractors are as a rule prohibited. Exceptions can be made only in the following cases :—

- (a) Advances may be sanctioned by a Head of a Circle on the security of materials brought to site on the following conditions : (1) the value of the materials is assessed by the officer-in-charge of the work, (2) the materials are of an imperishable nature, (3) the amount of advance should not exceed 75 per cent. of the assessed value of the materials and (4) a formal agreement should be drawn up with the contractor, securing to Government a lien on the materials and safeguarding Government against losses due to the contractor postponing the execution of the work or to the shortage or misuse of the materials and against the expenses entailed for their proper watch and safe custody.

A certificate should be obtained from the officer-in-charge to the effect (1) that the quantities of materials on which the advances are to be made have actually been brought to site, (2) that the contractor has not previously received any advance on that security, and (3) that the materials are all required by the contractor for use on items of work for which rates for finished work have been agreed upon.

The officer granting the certificate will be held personally responsible for any overpayment which may occur in consequence.

Recovery of these advances should not be postponed until the completion of the work entrusted to the contractor. Necessary deductions should be made whenever bills for the items of work in which the materials are used are submitted.

- (b) Advances up to Rs. 50 in each case may be granted by the Head of the Circle in cases in which it is found absolutely necessary to make such petty advances in the interest of the work.
- (c) In all other cases of exceptional nature the advances can be made with the sanction of the Government of Pakistan which will authorise only such advances as may be deemed

indispensable, under necessary precautions for securing Government against loss and for preventing the system from becoming general or continuing for longer than is absolutely desirable.

(2) Where no substantial person willing to bind himself to a proper agreement or a contract is available, the work should be done departmentally, the labour, skilled or unskilled necessary, being employed on piece-work rates.

#### 435. Deleted.

436. In exercise of the powers conferred by sub-section (3) of section 175 of the Government of India Act, 1935, the Governor-General is pleased to direct that the following further amendments shall be made in the late Ministry of Law and Labour (Law Division) Notification No. P. 122/48-Law dated the 6th April, 1939, to declare that the under mentioned contracts and assurances of property may be executed as follows:—

- A. In the case of the Governor-General,
  1. All deeds and instruments relating to any matters other than those hereinafter specified. (By a Secretary to the Central Government.)
  - C. In the case of the Public Debt and Currency Departments, Treasuries, Accounts and Audit Offices.
    2. Security Bonds or Mortgage-deeds given as security in connection with the employment of treasurers, cashiers or clerks, charged with the disbursement of money or the custody and handling of securities. (By the Head of the office).
    3. Instruments relating to the re-assignment of Insurance Policies which are assigned to the Governor-General of Pakistan in accordance with rules regulating the General Provident Fund; (By the Account Officer of the Fund, as defined in rules of the fund).
- I. In the case of the Pakistan Posts and Telegraphs Department (subject to any limits fixed by the Central Government),
  1. Contracts and other instruments relating to the business of the Posts and Telegraphs Department except those herein after mentioned; by the Director-General, Posts and Telegraphs.
  2. Contracts and other instruments relating to the business of the Posts and Telegraphs Department managed by a Postmaster-General, or a Divisional Engineer Telegraphs/Telephones, or the Controller of Telegraph Stores; by such Postmaster-General or such Divisional Engineer, Telegraphs/Telephones, or the Controller of Telegraph Stores.

3. All contracts, deeds and other instruments relating to the business of the Post Office within their management and jurisdiction; by Superintendents of Post Offices or Railway Mail Service or First Class Postmasters when the monetary expenditure involved does not exceed Rs. 100.
4. All contracts, deeds and other instruments relating to the business of the Telegraph Department within their management and jurisdiction; by Sub-Divisional Officers, Telegraphs/Telephones, when the total expenditure involved does not exceed Rs. 250.
5. Agreements or leases for hire of buildings and lands for the purposes of the Posts and Telegraphs Department or for letting out departmental lands and buildings; by the Postmaster-General, Director of Telegraphs, the Divisional Engineer Telegraphs/Telephones, the Controller of Telegraph Stores, Superintendents of Post Offices or Railway Mail Service, First Class Postmasters.
6. Contracts for Telephone connections in the Karachi Telephone Division; by the Divisional Engineer, Telephones or the Contract Officer of the Telephone Division except in special cases where disproportionally heavy expenditure is incurred and rentals have to be worked out specifically. In the latter cases by the Director-General, Posts and Telegraphs.
7. Contracts for telephone connections in all other places; by the Divisional Telegraph Engineering Accountant, except in special cases where disproportionally heavy expenditure is incurred and rentals have to be worked out specifically. In the latter case by the Director-General, Posts and Telegraphs.
8. In the case of all Departments of the Central Government:—

Contracts and other Instruments relating to advances for the purchase of motor cars (By the authorities granting the advances other than the Ministry of Defence, in respect of which the procedure prescribed in Pay and Allowance Regulations for the Army in India Part II shall be observed).

*NOTE.*—In all deeds of contract the expression "Governor-General" should be used as the name of the party contracting on behalf of Government.

437. The Director-General may execute a contract or agreement with a private company or person for the maintenance of telegraph lines, the construction of which has been sanctioned by a competent authority, if such contract or agreement—

- (i) is not intended to endure for a period exceeding five years;
- (ii) is accompanied by an unconditional power of revocation by the Governor-General at any time on the expiry of six months' notice to that effect; and
- (iii) does not impose upon the revenues of Pakistan an annual liability exceeding Rs. 5,000.

438. No contract, the amount of which exceeds Rs. 1,000 a month, should be entered into or renewed by a Head of a Circle, on behalf of the Governor-General without first submitting the draft of the contract to the Director-General for approval, and obtaining sanction to its execution.

439. Rule 438 applies also to the case of contracts for conveyance of mails the amount of which exceeds Rs. 1,000 a month, but in the case of contracts the amount of which does not exceed Rs. 1,000 a month and specially when a standard form is followed with minor modifications, formal approval of the instrument to be executed is not necessary; but a copy of every contract for a sum of Rs. 1,000 a month or more entered into should be sent to the Director-General's office for record after execution as also copies of those contracts below Rs. 1,000 which differ materially from the standard form. If a new form of contract or instrument is brought into use for the first time in any Circle, it must invariably be submitted for the previous sanction of the Director-General.

**Subsidies.**—The Director-General is authorized to sanction the introduction or abolition of the contract system, for the performance of treasury work in post offices subject to the condition that the subsidy payable to the contractor is to be abolished does not exceed Rs. 350 a month in each case and that the amount of the subsidy is not more than the cost of the calculations which would be retained in consequence, exclusive of 20 per cent. in amount of preliminary and leave charges. In each case, however, the concurrence of the Financial Adviser, Government of India, should be obtained before orders are actually issued.

**Notes.**—The rules regarding deposit of Government promissory notes by employers of the Department and contractors will be found in Chapter on Security Deposit of the *Posts and Telegraphs Joint Section Code, Volume I*.

440. The Controller of Telegraph Stores executes two classes of contracts, viz. (1) for the purchase of stores, and (2) for the conveyance of stores (by carts, boats or motor lorries). With regard to (1), the Controller of Telegraph Stores should make a forecast of the quantity of each kind of article required by him throughout the year. The tenders called for by him must be based on the approximate cost of

the total quantity of such articles required and not only on the cost of each individual supply. He may then execute a contract provided the total value of the stores provided for in the contract or expected to be obtained under the terms of the contract does not exceed the limit of his purchasing power. When the total value exceeds the Controller's power, the Director-General's sanction should be obtained before the contract is concluded. As regards (2), the Controller enters into contracts with firms for the conveyance of stores at a fixed tonnage or "trip" rate. Such contracts are usually made for a period of twelve months.

#### Contracts for conveyance of mails.

441. In every case in which it is proposed to introduce an arrangement for the conveyance of mails by a motor service or any other mode of conveyance tenders should be called for sufficiently beforehand. A sample of the form in which such tenders may be called for as also of the form of tender in which intending contractors should submit their offers are given at the end of rule 445.

441. (A).—If in any particular case it is not possible to call for competitive tenders, the prior sanction of the Director-General to the grant of the contract should be obtained in each case. In urgent cases, where the normal procedure is likely to lead to delays or administrative inconvenience, the Head of a Circle may, without calling for tenders, make temporary arrangements for the conveyance of mails for a period not exceeding three months provided that the amount of the subsidy (1) is not more than that paid to the previous contractor, and (2) does not exceed Rs. 250 a month in each case. The Head of a Circle may however, without calling for tenders, make permanent arrangements for the grant of a mail contract to the nominee of the political agent or an ascending State up to Rs. 250 a month in each case, provided that in the case of the nominee of an ascending State, the amount of subsidy payable should not exceed that which was being paid under the previous contract.

442. (B).—It is open to any officer who has called for tenders and who finds that none of these received is satisfactory, not to accept the offer of any tenderer but to open negotiations with any tenderer or other party after all the tenders received have first been rejected. The above procedure should also be adopted in those cases where no tenders have been received in response to the call.

442. Before actually calling for tenders, a schedule of the trips required to be made and the time to be allowed for each trip should be carefully prepared; the approximate monthly mileage which the motor vehicles or any other mode of conveyance will be required to run and the number and class of vehicles or any other mode of conveyance which the contractor will have to maintain should also be determined. The subsidy to be paid should be estimated either at a monthly rate or on a mileage basis.

**NOTE 1.**—*Preparation and check of bills for subsidy by the mail contractors.*—In cases in which a contract for motor mail service includes a clause providing for a decrease or increase in the subsidy consequent on a fall or rise in the price of petrol, full details as to the prices of petrol should be shown by the contractors in the bills submitted by them for payment of subsidy. The disbursing officer should verify the facts stated in the bills and countersign the bills in token of having done so, before the paid bills are submitted to Audit office.

**NOTE 2.**—Two different rates generally prevail so far as the price of petrol is concerned. There is one rate for petrol supplied in bulk and the other for petrol supplied in tin.

**NOTE 3.**—When a contractor obtains his supply of petrol in tins, decrease in subsidy should be based on the price of petrol sold in tins. In other cases, decrease in subsidy should be based on the price of petrol supplied in bulk.

**NOTE 4.**—The question whether decrease should be in bulk rate or tin rate should be determined before a contractor is actually allowed to take up the work and the agreement arrived at between the Head of a Circle and the contractor should be kept with the copy of contract deed recorded in the office of a Head of a Circle.

**NOTE 5.**—The rate agreed upon should be specifically mentioned in the monthly bills submitted to the Audit office.

#### 442/1. *Cancelled.*

**443.** In making the final selection, the following points should be taken into consideration :—

- (1) Whether the intending contractor is able at his own expense to provide and maintain in good order a sufficient number of motor vehicles or any other mode of conveyance of good and reliable manufacture.
- (2) Whether the contractor is willing to sign the standard form of agreement approved of by the Director-General. (The form may be altered or modified to suit local circumstances and conditions).

An old contractor who has worked satisfactorily should not be abandoned in favour of an untried competitor quoting abnormally low rates, but the former must not in any way be given a guarantee or promise of any kind which would prevent the Department from deriving the benefit of legitimate competition.

**444.** (1) Before the contractor actually takes up the work, he should be required to deposit—

- (i) an amount equivalent to double the amount of monthly remuneration or Rs. 100, whichever is higher, or
- (ii) Rs. 100 in the event of the conveyance of mails being free of charge or on payment of less than Rs. 50 *per mensem* to be made to the Department, or

- (iii) an amount equivalent to 3 or 6 months premium offered by him in the event of the mails being carried on payment of Rs. 50 or above *per annum* to be made to the Department,

as security for the due fulfilment of the terms of the contract, and to agree to the following conditions :—

- (a) that the types of vehicles to be used will be determined by the Head of the Circle who will approve of the style, power, design, manufacture and body of vehicles : the Head of the Circle or an official nominated by him has the discretion of temporarily or permanently rejecting any motor vehicle or any other mode of conveyance which he considers unfit or unsafe for employment for the purpose of conveyance of mails ;
- (b) that the drivers to be provided by the contractor should be competent, careful, trustworthy, civil and respectable ; they should be duly licensed and be subject to the approval of the Head of the Circle or an official authorised by him ;
- (c) that the contractor should not transfer or sublet the contract without the previous consent in writing of the Head of the Circle ;
- (d) that the contractor should not employ, or have concern in his business with, any one connected with the Department, or otherwise objected to by the Head of the Circle ;
- (e) that the contractor shall be responsible for all damages by fire, collision or accident, and for all damage to property, persons or animals caused by his negligence or default or by the negligence or default of any of his agents, employees, or nominees ;
- (f) that the contractor shall be absolutely liable and responsible for the due and safe custody and delivery in good condition and order of all mails, postal articles, etc., entrusted or delivered to him for conveyance and delivery ;
- (g) that in case the contractor fails to maintain an efficient service and otherwise to abide by the terms of the contract, he will be liable to pay as penalty such sums as may be specified in the contract ;
- (h) that the contractor will pay all the taxes payable in respect of the motor vehicles or any other mode of conveyance provided.

(2) In cases in which it is necessary for a postal official to accompany or escort the mails, the extent of responsibility of the official





## TENDER.

M-1 (b).

To

THE GOVERNOR-GENERAL OF PAKISTAN.

THROUGH

With reference to the advertisement by \_\_\_\_\_ dated the \_\_\_\_\_  
 in the \_\_\_\_\_  $\frac{1}{we}$  hereby offer  
 subject to the conditions hereinafter appearing to undertake and perform  
 for the Government of Pakistan the work of carrying the <sup>\*mails and postages</sup> ~~mails~~

by motor vehicles daily <sup>\*in</sup> ~~between~~ \_\_\_\_\_ and \_\_\_\_\_ for up and down journeys <sup>as</sup>  
 specified in the Schedule attached hereto or as may be specially ordered  
 from time to time for a term of \_\_\_\_\_ years

+ for a fixed monthly remuneration of Rs. \_\_\_\_\_ (Rupees  
 ) based on a mileage of \_\_\_\_\_ miles per calendar month  
 being run.

† without any remuneration.

+ for a fixed monthly payment of a premium of Rs.

(Rupees \_\_\_\_\_) to be made by  $\frac{ms}{us}$  to Postal Department.

The Postmaster of \_\_\_\_\_ (hereinafter called the  
 Postmaster) to decide what kinds of vehicles are to be used.

2.  $\frac{1}{we}$  agree to maintain the following classes of vehicles to be used  
 solely by for the purposes of the work hereby quoted for :—

(a) Light cars \_\_\_\_\_, out of which \_\_\_\_\_ will be  
 new vehicles, i.e., ones that have run under \_\_\_\_\_ miles  
 and the makes of the vehicles which  $\frac{1}{we}$  agree to use,  
 will be \_\_\_\_\_, and the dimensions of the  
 body of each car will be \_\_\_\_\_

(b) Lorries \_\_\_\_\_ (tons), out of which \_\_\_\_\_ will  
 be new vehicles as aforesaid and the makes of the vehicles  
 which  $\frac{1}{we}$  agree to use, will be \_\_\_\_\_, and  
 the dimensions of the body of each lorry will be \_\_\_\_\_

\* Note.—Portions marked with asterisk are applicable in respect of conveyances  
 of mails in urban areas only.

† N.B.—One  
 of these  
 sentences is to  
 be retained.  
 Strike out the  
 other two  
 which are not  
 necessary.

3. In addition to above,  $\frac{I}{W}$  agree to maintain spare cars to be used in emergencies.

4.  $\frac{I}{W}$  agree to run the cars according to the time fixed in the said schedule.

5. If it is found at the end of any year of the contract that owing to alterations in the Schedule of trips (or additional trips being ordered) the average monthly mileage is more or less than the monthly mileage mentioned in clause 1,  $\frac{I}{W}$  agree to accept or allow a proportional increase or reduction in the monthly remuneration as the case may require.

6.  $\frac{I}{W}$  undertake liability and responsibility for the safe custody and delivery of mails, etc., entrusted to  $\frac{me}{us}$  for conveyance between one office and another.

\* 7.  $\frac{I}{W}$  shall not claim any special facilities, such as, free accommodation for a garage or telephonic connections, etc., other than those provided for in the agreement.

8.  $\frac{I}{W}$  agree to carry free of all charges post office officials travelling in charge of mails when required.

9.  $\frac{I}{W}$  agree to carry as part of mails P. O. forms and stores despatched by the Postal Stock Depot or the offices where such forms and stores are printed or stored to the Post Offices, Railway and Steamer Stations and Railway Mail Service Offices named in the schedule attached to the agreement and such other places as may be required by the Postmaster-General, and shall not claim any extra salary or remuneration on that account.

10.  $\frac{I}{W}$  forward herewith in cash a sum of Rs. (Rupees \_\_\_\_\_ only) as earnest money and that sum shall be forfeited to Government if  $\frac{I}{W}$  withdraw  $\frac{any}{all}$  tender within \_\_\_\_\_ weeks of its being made or in the event of its acceptance fail to execute the agreement and make the deposit as mentioned in clauses 13 and 15 hereof respectively.  $\frac{I}{W}$  will not claim interest on this sum while it is in your custody. The aforesaid sum shall be

\* Note.—Provisions marked with asterisk are applicable in respect of conveyance of mails in urban areas only.

N.B.—Clause 8 is not applicable to the case in which the Department does not pay any remuneration to the contractor or contractors.

returned to  $\frac{m}{m}$  within days if  $\frac{m}{m}$  tender is not accepted.  $\frac{1}{w}$  further agree that in case  $\frac{m}{m}$  tender is accepted and  $\frac{1}{w}$  fail to start the service contracted for by the 19  $\frac{m}{m}$  earnest money shall be forfeited and  $\frac{m}{m}$  tender and contract shall be regarded as void and  $\frac{1}{w}$  will have no claim of any sort upon the Government of Pakistan.

11.  $\frac{1}{w}$  agree that in the event of  $\frac{m}{m}$  tender being accepted,  $\frac{1}{w}$  shall produce for inspection within a week a permit from the District  $\frac{1}{w}$  authorities to run the service on the line.

12.  $\frac{1}{w}$  agree to have this agreement registered and bear all the expenses in connection therewith covering the charge for stamps, etc.

13.  $\frac{1}{w}$  agree, if this tender is accepted, to furnish security in one of the following forms :—

- (a) Cash in Government currency notes,
- (b) Government promissory notes at their market value (endorsed to the Postmaster-General,.....Circle),
- (c) Post office Cash Certificates at issue price up to the permissible limit transferred to the Postmaster-General,.....Circle or deposit made in the Post Office Savings Bank upto the permissible limit (and pledged to the Postmaster-General,.....Circle) and the balance in the form (a) or (b),

\* N.B.—  
Retain only one sentence according to the following instructions. The remaining two sentences should be struck out.  
† When a remuneration of Rs. 50 or above per annum is asked for.  
‡ When the monthly remuneration asked for is below Rs. 50 or where funds are offered to be carried on payment of a premium of a sum below Rs. 50 to be made monthly to the Department by the tenderer or where funds are offered to be carried free of charge.

† of an amount equivalent to double the amount of monthly remuneration.

‡ of a sum of Rs. 100.

\* When a sum of Rs. 50 or above is offered to be paid monthly as a premium to the Department by the tenderer.

\* of an amount equivalent to 3 or 6 months' premium offered by  $\frac{I}{me}$  as may be determined by the Head of the Circle/Superintendent of post offices,  
Division/Postmaster,  
within 7 days of this tender being accepted.

14.  $\frac{I}{Wn}$  agree not to make any attempt at negotiation direct or indirect with the authority to whom  $\frac{I}{Wn}$  have submitted the tender or the authority who is competent finally to accept it after  $\frac{I}{Wn}$  have submitted  $\frac{my}{our}$  tender or to make any endeavour to secure any interest for an actual prospective tenderer or to influence by any means the acceptance of a particular tenderer.  $\frac{I}{Wn}$  agree that if  $\frac{I}{Wn}$  make any such attempt, it will render  $\frac{my}{our}$  tender liable to extinction from consideration.

15. If  $\frac{my}{our}$  above tender be accepted,  $\frac{I}{Wn}$  agree to enter into a formal agreement in the standard form  $\frac{M-51}{M-30 (a)}$  within \_\_\_\_\_ week of the acceptance of the tender and deposit with security money equal to Rs.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Dated \_\_\_\_\_

19 . . .

*The Schedule referred to.*

### Contracts for the performance of treasury work in post offices.

445/1. In every case in which it is proposed to introduce an arrangement for the performance of treasury work in post offices by contractors tenders should be called for sufficiently well in advance. A specimen copy of each of the forms used in this connection is given below :—  
M-47.

*(Conditions of contract for the performance of treasury work in post offices.)*

1. The names of offices, the treasury work of which is to be given out on contract with effect from the \_\_\_\_\_ are given in the enclosed statement. The approximate average amount of cash handled daily by each office is noted against it.

2. The prospective contractor will be required to deposit security with the Government, for the performance of treasury work, of an amount equal to one-fifth of the daily average cash handled by each office. The security may be deposited in any of the following forms:—

- (a) Cash in Government currency notes,
- (b) Government promissory notes at their market value,
- (c) Post Office Cash Certificates <sup>and</sup> or Defence Saving Certificates, National Saving Certificate, Pakistan Post Office Saving Certificates, Pakistan Post Office Defence Saving Certificates, which stand registered at any Post Office in Pakistan up to the permissible limit, <sup>and</sup> or a deposit made in the Post Office Saving Bank up to the permissible limit and the balance in form (a) or (b).
- (d) Rs. 25,000 (or less if the total amount of security does not exceed Rs. 25,000) in any of the forms (a), (b) or (c), and the balance in the form of a Banker's continuing letter of guarantee from any of the following banks:—

|                                               |             |
|-----------------------------------------------|-------------|
| 1. The National Bank of Pakistan.             |             |
| 2. The Habib Bank Ltd.,                       |             |
| 3. The Muslim Commercial Bank Ltd.,           |             |
| 4. The Australasia Bank Ltd.,                 |             |
| 5. The Bank of Bahawalpur Ltd.,               | Only their  |
| 6. The Imperial Bank of India.                |             |
| 7. The National Bank of India Ltd.            | offices and |
| 8. The Chartered Bank of India, Australia and |             |
| China.                                        | Branches    |
| 9. The Lloyds Bank Ltd.,                      |             |
| 10. The Grindley's Bank Ltd.,                 |             |
| 11. The Mercantile Bank of India Ltd.,        | situated in |
| 12. The Netherland's Trading Society Ltd.,    |             |
| 13. The Eastern Bank Ltd.,                    | Pakistan.   |
| 14. The Allahabad Bank Ltd.,                  |             |
| 15. The Bank of India Ltd.,                   |             |
| 16. The Central Bank of India Ltd.            |             |

The Bank's guarantee must be in the annexed form.

3. All tenders must be sealed and addressed to the undersigned by name and clearly marked "Tender for Post Office treasury contract," on the outside of the cover and must reach him on or before the by 15 hours.

4. Tenders will be opened by the undersigned in his office on at 11 hours in the presence of such tenderers as may be present there at the time.

5. No tenders quoting "Any remuneration deemed suitable" or words to that effect will be accepted.

6. Each tenderer must deposit a sum of Rs. 500 (Five hundred) for each office in any Head Post Office in Pakistan and forward the receipt therefor along with the tender as deposit money, which will be refunded at the same Post Office if the tender is not accepted. Should the selected contractor fail to take up the work by the specified date, his tender will automatically lapse and the deposit money will be forfeited.

7. The successful tenderer will be required to execute an agreement in the attached form (M-12).

8. The selected contractor will not be considered a departmental official and will not be entitled to any leave, pension or gratuity, etc.

9. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.

10. Each tenderer must submit credentials from District authorities to the effect that he is a man of standing and of financial reliability.

11. Each tenderer must quote the amount he requires for each individual office. Tenders may be submitted for one or more offices or all the offices taken together by one person but there must be a separate amount quoted against each particular office, in addition to the amount that may be quoted for each group or groups of offices tendered for. The tenderer may also state what percentage reduction he will give for each office in the amount quoted (for each office or group of offices), in case the offices of one group or the offices of more than one group or all the offices are settled with him.

Note.—The grouping of the offices is indicated in paragraph 1 of the tender form.

12. It will be open to Government to accept the tender of a contractor either for all the offices for which he has tendered or for any group of offices or for any single office.

13. The undersigned does not bind himself to accept the lowest or any tender or to assign any reason for the rejection of any tender.

.....

.....

.....

Dated

19 ..

Statement showing approximately the average amount of cash handled daily by each office and the amount of security required to be deposited for the same.

| Serial No. | Name of office. | Average cash handled daily (a proximately). | Limit of security at 20 per cent. required for contract. | Amount of security rounded off to the next hundred. |
|------------|-----------------|---------------------------------------------|----------------------------------------------------------|-----------------------------------------------------|
|            |                 |                                             |                                                          |                                                     |
|            |                 |                                             |                                                          |                                                     |
|            |                 |                                             |                                                          |                                                     |
|            |                 |                                             |                                                          |                                                     |

M.19(5).

## TENDER.

To

THE GOVERNOR-GENERAL OF PAKISTAN

THROUGH

With reference to your advertisement dated the \_\_\_\_\_  
 I/we hereby offer to undertake for the Government of Pakistan the work  
 for the performance of treasury contract in \_\_\_\_\_ post office  
 or post offices mentioned below, on a fixed monthly remuneration of  
 Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for a period of \_\_\_\_\_  
 years, commencing from the \_\_\_\_\_

| 1                           | 2              | 3                          |
|-----------------------------|----------------|----------------------------|
| For each individual office. | Name of office | For each group of offices. |
|                             |                |                            |

2. Within \_\_\_\_\_ days of the acceptance of this tender I/we  
 agree to furnish security in any of the following forms and to deposit  
 the same with the Postmaster-General, \_\_\_\_\_ Circle.

- (a) Cash in Government currency notes,
- (b) Government promissory notes at their market value,
- (c) Post Office Cash Certificates, Defence Saving Certificates,  
 National Saving Certificates, Pakistan Post Office Saving  
 Certificates and Pakistan Post Office Defence Saving  
 Certificates which stand registered at any Post Office in  
 Pakistan up to the permissible limit, <sup>and</sup> <sub>or</sub> a deposit made in  
 the Post Office Savings Bank up to the permissible limit  
 and the balance in form (a) or (b).
- (d) Rs. 25,000 (or less if the total amount of security does not  
 exceed Rs. 25,000) in any of the forms (a), (b) or (c),  
 and the balance in the form of a banker's continuing letter  
 of guarantee from any of the banks specified in the condi-  
 tions of contract for the performance of treasury work in  
 post office.

3. I/We forward herewith a post office receipt for a sum of  
 Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as earnest money and I/we agree  
 that same shall be forfeited to you if I/we withdraw my/our tender  
 within \_\_\_\_\_ weeks of its being made or fail to enter into an  
 agreement and furnish the security mentioned in para. 2 above. In the  
 event of my/our tender being accepted I/we will not claim interest  
 on this sum while it is in your custody. If my/our tender is accepted the  
 said earnest money shall be refunded to me/us after I/we have executed  
 the agreement and furnished the requisite security. In case my/our



tender is not accepted the said earnest money shall be returned to my/our within—days from the date the rejection thereof is intimated to my/our.

4. I/We have carefully gone through the rules underlying the duties of the treasurer as prescribed in the Central Treasury Rules, General Financial Rules, Revised Book of Financial Powers, Account, Code Volume II, Account Code, Volume III, *Posts and Telegraphs Initial Account Code*, *Posts and Telegraphs Manual* and other departmental rules and orders and do hereby agree to abide by those rules.

5. I/We agree that the appointment of the treasurer will not carry with it any rights of leave, pension or gratuity or any claim to appointment as an official of the Department.

6. I/We enclose herewith credentials in original showing my/our status and financial position, which should be returned when no longer required.

7. I/We agree to have the agreement registered and bear all the expense in connection therewith covering the charge for stamps, etc.

8. I/We agree not to make any attempt at negotiation direct or indirect with the authority to whom I/we have submitted the tender or the authority who is competent finally to accept it after I/we have submitted my/our tender or to make any endeavour to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tenderer. I/We agree that if I/we make any such attempt it will render my/our tender liable to exclusion from consideration.

9. If my/our above tender be accepted, I/we agree to enter into a formal agreement in the standard form (M.-19) within— weeks of this tender being accepted.

10. I/We further agree that until such agreement is executed this tender with your acceptance thereof in writing shall be a contract.

11. It is agreed that if I/we fail or neglect to commence service in due time Government may in addition to any other remedy available under this or any other agreement forfeit the security deposit.

Signature

Address

IS

Dated

Sec. 10.

THIS BOND AND BANK'S GUARANTEE made the

day of

19— BETWEEN

(hereinafter

called the Bank which term shall include the said Bank and its successors) of the one part and the Governor-General of Pakistan (hereinafter called the Governor-General) of the other part.

WHEREAS by an agreement dated the— the Governor-General has agreed to employ (hereinafter called the contractor).

[Here set out the particulars of the contract.]

AND WHEREAS it is a condition of the said agreement that the contractor should furnish security in the sum of Rs.

AND WHEREAS the contractor has furnished security in the sum of Rs. \_\_\_\_\_ in [here specify the form of cash or equivalent security] and it is further agreed that he should furnish the remaining portion of this security in the manner following.

NOW THIS INDENTURE WITNESSETH that in consideration of the premises the Bank hereby undertaken and promises to pay to the Governor-General on demand by the Postmaster-General of

any amount or sums of money which the contractor may become or be liable to pay under the said agreement by way of damages or otherwise howsoever including losses, damages, costs, expenses or otherwise which may be incurred by the Governor-General owing to any act or default on the part of the contractor or any of his servants, agents or nominees or otherwise under the said agreement.

AND IT IS HEREBY EXPRESSLY AGREED AND DECLARED as follows:—

- (a) That this Bond and Guarantee shall remain in force for a period of \_\_\_\_\_ years from the date hereof.
- (b) That this guarantee shall be a continuing guarantee up to the sum of Rs. \_\_\_\_\_ at any particular time and the said limit of guarantee shall not be reduced by reason of any payments which may have to be made by the Bank in accordance with the terms hereof but shall remain constant throughout the period of this Bond and Guarantee.
- (c) That the liability of the Bank under the terms hereof shall not in any way be affected by the other security to the extent of Rs. \_\_\_\_\_ furnished by the contractor and it shall be entirely at the discretion of Governor-General at any time to proceed either against the said security or against the Bank under the terms hereof.
- (d) That no forbearance, want of vigilance, grant of time on the part of the Governor-General or alteration in the terms of the said agreement will discharge the liability of the Bank hereunder.
- (e) That the decision of the said Postmaster-General shall be final and binding as to the question whether the contractor is in fact liable and what is the amount of his liability.

Signed by  
on behalf of the Bank in }  
the presence of }

445/z/A. The average amount of cash handled daily in a post office should be arrived at by adding the average opening cash balance, i.e., the

\*The period to be inserted here should be the period of contract and one year more.

average of the actual opening balances on the first of each of the preceding months of January, April, July and October, to the average of the daily receipts from all sources during the same months, as explained below :—

| Month.           | Actual opening cash balance on the first of each month. | Receipts from all sources during each month. |
|------------------|---------------------------------------------------------|----------------------------------------------|
|                  | Rs.                                                     | Rs.                                          |
| April 1926 ...   | 80,698                                                  | 32,85,870                                    |
| July 1926 ...    | 63,091                                                  | 27,32,975                                    |
| October 1926 ... | 79,231                                                  | 27,05,674                                    |
| January 1927 ... | 79,996                                                  | 28,06,746                                    |
| Total ...        | 3,12,016                                                | 1,16,21,265                                  |

Average opening cash balance - Rs.  $\frac{3,12,016}{4}$  = Rs. 78,004  
and

Average daily receipts from all sources - Rs.  $\frac{1,16,21,265}{4 \times 25}$  (average number of working days in a month) = Rs. 1,16,212.

Average cash handled daily ... Rs. 1,94,216.

#### Contracts for the performance of the work of selling stamps in post offices.

445/2. In every case in which it is proposed to introduce an arrangement for the performance of the work of selling stamps in post office by contractors, tenders should be called for sufficiently well in advance. A specimen copy of each of the forms used in this connection is given below :—

# PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

*(Call for tenders for performance of stamp vendor's work  
in post offices.)*

Sealed tenders are invited for the performance of the work of selling postage stamps and postal stationery on contract system in the under-mentioned post offices on a fixed remuneration to be paid monthly by the Post Office for a period of \_\_\_\_\_ years commencing from \_\_\_\_\_.

No tenders quoting "Any remuneration deemed suitable" or words to that effect will be accepted.

2. A copy of the form of tender (on which tenders must be made) and copies of the agreement to be executed and of the rules to be observed by the stamp vendor with information regarding the extent of the monetary liabilities of the vendor or vendors concerned can be obtained on application from the office of the undersigned on payment of Rs. 5 in advance, which will not be refunded in any case.

3. Tenders may be sent in respect of a single post office or a group of post offices and the subsidy required in each case should be quoted separately.

4. All tenders must be sealed and addressed to the undersigned by name clearly marked "Tender for \_\_\_\_\_ stamp vendor's work under contract" on the outside of the cover and must reach him on or before the \_\_\_\_\_.

5. Tenders will be opened by the undersigned in his office on \_\_\_\_\_ at \_\_\_\_\_ hours in the presence of such tenderers as may wish to be present there.

6. The undersigned does not bind himself to accept the lowest or any tender or to assign any reason for the rejection of any tender and he reserves to himself the right of accepting the whole or such part of any tender as he may think fit.

| Name of the post office. | Amount of subsidy required for each office. | The minimum number of stamp vendors required for each office. |
|--------------------------|---------------------------------------------|---------------------------------------------------------------|
|                          |                                             |                                                               |

Dated \_\_\_\_\_

19 \_\_\_\_\_

**TENDER.**

M.55.

To

THE GOVERNOR-GENERAL OF PAKISTAN.

THROUGH

With reference to the advertisement dated the \_\_\_\_\_  
 $\frac{I}{we}$  hereby offer to undertake for the Government of Pakistan the work  
 of selling postage stamps and postal stationery under contract in  
 post office or post offices on a fixed monthly remunera-  
 tion of Rs. \_\_\_\_\_ (Rupees)

only) for a period of \_\_\_\_\_ years.

2. Within \_\_\_\_\_ days of the acceptance of this Tender  $\frac{I}{we}$  agree

to furnish security either in Government promissory notes (market value) or in Post Office Cash Certificates (purchase value) Defence Savings Certificates, National Savings Certificates, Pakistan Savings Certificates and Pakistan Post Office Savings Certificates which stand registered at any Post Office in Pakistan, up to the permissible limit or cash security in Government currency notes or a deposit made in the Post Office Savings Bank up to the permissible limit to the extent of Rs. \_\_\_\_\_ (Rupees

only). The security according to the nature thereof will be pledged to or deposited with the Postmaster-General, .....Circle.

3.  $\frac{I}{we}$  forward herewith a Post Office receipt for a sum of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ only)

as an earnest money and  $\frac{I}{we}$  agree that same shall be refunded to you

if  $\frac{I}{we}$  withdraw  $\frac{my}{our}$  tender within \_\_\_\_\_ weeks of its being

made or fail to enter into the agreement and furnish the security mentioned in paragraph 2 above in the event of  $\frac{my}{our}$  tender being

accepted and  $\frac{I}{we}$  will not claim interest on this sum while it is in your custody. If my/our tender is accepted the said earnest money should be refunded to me/us after I/we have executed the agreement and furnished the requisite securities. In case my/our tender is not accepted the said earnest money shall be refunded to me/us within \_\_\_\_\_ days from the date rejection thereof is intimated to me/us.

4.  $\frac{I}{we}$  have carefully gone through the rules underlying the duties of the stamp vendor as set forth in detail in the memorandum of duties and do hereby agree to abide by those rules.

5.  $\frac{I}{we}$  agree that the appointment or the appointment of any person employed by  $\frac{my}{us}$  as stamp vendor will not carry with it any rights

of leave, pension or gratuity or any claim to appointment as an official of the Department.

6.  $\frac{I}{We}$  enclose herewith credentials in original showing  $\frac{my}{our}$  status and financial position, which should be returned when no longer required.

7.  $\frac{I}{We}$  agree to have the agreement registered and bear all the expenses in connection therewith covering the charge for stamps, etc.

8.  $\frac{I}{We}$  agree not to make any attempt at negotiation direct or indirect with the authority to whom  $\frac{I}{we}$  have submitted the tender or the authority who is competent finally to accept it *after*  $\frac{I}{we}$  have submitted  $\frac{my}{our}$  tender or to make any endeavour to secure any interest for an actual prospective tenderer or to influence by any means the acceptance of a particular tenderer.  $\frac{I}{We}$  agree that if  $\frac{I}{we}$  make any such attempt it will render  $\frac{my}{our}$  tender liable to exclusion from consideration.

9. If  $\frac{my}{our}$  above tender be accepted  $\frac{I}{we}$  undertake to enter into a formal agreement in the standard form (M-56) which I have examined within  $\frac{I}{we}$  weeks of this tender being accepted.

10.  $\frac{I}{We}$  further agree that until such agreement is executed this tender together with your acceptances thereof in writing shall be a contract.

|                          |                                                                          |
|--------------------------|--------------------------------------------------------------------------|
| Name of the post office. | The minimum number of stamp vendors that can be supplied to each office. |
|                          |                                                                          |
| Dated                    | Signature<br>Address<br>19 .                                             |

**CHAPTER X.****BUILDINGS.****PART I.—GENERAL RULES.****Buildings.**

446. The term "Buildings" means and includes all buildings occupied by the Pakistan Posts and Telegraphs Department.

Departmental buildings are those which have been constructed or purchased by the Department or those the ownership of which has been transferred to this Department by the Provincial Governments or by other parties.

The rented buildings are those for which the Department pays rent.

**Policy.**

447. The policy of construction or purchase of buildings for offices is ordinarily preferable to that of hiring rented buildings, specially in cities and important towns where costs are likely to increase.

448. For residences it is ordinarily preferable to hire accommodation because administrative changes may necessitate a transfer of headquarters, but, where no such change is probable, construction or purchase is the better course.

449. (1) In cases in which it is necessary to hire a building, a tender in form Genl-22 should be called for. The principles laid down in rules 425 to 429 will apply in the case of tenders for lease of buildings. Before accepting the tender, the sanction or approval to the payment of rent for the building must be obtained from the competent authority. The lease for the building rented should be drawn up in form Gen-8 or some other suitable form approved of by the legal advisers of Government and the rent payable should be drawn in the establishment pay bill.

(2) Heads of Offices may at their discretion depart from the procedure of calling for tenders for leased buildings in cases in which there are positive objections to doing so or the demands are urgent. In all such cases the reasons for departing from the standard procedure must invariably be placed on record.

Note.—Copies of leases should not be sent to the Director-General's office after execution unless they were specially called for when the rent was sanctioned.

449-A. In regard to the execution of leases by the Pakistan Posts and Telegraphs Department for lands and buildings in adjoining States and foreign territories, the following procedure should be followed:—

- (5) With regard to lands or buildings rented from an adjoining State by the Posts and Telegraphs Department, no lease need be entered into, unless required by the State authorities, but a clear statement of conditions of tenure agreed

up on as a result of preliminary negotiations should be obtained from the State and placed on record. A copy should be sent to the Secretary to the Government of Pakistan, Ministry of States and Frontier Regions in the case of Bahawalpur and Khairpur States and to the Hon'ble the Agent to the Governor-General in Baluchistan in the case of Baluchistan States and if a lease is required, that officer should be consulted, and the Head of the Office concerned should then arrange for the execution of such lease on behalf of the Governor-General of Pakistan. A similar procedure should be observed in the case of lands or buildings rented from private owners, and all formalities required by the law of the State to validate such transactions should be complied with.

- (ii) All negotiations in connection with renting of lands or buildings for Posts and Telegraphs offices in the territory of a Foreign Power should be conducted through the Ministry of Foreign Affairs and Commonwealth Relations if any, or through the representative of the Government of Pakistan in such territory who will execute leases or arrange for the execution of such leases for those lands or buildings for and on behalf of the Governor-General of Pakistan in conformity with the local legal requirements.

#### Ownership.

450. The ownership of all Government buildings occupied by the Pakistan Posts and Telegraphs Department on 1st April 1921 vests in the Department, even though the buildings may have been constructed or acquired out of Provincial revenues.

451. Payment of rent to a Provincial Government for buildings used by the Pakistan Posts and Telegraphs Department should normally be confined to—

- (a) buildings belonging to a Provincial Government and occupied by the Pakistan Posts and Telegraphs Department only after 1st April 1921; and
- (b) special cases, e.g., temporary or partial occupation by the Pakistan Posts and Telegraphs Department, of buildings belonging to a Provincial Government prior to 1st April 1921, each such case to be decided on its own merits.

Exception.—The ownership of buildings owned by the Military Department does not vest in this Department even if they were in occupation by the latter on 1st April 1921.

#### Joint buildings.

452. A building is the joint use of more than one branch of the Department may be termed a "Joint" building. The branch occupying the greater portion of the floor area is the "owning" branch which is entitled to a fair rent for the accommodation supplied by other branches.



In the case of buildings in joint occupation of "Posta" and "Telegraph" branches, in which the floor area used by the respective branches is equal, the buildings should be treated as owned by the "Post Office" branch. In the rare event of the telegraph portion of a combined office occupying larger area than the postal portion, the building should be regarded as belonging to the "Telegraph" branch.

### Definition.

453. Building projects are divided into three classes—"Original works," "Reconstruction works" and "Repairs or Maintenance".

- (1) The term "*Original works*" includes all new purchases or construction of new buildings or additions to existing buildings costing above Rs. 1,000 excluding overhead charges and also cost of acquisition of land.
- (2) The term "*Reconstruction works*" includes reconstruction of a complete building or when the cost of renewals and replacements of a structure exceeds Rs. 1,000 excluding overhead charges.
- (3) *Repairs*.—Repairs include all work required to maintain in proper condition buildings in ordinary use. Repairs are of four kinds :—
  - (i) ordinary,
  - (ii) occasional or petty,
  - (iii) petty original works, and
  - (iv) petty renewals and replacements.
- (a) *Ordinary repairs* are those which are, as a matter of regulation, carried out periodically and which are usually of the same quantity from time to time, such as the painting and white-washing of building and metalling a compound or approach road.
- (b) *Occasional or petty repairs* are those which become necessary from time to time and which may have to be carried out between the time of periodical repairs.
- (c) *Petty original works* are those which are of an original nature but of which the cost does not exceed Rs. 1,000 excluding overhead charges.
- (d) *Petty renewals and replacements* come under the category of repairs when the cost does not exceed Rs. 1,000 excluding overhead charges.
- (4) *Major and Minor Works*.—"Original Works" are divided into Major works and Minor works; the former are those the estimated cost of which exceeds Rs. 20,000 exclusive of overhead charges, and the latter are those the estimated cost of which does not exceed that amount.

### Sale and purchase or acquisition of land and buildings.

#### *I. Sale of departmental land and immovable property.*

454. All land, the property of Department, should ordinarily be sold through the Revenue Department.

455. When any immovable departmental property is made over to a local authority for public, religious, educational or any other purposes, the grant should be made expressly on the conditions, in addition to any others that may be settled, that the property shall be liable to be resumed by Department if used for other than the specific purposes for which it is granted and that, should the property be, at any time, resumed by Department, the compensation payable therefor shall in no case exceed the amount (if any) paid to Department for the grant, together with the cost or their present value, whichever may be less, of any buildings erected or other works executed on the land by the local authority.

#### *II. Sale of departmental buildings.*

456. No permanent departmental buildings may be sold without the sanction previously obtained of the competent authority.

457. Permanent departmental buildings and land, the book value of which does not exceed Rs. 10,000, may be sold under the sanction of the Head of a Circle and the Controller of Telegraph Stores subject to the conditions laid down in rules 439 and 470. If the book value of the buildings and land exceeds Rs. 10,000, the case should be referred to the Director-General who will obtain the sanction of the Governor-General of Pakistan.

"If a project for the construction of a P. and T. Building which requires a reference to the S. P. C. is found to be justified with reference to receipts from a transaction of sale, the sale should not be effected before the project has been approved by that Committee".

#### *III. Purchase or acquisition of land and buildings.*

458. The question of the suitability of a particular site should be decided by the Head of the Circle on a consideration of departmental needs; but the adaptability of the site for a certain construction or conversion of a particular building to suit departmental requirements is a technical matter and the services of the Public Works Department or Military Engineer Services may be engaged, if necessary, for consultation and advice. If the land or property is suitable, the Head of the Circle should, in the first instance, consult the Chief Revenue Officer of the district, and obtain from him the fullest possible information as to the probable cost of the land together with the value of buildings, etc., situated on the property for which compensation will have to be paid. Upon the information thus obtained, an estimate should be framed and submitted to the competent authority for sanction together with site plans and maps.

When sanction to such an estimate has been obtained, the Head of the Circle should commit the matter to the Revenue Officer who will

take the necessary preliminary action for the appropriation of the land under the Land Acquisition Act, or for its acquisition by private negotiation. Should it subsequently be found impossible to obtain the land required without materially exceeding the estimate, or to obtain some other suitable plot of land in lieu of that originally proposed, a revised estimate should be prepared for sanction. In cases where the amount claimed by the owner is largely in excess of the amount awarded by the Revenue Officer, possession should not be taken except under the specific order of the authority sanctioning the work, until after the lapse of the period within which an appeal against the award can be preferred.

All proposals for the occupation of land within cantonment limits, forming part of an encamping ground or otherwise held for military purposes, should be submitted, in the case of land within cantonment limits, to the cantonment authority and, in other cases, to the General Officer Commanding the Division or Independent Brigade. These officers will take the necessary steps to obtain the sanction of the Government of Pakistan in the Defence Department to the proposals.

459. For the services rendered in this connection by the Public Works Department or Military Engineer Services, payment will be made by the Posts and Telegraphs Department in accordance with the scale of fees agreed to by each Provincial Government.

460. Land requisition proceedings are necessary in the case of purchase from private persons, firms or local bodies in order to secure a clear title. Authentic information regarding boundaries, titles, etc., should be obtained by a reference to the Revenue authorities, but this reference should be carefully distinguished from land acquisition proceedings proper. The boundaries should be carefully verified by a responsible officer of the Department not below the rank of the Divisional officer and true copies of the plan of the site should in all cases be prepared. One copy of the site plan will be sent to the Collector for Land Acquisition proceedings.

461. All sites thus purchased or acquired should be carefully watched by the local departmental officer to prevent encroachment, and the Divisional officer in whose jurisdiction the site lies should report to the Head of the Circle concerned in case of any encroachment.

462. The purchase of building prevents almost the same features as the purchase of land and the conditions set forth above apply mutatis mutandis in the case of buildings also. No building should, however, be purchased by private treaty until it has been valued and reported on by an officer of the Public Works Department or Military Engineer Services for which a charge will be levied by them.

463. No houses should be built or purchased by the Department as residences for public servants, except in the following cases:—

- (i) When it is the recognised duty or established custom of the Department to provide quarters at Government expense.

- (ii) When it is necessary on public grounds for the officer to reside on, or close to, the premises in which his duties have to be performed, such as a post office or a telegraph office, &c.
- (iii) When it is necessary to provide residences in parts of the country where no civil station or cantonment exists, and where a lengthened term of residence would render camp accommodation unobtainable, e.g., buildings along lines of roads or canals, for the housing of officials employed on their construction or maintenance.
- (iv) When it is shown to the satisfaction of the Department that suitable house accommodation for officers whose appointments are permanent in respect of locality is not available in a civil station or cantonment already in existence, or is available only under circumstances which will be likely to place such officers in an undesirable position in relation to house proprietors.

**463-A.** All residential quarters should generally conform to the standards laid down by Provincial Government. Accordingly Heads of Circles should have on record in their office details of the accepted scales of accommodation approved by Provincial Government for the various classes of their officials. Before sanctioning new projects, Heads of Circles should satisfy themselves that the accommodation proposed for the staff of this Department is roughly in accordance with the corresponding scale of the Provincial Government. A difference of about 10 per cent. may be allowed, provided that the maximum scale laid down by the Department is not exceeded. In making comparisons care must be taken to ensure that comparison is made between like and like, i.e., old rates of pay of the one must not be compared with the new rates of the other.

**464.** Proposals to construct or purchase residences for officials in all cases which are not provided for in rule 462, or in which the Department has doubts as to the operation of that rule, should be submitted to the Government of Pakistan for orders.

#### **Transfer of land and buildings between the various Departments of the Central Government.**

**465.** (1) In the case of transfer to or from a Commercial Department, other than the Defence Department, the following charges should be made:—

- (a) no charge where the land is borne in the books at no value, and
- (b) book value or market value, whichever is less, where the land is valued in the books.

(2) In the case transfers to or from the Defence Department, the following charges should be made:—

- (a) half market value where the land is borne on the books at no value, and

- (5) book value or market value, whichever is less, subject to a minimum of half market value, where the land is valued in the books.

In the case of transfer of landing grounds in Army or Royal Air Force charge to the Civil Aviation Department, the arrangement stated above will be the basis of settlement, but every case will be treated on its merits and the amount of compensation to be paid to the Defence Department will be settled by negotiation between the two Departments, and in no case will the compensation to be paid exceed that which would be payable under the arrangement prescribed above.

If any dispute arises in the application of these rules, the matter should be referred to the Government of Pakistan, Finance Department.

466. In the case of transfer of buildings from or to a Commercial Department of the Government of Pakistan, the same principles as laid down in rule 465 (1) and (2) above will also apply.

#### Departmental lands and buildings in a Governor's Province.

467. From the 1st April, 1937, the date of commencement of Part III of the *Government of India Act, 1935*, all lands and buildings situate in a Governor's Province which immediately before that date were vested in His Majesty for purposes of the Government of India and were used, otherwise than under a tenancy agreement between the Governor-General in Council and the Government of that Province, for post and telegraph purposes, or being lands or buildings formerly so used, or intended or formerly intended to be so used and were certified by the Governor-General under section 173 (2) (a) of that Act as originally enacted to have been retained for future use now vest in the Central Government. The Provincial Government has no power to interfere in any way in regard to such lands and buildings, and they are under the exclusive control of this Department.

468. If it is necessary to acquire any land or building situate in a Governor's Province for post and telegraph purposes, the Provincial Government will be asked under section 127 of the *Government of India Act 1935*, to acquire the land on behalf, and at the expense, of this Department, or, if the land vests in the Provincial Government, to transfer it to this Department on such terms as may be agreed, or in default of agreement as may be determined by an arbitrator appointed by the Chief Justice of Pakistan.

469. When this Department no longer requires a departmental building or land, it should be ascertained whether any other Department of the Central Government requires it and if the building or land is not required by the Central Government, the Provincial Government of the Province in which it is situate will be given the first option of purchasing it from the Central Government subject to the following conditions:—

- (a) The option should be exercised by the Provincial Government within six months of the date on which the option is given to it by the Central Government;

- (b) The amount payable for the land or building will in all cases be its marked value at the date of transfer; and
- (c) If the Provincial Government desire to purchase only a portion of the land or building to be sold, they shall be entitled to do so only if the value of the land or building is not materially reduced by the division.

If the Provincial Government does not desire to purchase the whole or any part of the departmental land or, building on the foregoing terms, it may, subject to the orders, if any, of the Central Government, be disposed of by sale to any person.

470. All negotiations for the sale or acquisition of departmental lands and buildings will be conducted by the Head of the Circle.

- 471. *Cancelled.*
- 472. *Cancelled.*
- 473. *Cancelled.*
- 474. *Cancelled.*
- 475. *Cancelled.*

#### Dismantling of buildings.

476. When a building is found to be not repairable or for any reason be no longer required for the use of this Department or the Provincial Government, it can be dismantled under the orders of the competent authority. In such cases its Head of a Circle is competent to sanction the dismantlement of a departmental building, the sale of unserviceable materials thereof or the write-off of their value, provided that the book value of the building or of the materials does not exceed Rs. 10,000.

477. Temporary buildings erected during the construction of a work may, under the sanction previously obtained of the competent authority, be sold or dismantled on the completion of the work or when the purpose for which they were erected has been served. It is the duty of the Head of the Circle to report when, in his opinion, any building or other property of Government in his charge ought to be sold or dismantled.

#### Provision of funds.

478. Heads of Circles will submit schedules in the prescribed form showing the probable requirements of the Circle for buildings for original, reconstruction and repair works, as well as works in progress during the ensuing year, so as to reach the Directorate on or before the 15th October at the latest. Projects should not, however, be accumulated for submission by any particular date, but should be submitted as soon as ready.

The estimates for works in progress should be prepared in consultation with the Public Works Department concerned or the Military Engineering Service, as the case may be. Brief reasons for the carry-forward of the works should also be given.

479. The schedule should embrace only such works as are really necessary, and the total estimate of requirements under the respective heads should not exceed the average of the allocations of the previous three years.

480. *Cancelled.*

481. With respect to major works in progress, and repairs to buildings to be executed through the agency of the Military Engineer Services, the requirements should be ascertained from the Military Engineer Services and furnished to the Director-General by the Head of the Circle.

482. The Divisional Engineer, Telegraphs, will submit to the Head of the Circle, with his annual budget, an annual forecast of repairs to be carried out by the Engineering branch, i.e., of repairs, the cost of which does not exceed Rs. 2,500 in each case. Similar forecasts will be sent by the Superintendents of Divisions (Postal and Railway Mail Service) to Heads of Circles. The Heads of Circles will forward consolidated schedules to the Director-General along with the schedule for building projects.

483. *Cancelled.*

483-A. In case of works which fall within the powers of a Superintendent of post offices or Railway Mail Service but which involve structural alterations or entail special difficulty, the advice of the Divisional Engineer should first be obtained by the Superintendent of post offices or Railway Mail Service before sanction is accorded by the latter.

Note.—The financial power of the Superintendent of post offices or Railway Mail Service in respect of execution of repairs to Posts and Telegraphs buildings is confined to works in those buildings only which are specifically placed in their charge by the Head of the Circle for the purpose of carrying out repairs.

484. Another schedule of electric installation, original, reconstruction and repair, to be carried out by the Engineering branch of the Department during the coming year, should be prepared in prescribed form and submitted by Heads of Circles so as to reach the Directorate on or before the 15th October at the latest.

485. With respect to electric installations which cannot be undertaken by the Engineering branch of the Department, a separate schedule should be submitted by Heads of Circles so as to reach the Directorate on or before the 15th October at the latest.

#### Agencies.

486. The following agencies are employed for the construction, reconstruction, repair and other matters relating to buildings owned by the Department:—

- (1) Central Public Works Department.
- (2) Provincial Public Works Departments of East Bengal, Sind, Punjab and North-West Frontier Provinces, Baluchistan and Kutchi.
- (3) Military Engineering Service.
- (4) Municipality or District Board.

- (5) Engineering branch of the Department.
- (6) Superintendents of post offices and Railway Mail Service.
- (7) Contractors.

487. An original work, reconstruction or special repair, the cost of which exceeds Rs. 2,500, will be entrusted to the Central Public Works Department or Provincial Public Works Departments of North-West Frontier Provinces or Military Engineering Services and the Executive Engineer or the Garrison Engineer of the Division, as the case may be, should be addressed for necessary plans and estimates.

Note 1.—In exceptional cases when the above authorities cannot take up the work, original works, reconstruction or special repairs costing more than Rs. 2,500 may be entrusted by the Heads of Offices to Municipalities, District Boards, architects, or contractors. In such cases audit should always be completed before entering into an agreement or contract so that necessary audit checks and financial control, etc., may be prescribed.

Note 2.—The Divisional Engineer, Telegraphs, are authorized to carry out departmentally all works and repairs connected with sanitary and water-supply installations in Posts and Telegraphs buildings up to a limit of Rs. 600 in each case, provided that the estimate for each work so executed has received the sanction of the competent authority.

488. All original works, reconstruction or special repairs costing Rs. 2,500 or less and all ordinary repairs in respect of the buildings of the Posts and Telegraphs Department, should be executed departmentally or through private agencies excepting that at Lahore and Karachi where such works should be executed through the agency of the Central Public Works Department. In other stations, however, the services of the Central Public Works Department or Provincial Public Works Departments of North-West Frontier Provinces may be utilized, if it is not possible for the Posts and Telegraphs Department to make necessary arrangements, or where it is evident that technical knowledge is needed; e.g., in the case of important and valuable buildings, the maintenance of which involves considerable expenditure or when the alteration requires an examination of the stability of the building as a whole.

Posts and Telegraphs buildings are to be grouped in the following categories:—

1. (a) Post Office buildings whose annual repairs cost Rs. 200 or less.
- (b) Post Office buildings whose annual repairs cost over Rs. 200.
2. Telegraph buildings.
3. Telephone buildings.
4. Radio buildings.

The buildings in category 1 (a) are placed in charge of the Superintendents of post offices and Railway Mail Service or first class Postmasters for purposes of annual and special repairs only. The buildings in all the other categories together with the reconstruction and other works of buildings in category 1 (a) are placed in charge of the Divisional Engineer, Telegraphs, concerned.



The works relating to buildings in charge of the Divisional Engineer, Telegraphs, should be supervised by the building officers attached to the Division; in exceptional cases where works are to be carried out in out-of-the-way places and the nature of the work does not justify the expenditure on the travelling allowances of the building officer, the Divisional Engineer, Telegraphs, may authorize the local officer of the Posts and Telegraphs Department to supervise the work and a copy of the sanctioned estimate forwarded to him for the purpose. The local officer will then be responsible for proper supervision of the work and to see that the money sanctioned for the work is spent to the best advantage. The date of commencement of the work should be reported by the local officer to the Divisional Engineer, Telegraphs, and on its completion the local officer should forward to the Divisional Engineer, Telegraphs, a completion certificate together with the bill presented by the contractor verifying that the work has been carried out by the contractor according to the estimate and to his entire satisfaction. The Divisional Engineer will then make payment of the bill direct to the contractor.

All these building works should ordinarily be carried out through selected contractors, whose tenders have been called for and accepted as laid down in rule 491; in exceptional cases such as repairs to leaky roofs during rainy season, petty repairs to shelves, doors and windows, etc., the local departmental officer may be authorized by the Divisional Engineer, Telegraphs, or the Superintendent of post offices or Railway Mail Service or first class Postmasters as the case may be, to engage a local mistry and get the work done, if possible, a limit up to which expenditure may be incurred should also be specified. On completion of the petty repairs the local officer should send the bill of the mistry together with a certificate regarding satisfactory completion of the work to the Divisional Engineer, Telegraphs, or Superintendents of post offices or Railway Mail Service or first class Postmasters as the case may be, for direct payment to the mistry.

Payments to contractors carrying out these building works should be made according to the provisions of Articles 553 to 555 of *Initial Account Code, Volume II* (Provisional Issue).

489. In the case of original and reconstruction works costing Rs. 100 and more and in the case of all other works costing Rs. 1,000 and more, the subordinate officer who is entrusted with the supervision of the work or the building officer should maintain a measurement book as laid down in Article 485-A of the *Posts and Telegraphs Initial Account Code, Volume I*. In the case of all works costing Rs. 1,000 and more the subordinate officer or the building officer should submit monthly to the Divisional Engineer, Telegraphs, concerned a progress report showing the measurement and the calculation of the quantity of the work together with a return of materials at site and bring to notice any dilatoriness, bad work, deviation from plan and estimate or any other action of the contractor militating against the financial interest of the Department. The Divisional Engineer, Telegraphs, should also inspect the work occasionally and exercise a percentage check of the

recorded measurements. All measurements should be taken in the presence of the contractor or his agent who should then sign the measurement book in token of his having accepted the measurements.

*Note.*—No standard form for measurement books has been prescribed. For this purpose the form (P. W. A.-21) may be obtained from the Central Public Works Department for use in the Posts and Telegraphs Department.

**490. Canceled.**

**491.** In the case of the Stores and Workshops buildings, the Controller of Telegraph Stores will exercise the same functions as are assigned by these rules in the case of postal buildings to the Head of the Office.

**492.** A work in connection with electric installation will be carried out by the Engineering branch of the Department, unless for special reasons that branch cannot undertake the work, in which case the Public Works Department or any other agency should be employed.

*Note 1.*—Small works for fitting up of electric lights and fans of installations in a Office should be carried out or supervised by an engineering supervisor, General, under the control of a Sub-divisional officer, Telegraphs. A Divisional Engineer, Telegraphs, may, however, make any other arrangement for it to be done by better qualified technical staff or for it to be inspected by such staff, should he deem this necessary.

*Note 2.*—In respect of small works relating to electrical installation in built-up of wireless offices in the administrative charge of an Engineer-in-Charge of a Wireless Region, the same powers as those of a Divisional Engineer, Telegraphs, shall be exercised by the Engineer-in-Charge. He may have small works carried out or supervised by a Wireless Supervisor under the control of a Deputy Assistant Engineer, Wireless. The Engineer-in-Charge may however make any other arrangements for the works to be done by better qualified technical staff or for it to be inspected by such staff if he considers this necessary.

**Selection of agencies, original works and reconstruction.**

**493.** The selection of agencies for original works, reconstructions and repairs should be made in accordance with the provisions of rules 486-488.

**494.** Tenders should invariably be invited in all cases as laid down in rule 426. For this purpose it is necessary that each Division should be divided in a number of suitable Zones, and in the beginning of each financial year tenders should be called for each Zone separately for (i) annual and special repairs and (ii) petty and other works of original or reconstruction nature costing Rs. 2,500 or less in each case. In calling for tenders the approximate amount of expenditure involved in each Zone and the Public Works Department schedule of rates should be specified, the contractors being asked simply to specify at what percentage below the particular schedule of rates they will carry out the works. The estimate will thus be prepared at the Public Works Department schedule of rates and sanctioned after the necessary cut according to the accepted tender.

**495. Canceled.**

**496.** The best tender should be selected and formally accepted and the corresponding estimate should be sanctioned, one copy of the same

tioned estimate being retained in office for record and the other returned to the contractor with order to undertake the work.

A register should be maintained in which should be recorded a comparative statement of tenders received in the following form :—

- (a) No. and name of estimate.
- (b) Estimated amount.
- (c) Names of contractors tendering.
- (d) Amount of each tender.
- (e) Name of contractor whose tender is accepted.
- (f) Reasons for the acceptance of any tender other than the lowest.

#### Powers.

497. *Administrative approval.*—(1) The Head of a Circle may accord administrative approval to the construction or purchase of buildings, the purchase or acquisition of land for a building for :—

- (a) non-residential purposes up to a maximum limit of Rs. 20,000 (excluding overhead charges) in each case;
- (b) residential purposes up to a maximum limit of Rs. 10,000 (excluding overhead charges) in each case ;

(2) in case of additions and alterations including replacements to non-residential buildings up to a maximum limit of Rs. 20,000 (excluding overhead charges) in each case ;

(3) in case of additions and alterations to and replacement of residential buildings up to a maximum limit of Rs. 10,000 excluding overhead charges in each case, if the original cost debited to capital under the rules of allocation of the Posts and Telegraphs Department in respect of any such buildings is not thereby increased beyond Rs. 10,000 exclusive of overhead charges.

In cases of works relating to buildings in joint occupation as offices and residences, an assessment should be made of the share attributable to the residential portion of the building on account of original capital cost, i.e., capital cost incurred in the past for the purpose of determining whether the cost of the project falls within the prescribed maximum.

NOTE 1.—In the case of construction or purchase of buildings, the expenditure, if any, on the purchase or acquisition of any site or in respect of sanitary, water-supply and electric installations should be taken into account for the purpose of determining whether the cost of the project falls within the prescribed maximum limit.

NOTE 2.—The powers relating to residential buildings will be exercised subject to the following conditions and restrictions :—

- (i) The scale of accommodation supplied shall not exceed that which is prescribed for different classes of staff. In cases where no such scale of accommodation has been so prescribed, it shall not exceed the scale of accommodation laid down by the Provincial Government for the staff of similar status and
- (ii) The powers conferred do not extend to the provision of two or more houses for the same office.

**Note 1.**—The powers of a Head of a Circle as defined in this rule also apply in respect of sanitary, water supply and electric installations in buildings including residential buildings. New installation will be treated for this purpose as "Additions" and maintenance of installations as "Repairs".

**497-A.** Works involving construction of quarters at any station for the Posts and Telegraphs staff should be grouped into one scheme, provided their necessity is recognised at the very outset. In that case the estimated cost of the complete scheme inclusive of all connected works should determine the authority competent to sanction expenditure. This procedure will also apply in the case in which owing to want of funds the scheme for quarters is required to be carried out in instalments.

If, however, at the outset there is necessity for quarters for only one or two men (classifying the work as minor work) and subsequent additions have to be made to meet new developments or circumstances from time to time, these additions of minor works in themselves will not have the effect of making the scheme a major one.

**498.** The Head of a Circle may also sanction the execution of all ordinary repairs to buildings belonging to the Pakistan Posts and Telegraphs Department, provided that the expenditure involved can be met from his budget allotment for such work.

**Note 1.**—The powers of a Head of a Circle as defined in this rule also apply in respect of electric installation and repairs to and shifting and maintenance of existing electric installations including hiring of fans in rented or leased buildings the cost of which is chargeable to "Repairs to Electric Installations", provided this charge is a Government liability.

**Note 2.**—Nothing in these rules to be construed as a permission to officers to carry out in instalments any system of works or alterations of which the cost in the aggregate would exceed what they are empowered to sanction.

### Procedure.

#### (a) Major Works.

**499.** When the Head of a Circle intends to have a major work included in the building schedule, he will submit his proposal in the project estimate form (Eng.-110) showing all the information required therein to reach the Directorate by the 15th October at the latest.

He will, however, submit projects as soon as ready and will not accumulate them for submission by any particular date.

**500.** The Directorate will inform Heads of Circles which projects have been included in the budget and what provision has been voted by the Legislature.

#### 501. Deleted.

**502.** The project estimates should be based on the preliminary plans and estimates prepared by the Public Works Department concerned or the Military Engineer Services, as the case may be. After the project estimates have been approved, the preliminary plans and estimates should be forwarded for perusal of sanctioning administrative approval of the competent authority. Before seeking administrative approval, Directorate will forward the preliminary plans and estimates to the Consulting Engineer with the Government of Pakistan, Central Public

Works Department, for technical sanction. Fair plans and detailed estimate should be obtained from the Public Works Department or Military Engineer Services, as the case may be, together with the technical sanction of the competent authority after receipt of the administrative approval. These should be submitted to the Directorate for final approval and recording of expenditure sanction. In exceptional cases, Directorate will take steps to accord administrative approval and expenditure sanction of the competent authority at the same time.

503. As soon as funds for the projects are provided in the budget, a statement in the prescribed form showing the grants placed by the Director-General at the disposal of the Provincial Governments concerned will be forwarded to them and an intimation will at the same time be sent to the Head of the Circle and the Audit office.

504. Steps will then be taken to have the work started with the least possible delay so that the grant for the year may be utilised to the fullest extent.

(b) *Minor Works.*

505. Proposals for works costing more than Rs. 10,000 (excluding overhead charges, in connection with residential buildings, will be submitted by the Head of the Circle in Form Eng.-110 for the administrative approval of the Director-General. The application will be accompanied by preliminary plans obtained from the Public Works Department or Military Engineer Services, and an approximate estimate, to be prepared as accurately as possible, so that the amount of the detailed estimate may not differ from the approximate estimate by more than 5 per cent. Care should be taken to see that the estimate includes all works considered necessary; subsequent additions which inflate the estimate may result in the necessity for a fresh sanction and consequent delay. If any electric installation or fitting is required, it will be included in the scheme.

All other minor works will be dealt with by Head of the Circle in the ordinary way.

506. *Deleted.*

507. If the Director-General recognises the necessity for the work, he will obtain and communicate to the Head of the Circle the administrative approval of the competent authority to the proposal. The Head of the Circle will then obtain detailed plans and estimates for the work from the Public Works Department or the Military Engineering Service and will submit them to the Director-General for obtaining the expenditure sanction of the competent authority. This estimate must include the cost of electric installations if such work is undertaken by the Public Works Department or the Military Engineering Service; if, however, the electric installation is to be done by the Engineering branch, a separate detailed estimate should be prepared.

508. *Deleted.*

509. *Deleted.*

510. Funds will then be allotted by the Head of a Circle to meet the cost of the project from the Minor Works grant placed at his disposal by the Director-General. The plans and estimate will at the same time be returned duly countersigned in token of final approval to the officer from whom they were obtained. The Public Works Department or Military Engineer Services will also be asked to commence the work, and steps will be taken to ensure its completion or, if completion is impossible, to use the grant within the official year, so that no portion of the allotment may lapse by remaining unspent during that period.

511. Funds for minor works carried out through the departmental agency should also be allotted by the Head of a Circle from the lump sum grant placed at his disposal by the Director-General.

512. Funds for all new electric installation works should be allotted by the Head of a Circle from the lump sum grant placed at his disposal by the Director-General.

(c) Repairs.

513. The Head of a Circle has full powers of sanction and allotment of funds in respect of repairs to buildings.

514. For repairs to Posts and Telegraphic buildings, whether carried out by the Public Works Department or by the Military Engineer Services or departmentally, lump sum allotments are placed by the Director-General at the disposal of the Heads of Circles, who in their turn distribute the funds to the authorities entrusted with the execution of repairs.

515. In the case of repairs to buildings, no separate estimate for each building need be submitted, the expenditure being debitable to the general estimate for repairs to buildings which is based on a percentage basis. For executive purposes, however, an estimate should be prepared or in the alternative, a detailed tender obtained, so as to enable the Divisional Engineer, Telegraphs, to exercise control over the expenditure which should be recorded against each building as is done in the case of line maintenance against particular sections. Such estimates or detailed tenders, as the case may be, will not require any formal sanction; nor will any completion reports or intimation regarding such items of work be sent to the audit.

516. The following classification should be adopted in respect of estimates for building works to be executed by officers of the Engineering branch:—

|                       |     |      |
|-----------------------|-----|------|
| Post Office buildings | ... | BP.  |
| Telegraph buildings   | ... | BT.  |
| Telephone buildings   | ... | BPH. |
| Radio buildings       | ... | BR.  |

517. The following classification should be adopted in respect of estimates for electric installation undertaken by the Engineering branch:—

|                                              |     |         |
|----------------------------------------------|-----|---------|
| Electric installation in P. O. buildings     | ... | BP-EL.  |
| Electric installation in Telegraph buildings | ... | BT-EL.  |
| Electric installation in Telephone buildings | ... | BPH-EL. |
| Electric installation in Radio buildings     | ... | BR-EL.  |

(d) *Rates and taxes.*518. *Deleted.*

519. The officers in charge of the buildings as noted below should certify the fairness of assessment of taxes:—

|                                                              |   |                                                                   |
|--------------------------------------------------------------|---|-------------------------------------------------------------------|
| Divisional Superintendents and their officers<br>postmaster. | — | In the case of Post Office and Railway<br>Mail Service buildings. |
| Heads of telegraph offices                                   | — | In the case of Telegraph Traffic build-<br>ings.                  |
| Divisional Engineers                                         | — | In the case of Telegraph Engineering<br>and Telephone buildings.  |
| Officer in charge of wireless station                        | — | In the case of Radio buildings.                                   |

520. The fairness of assessments can be tested by comparison with standard rent, if that exists, or by comparison with the assessments of buildings in the neighbourhood of the Posts and Telegraphs building which are leased out at an ordinary economic rent. Any assessment which goes beyond the market rates should be challenged.

**Stages.**

521. Every work to be executed through the agency of the Public Works Department or Military Engineer Services will pass through the following main stages:—

1. Administrative approval.
2. Technical sanction.
3. Expenditure sanction.
4. Audit of estimates.
5. Appropriation or re-appropriation.

522. *Administrative approval.*—The formal acceptance of a proposal for work by the Department is termed *Administrative approval* of the work, and is in effect an order to the Public Works Department or Military Engineer Services to execute certain specified works at a stated sum to meet the administrative needs of the Department requiring the work. Such approval should not, however, be accorded until the professional authorities have intimated that the preliminary estimate is sufficiently correct for the purpose.

523. *Technical sanction.*—After the proposal has received the administrative approval, a properly detailed estimate will be prepared for the sanction of the competent authority of the Public Works Department or Military Engineer Services; this sanction is known as the *Technical sanction* to the estimate and amounts to nothing more than a guarantee that the plans are structurally sound and meet the requirements of the instating authority and that the estimates are accurately calculated and based on adequate and sufficient data. Technical sanction can only be accorded by the Public Works Department or Military Engineer Services and is necessary before the construction of the work is commenced.

524. (1) *Expenditure sanction* means the concurrence of the Government of Pakistan in the Finance Department to the proposed expenditure.

in cases where this is necessary. Otherwise it is the sanction of the Head of the Department or the Head of a Circle, as the case may be. In all other cases, the act of appropriation or re-appropriation will operate as sanction to the expenditure concerned.

(2) All building projects beyond the Director-General's powers of sanction will be submitted to the Finance Department for approval before expenditure sanction is accorded.

(3) It is not essential that expenditure sanction should invariably be obtained after technical sanction has been given, as there will naturally be cases in which doubts may arise as to whether the Government of Pakistan are likely to concur. In such cases it would be advisable to apply for expenditure sanction before going to the labour and expense of preparing detailed plans and estimates.

**525.** *Appropriation* means the allotment of a sum of money from within a unit of appropriation of a particular sum of money to meet expenditure on a specified object. It is in effect a financial sanction and is operative only for the fiscal year during which it is given.

**526.** *Re-appropriation* means the transfer of funds from one unit of appropriation to another such unit in cases where expenditure cannot be met within the unit of appropriation concerned.

**527.** *Audit of estimates* means scrutiny of allocation of all estimates for new constructions and renewals and replacements costing over Rs. 1,000 exclusive of establishment charges, and of all estimates of electric installation not exclusively chargeable to working expenses by the Accountant-General, (Posts and Telegraphs branch).

*NOTE.*—Detailed rules on the subject will be found in Chapter 21 of the *Posts and Telegraphs Fiscal Account Code, Volume I*.

### Classification of works.

**528.** The works are classified administratively as follows:—

- (1) Construction of new and additions to existing buildings.
- (2) Purchase or acquisition of land or buildings.
- (3) Reconstruction and renewals.
- (4) Electrical installations.
- (5) Repairs.

### Post Office, Railway Mail Service or Telegraph buildings at Railway stations or on Railway land.

**529.** When accommodation is required by the Department at a Railway station or on Railway land, the building will be constructed by the Railway authorities and rented to the Department at a certain percentage on the capital cost of the building, including the estimated value of the land occupied. The Head of the Circle should ask the Railway authorities for an estimate of the cost of the work and if the rent payable does not exceed the amount which he is competent to sanction, he should authorise the commencement of the work and, when the date of occupation of the building is known, issue a formal sanction specifying in it



the date of effect. If the Head of the Circle is not competent to sanction the rent payable, he should, before authorising commencement of the work, obtain the Director-General's approval. After this has been secured, the Railway authorities should be authorised to commence the work and as soon as the date of completion is known, it should be reported to the Director-General and his formal sanction to the payment of the rent should be obtained. It will generally be advisable to leave the plan of the building and the selection of the site to the Railway authorities; but this does not limit the Head of a Circle must be careful to specify the accommodation required and see that it is provided as far as possible; when the accommodation is on the station platform, he should also see that the plan allows access to the office without requiring the public to go on to the platform.

*Note 1.*—A copy of the order authorising the rent payable to the Railway Administration should also be forwarded to the Audit office by the sanctioning authority.

*Note 2.*—See also Note 4 below Article 487 of the *Posts and Telegraphs Financial Account Code*, Volume I.

**529-A.** The following procedure has been introduced with effect from the 1st April 1926 for the recovery of rents by Railway Administrations for all buildings specifically constructed for Posts and Telegraphs Department out of railway funds either before or after that date :—

(i) For the purpose of assessment of rent, the rate of interest to be charged on the capital cost of buildings (including the cost of land and usual supervision and storage charges but excluding the cost of electric installations) will be as specified in the table given below. The rate of interest to be adopted in the case of a building will be the rate in force on the date on which the construction of the building was completed.

Table.

| Period during which building was constructed.                                | Rate of interest per annum.     |
|------------------------------------------------------------------------------|---------------------------------|
| Prior to 31st March 1918 or in cases where date of construction is not known | 7½% (consolidated rate of rent) |
| From 1st April 1918 to 31st March 1920                                       | 5½%                             |
| “ 1st April 1920 to 30th June 1922                                           | 6½%                             |
| “ 1st July 1922 to 31st October 1922                                         | 6½%                             |
| “ 1st November 1922 to 31st March 1926                                       | 5½%                             |
| “ 1st April 1926 to 31st December 1926                                       | 4½%                             |
| “ 1st January 1927 to 31st March 1928                                        | 4½%                             |
| 1928-29                                                                      | 5%                              |
| 1929-30                                                                      | 5½%                             |
| 1930-31                                                                      | 6½%                             |
| 1931-32                                                                      | 6½%                             |

|         |     |     |
|---------|-----|-----|
| 1932-33 | ... | 5½% |
| 1933-34 | ... | 4½% |
| 1934-35 | ... | 3½% |
| 1935-36 | ... | 3½% |
| 1936-37 | ... | 3½% |
| 1937-38 | ... | 3%  |
| 1938-39 | ... | 3½% |
| 1939-40 | ... | 3½% |

NOTE 1.—Rate of interest from 1935-36 is really rate for the Provincial Loan Fund. The Fund was not in existence prior to that year.

NOTE 2.—The rates of interest for the buildings constructed during the period from 1st April 1918 to 31st March 1925 (i.e., prior to the introduction of the Provincial Loan Fund) are based on the rates contained in the Railway Department (Railway Board) Letters No. 226-W. 18, dated 10th July 1919 and 19th April 1921, and No. 368-W. 20, dated 16th February 1923, and No. 58-W. 21, dated 9th April 1923.

NOTE 3.—The rate of interest applicable to a building constructed on or after 1st April 1937 is that equivalent to the approximate redemption yield of the Government of Pakistan coupon loan for the year.

(ii) Uniform rates of 3 per cent. and 7½ per cent. respectively on account of maintenance of permanent (*darat*) and temporary (*kutchas*) buildings will be adopted to cover maintenance and depreciation. These should be calculated on the capital cost of buildings including the cost of land, but excluding the cost of electric installations. The capital cost of buildings for the purpose of calculating maintenance includes the usual supervision and storage charges.

These rates do not include municipal and other taxes payable under local laws. The actual charges on account of such taxes will be recovered from the occupying Department of Government in addition to the percentage payable as rent. Similar taxes if payable under local laws by occupiers will be paid direct by the occupying Department to the local authorities concerned.

(iii) Electrical installations will continue to be treated independently. The existing rates of interest and the maintenance of electric installations are, respectively, 6 per cent. and 5 per cent. of the capital cost of such installations.

(iv) The buildings will be replaced or renewed out of railway funds when occasion arises, but the charges for interest and maintenance after such replacements or renewals will be recalculated on the book values of the new buildings the original transaction in each case being considered as having been finally closed on the assumption that the Railway Administration has recovered the whole of the capital cost of the original building through the provision for depreciation included in the rates prescribed in item (ii) above.

The N. W. Railway and E. B. Railway Administrations have so far agreed to adopt the procedure mentioned above.

In the case of residential accommodation which is not specifically provided for the Posts and Telegraphs Department but is allowed by the N. W. and E. B. Railways to be occupied by the staff of the Posts and Telegraphs Department and *vice versa* by mutual arrangement, the recovery of rent should be limited to that prescribed under Fundamental Rule 45-A, subject to the condition that the occupant will be exempted from the payment of rent if he is entitled to such exemption under the rules of his Department.

The E. B. Railway Administrations will charge rent on the capital cost of purely temporary buildings at the rate of 15 per cent. and 25 per cent., respectively.

**529-B.** The Railway Administrations other than those mentioned in rule 529-A will charge rent for any buildings provided by them at their cost at the following rates:—

|                                                                                                                                                                        | Post Office. | Telegraphs.                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------|
| Annual rent on the actual cost of any accommodation provided, excluding the value of land, erected on or before the 31st March 1918                                    | 7½%          | (for both P. O. and Telegraphs) |
| Annual rent on the actual cost of any accommodation provided, including cost of land and usual supervision and storage charges from 1st April 1918 to 31st March 1920  | 8%           | 8½%                             |
| Annual rent on the actual cost of any accommodation provided, including cost of land and usual supervision and storage charges from 1st April 1920 to 30th June 1922   | 10%          | 9½%                             |
| Annual rent on the actual cost of any accommodation provided, including cost of land and usual supervision and storage charges from 1st July 1922 to 31st October 1922 | 11½%         | 10½%                            |
| Annual rent on the actual cost of any accommodation provided, including cost of land and usual supervision and storage charges from 1st November 1922                  | 9%           | 8½%                             |

In all cases in which rents are charged at the increased rates, the Railway Administration should certify that the expenditure was incurred after the 31st March 1918.

**529-C.** (1) When buildings, specially constructed by Railways for the Pakistan Posts and Telegraphs Department, are no longer required, three months' notice of vacation should be given to the Railway concerned.

(2) Any loss devolving on Railways consequent on the surrender of such buildings will be borne by the Pakistan Posts and Telegraphs Department, provided that the abandonment is not effected in the interests of,

or necessitated by, changes introduced by the Railways and that the buildings after surrender cannot be conveniently used by the Railway concerned.

(3) The basis on which the loss will be calculated by the Railways is as follows:—

*I.—Debit to the Posts and Telegraphs Department.—*

*(a) Depreciated value of the building.—*

- (i) Depreciation will be calculated from the 1st April 1936, the date on which the rates of rent (including depreciation) for all (Government) Departments have been introduced.
- (ii) Depreciated value is to be arrived at in accordance with the Railway Depreciation Fund Rules, i.e., the normal life of masonry buildings should be taken as 200 years and of other buildings as 50 years.

*(b) Cost of dismantlement of the building.*

*II.—Credit to the Pakistan Posts and Telegraphs Department.—*

*Sale-proceeds of recovered materials.—*

The sale-proceeds will be the net proceeds after taking into account the cost of cartage, if any, of dismantled materials.

III.—The Pakistan Posts and Telegraphs Department is liable to pay rent at the usual rate, up to three months from the date of actual surrender or up to the date on which dismantlement of the building is commenced, whichever is less, in cases where three months' notice of vacation has not been given to the Railway concerned.

*IV.—No allowance will be made for the land.*

NOTE.—This also applies to cases of electric fittings provided in Railway buildings specially built for the use of the Posts and Telegraphs Department, but no longer required by that Department, except that instead of the depreciated value of such fittings, the original value should be taken into account for the purpose of determining the liability of the Posts and Telegraphs Department.

529-D. When any Railway buildings specially built for Posts and Telegraphs purposes are damaged or destroyed by earthquake, fire, erosion of the sea or other unforeseen circumstances, the Railways concerned will meet the cost of the special repairs or renewals necessitated thereby.

530. Deleted.

531. Deleted.

532. Deleted.

### Fixtures and Strings.

533. Every new building, whether constructed by the Pakistan Posts and Telegraphs Department through the agency of the Public Works Department, the Military Engineer Services or through departmental agency, is (if unfurnished) provided by the Pakistan Posts and Telegraphs Department with fixtures including, when necessary, record-racks, shelves, benches, etc. (see also rule 529).

### Repairs to fixtures and petty repairs to doors, etc., of a building.

534. The repair of fixtures (record-racks, shelves, benches, etc.) and all petty repairs to doors and windows, including the replacement of broken glass, will be provided for by the officer in charge or other officer occupying the building, except when required as part of a general repair, and he will be answerable for the general condition of the building, including the glass in each room and fixtures, and also for taking precautions against the attacks of white ants, giving strict attention to the cleanliness of the interior and features of the exterior and surroundings, etc. Charges for such items may be made by the officer concerned in his contingent bill.

### Collection of dues on Posts and Telegraphs buildings.

535. The Pakistan Posts and Telegraphs Department is responsible for the proper assessment and recovery of rents from individual persons occupying residential buildings belonging to the Department, and for this purpose the following procedure will be followed:—

- (a) The rent referred to is the rent assessable according to the method of calculation given in Fundamental Rules 46 (A) III and 46 (B) III.

Note.—All Divisional Engineers, Telegraphs, are authorized to assess the rent of residential accommodation in buildings occupied by all branches of the Department. In any case in which the Head of the Circle requires the Divisional Engineer to assess rent, he will forward the plans and an extract from the register of lease of lands and buildings to the Divisional Engineer for assessment and return.

- (b) The officer in charge of the building will be held entirely responsible for seeing that all residential buildings are occupied by the persons for whom they are intended. So far as the Post Office (including Railway Mail Service) is concerned, Divisional Superintendents and first class postmasters should be considered as officers in charge of the buildings concerned. Similarly, with regard to (a) Telegraph Traffic, the heads of departmental telegraph offices, (b) Telegraph Engineering and Telephones, the Divisional Engineers, (c) Radio, the officer in charge of the wireless station, should be treated as the officers in charge of the buildings concerned.
- (c) In the case of departmental telegraph offices, the Deputy Postmaster-General or Superintendents, Telegraph Traffic, while visiting these offices, must satisfy themselves that the buildings are in the occupation of those for whom they are intended and that the proper rent is being recovered.

**535-A.** When non-residential accommodation belonging to the Posts and Telegraphs Department is let out to other Government Departments or local bodies or private persons, full standard rent will be charged for in each case at the rate of 8 per cent. *i.e.*, interest 5 per cent. and maintenance and depreciation 3 per cent., on the total capital cost of land and building including the cost of sanitary, water-supply and electric installations as well as establishment, tools and plant. The above rate does not include municipal and other taxes payable by the owner. Such taxes will be paid in full by the tenants, if entire buildings are occupied or if they occupy a portion of the building only, at a flat rate of 10 per cent. on the actual rents payable by them for the portion of the building occupied. Occupier's taxes will be payable by the tenants direct to the local authorities concerned. In cases in which only portions of non-residential buildings are leased, the standard rent of the entire building should be calculated on the above basis and apportioned according to the floor area to be let out, in each case. In the case of buildings which are not of uniform structure, rent may be based on the estimated capital cost of the portion of the building.

Without the special orders of Government non-residential buildings should not be let out for any purpose other than non-residential.

*Note.*—The instructions contained in this rule are to take effect from the 15th January 1934 and are not intended to apply to cases in which rent is already being recovered under the old procedure until the issue of such cases terminates and are closed.

**Rent for accommodation of office in private residence or of private residence in office.**

**536.** In every case in which an office is accommodated in an officer's private residence, the Divisional Engineer, will be asked by the Head of the Circle to assess the rent to be paid for the portion of the building occupied by the office, and thereafter it will be the duty of the officer to report to the Head of the Circle whenever he changes his residence from a building, the proportionate rent for which has been assessed, to another building, in order that arrangements may be made for the rent to be re-assessed.

*Exception.*—All Postmaster-Generals may arrange, without reference to the provisions in this part, fixed office rent of a reasonable amount not exceeding Rs. 5 per annum for Transients of Post Offices and R.M.S. when accommodation for their office cannot be provided by the Department.

**537.** In every case in which an officer occupies a portion of the building rented for the office as his private quarters, the instructions laid down in rule 538 below must be strictly complied with.

**538.** When a portion of a building belonging to, or hired by the Department for official purposes, is provided as a private residence for an officer not entitled to free quarters, the actual incumbent of the office, whether permanent or temporary, must in the absence of any special orders to the contrary, pay the rent and taxes assessed on the accommodation if it is available to him whether he uses it or not. The rent and taxes to be paid by him should be proportionate to the

accommodation provided, but the rent chargeable is governed by Fundamental Rule 46. In every such case, the Divisional Engineer should be asked by the officer to assess the rent and taxes payable for the portion of the building occupied as residential quarters, and the Divisional Engineer's letter of assessment should be sent (in original) to the Head of the Circle.

**538-A.** The Director-General of Posts and Telegraphs may sanction the condonation of residential accommodation in excess of the standard scale admissible, occupied by the non-gazetted staff of the Posts and Telegraphs Department in leased buildings provided that—

- (a) the excess accommodation does not exceed 500 square feet, and,
- (b) if this limit is exceeded, the proportionate actual rent of the excess accommodation is not more than Rs. 10 per month;

Subject to the condition:—

- (i) That it is certified that the excess accommodation cannot conveniently be utilised in any other way and that no building of the prescribed standard dimensions is obtainable in the locality, and
- (ii) That the sanction is not for a period more than three years at any one time.

**538-B.** In the case of buildings leased by the Posts and Telegraphs Department for residential accommodation of non-gazetted staff of the Department, Heads of Circles are authorised to condone excesses over the prescribed scale of accommodation, provided that:—

- (i) the standard rent of the residential building does not exceed the amount recovered from, or the house-rent allowance admissible to, the officials concerned;
- (ii) in other cases, (a) the excess accommodation does not exceed 500 sq. ft., or if this limit is exceeded, (b) the proportionate actual rent of the excess accommodation is not more than Rs. 3 per month.

*Note.*—This rule will not apply to cases which are governed by rules 240 and 241 of this Manual.

*Note B.*—The powers of Heads of Circles prescribed in this rule are subject to the conditions that:—

- (1) a certificate to the effect that the excess accommodation cannot conveniently be utilised in any other way is furnished to the Audit office concerned;
- (2) no building of the prescribed standard dimensions is obtainable in the locality;
- (3) sanction is not needed for a period of more than three years at any one time.

**539.**—*Deleted.*

**Exemption from payment of rent for the use of land.**

**539-A.** Posts and Telegraphs officials and their relations and friends may be permitted by the Heads of Circles on payment of nominal

rent of rupees one per annum of vacant plots attached to Posts and Telegraphs offices for tennis courts or other games whether constructed with the aid of grants from Government or at the cost of the members of the Posts and Telegraphs Recreation Clubs themselves, provided that and as long as such plots are not needed by the Department for other purposes. Resumption of the plots after notice of not less than one month without payment of compensation to the Club is a recognised condition of such grants.

#### Electric, water-supply and sanitary installations.

540. The question of the provision of electric lights and fans should be dealt with separately from that of house-rent, and irrespective of the capital expenditure incurred on a house.

541. The provision of electric lights and fans should not, however, be accepted as a hobby. All applications for installation will be closely scrutinised by the authority competent to sanction the proposal.

542. The cost of electric, water-supply and sanitary installations in Government buildings (including club rooms attached to such buildings) shall be included under one head, and rent on the capital cost of such services shall be charged as follows:—

(i) interest at a rate to be fixed from time to time by the Governor-General of Pakistan in this behalf;

(ii) maintenance and depreciation at the following rates:—

(a) Electric Installation.—

(1) Depreciation at  $4\frac{1}{2}$  per cent. of the Capital Cost;

(2) Maintenance at 2 per cent. of the Capital Cost.

(b) Water-Supply and Sanitary Installation.—

(1) Depreciation at 3 per cent. of the Capital Cost;

(2) Maintenance at 2 per cent. of the Capital Cost.

Note.—These rates will take effect from 1st February 1951.

542-A. The above charges are payable by occupants other than those coming under Fundamental Rule 45-A in addition to the rents for the residences leviable under Fundamental Rule 45-B.

Exemption.—Officers entitled to free quarters under Fundamental Rule 45-A should not, however, be charged rent for these fittings.

543. The standard rent of furniture supplied in residential quarters and bungalows of the P. & T. Department other than that supplied free to members of the Traffic, Engineering and Wireless Branches under Paragraph 691 should be calculated at the following rates on the capital cost of such furniture:—

Percentage at which standard rent is to be charged on the capital cost of furniture supplied.

| All places in Pakistan:                                                           | Durable.<br>Per cent. | Non-durable.<br>Per cent. |
|-----------------------------------------------------------------------------------|-----------------------|---------------------------|
| (1) Furniture in residences of General Officers                                   | 11.25                 | 14.35                     |
| (2) Furniture in quarters of non-general officials (both orthodox and unorthodox) | 14.35                 | 21.35                     |



**544.** The Central Government have the same powers of sanctioning entire or partial remission of rent for those extra services as they possess in respect of ordinary rent for the quarters themselves. But in the case of electrical installations, occupants are required to pay the charges on account of meter hire and of supply of current unless specially exempted by the Central Government.

*Note.*—When an office is absorbed by an order of the Central Government from responsibility for the rent or from the responsibility of occupying rent-free quarters, the order of the Central Government also absolves that office from any responsibility for the cost of the special services in the building.

**545.** In order to check the correct recovery of the charges on account of electric installations in the Posts and Telegraphs buildings, the following procedure is prescribed:—

- (i) As regards working charges, wherever energy is supplied by an outside agency, arrangements should, as far as possible, be made for the energy consumed in the quarters to be measured separately and payment made by the occupant direct to the Company. But in cases where separate meters cannot be fixed without some re-arrangement of wiring necessitating additional expenditure, the share of charges for electric energy should be recovered from the occupants of quarters in cash (and not through the pay bill) and credited in the cash book.
- (ii) Where the same building is used partly as quarters and partly as an office and energy is supplied departmentally, subsidiary meters should invariably be fitted up and separate readings quoted to prove the correctness of recovery which, of course, should be for actual energy consumed.
- (iii) The Government of Pakistan have ruled that the monthly hire of a meter required for measuring the current consumed in residential quarters should be paid by the occupant in addition to the cost of the current consumed; accordingly, where a meter is rented by an Electric Supply Company to an occupant, the monthly hire will be included in the bill for cost of current recoverable from the occupant direct, but in cases where the meter is the property of the Department, its value will be added to the capital cost of the electric installation. The repair and interest charges will then be recoverable on the total amount.
- (iv) An all-round rate of five annas per unit is to be charged for the current in cases when it is supplied from a departmental generating installation.

#### Gardens.

**545-A.** When public consideration requires the laying out and maintenance of gardens attached to office buildings, the State should bear the cost. The powers of officers of the Pakistan Posts and Telegraphs Department to incur charges on such gardens are specified in the *Schedule of Financial powers of Officers of the Pakistan Posts and Telegraphs Department*.

**545-B.** In the case of offices created or remodelled, where it may be decided to lay out gardens, the initial cost of reducing the grounds to a fit state for the gardener to begin work as well as all the recurring expenditure on gardens should be provided for under Working Expenses—Contingencies—Maintenance of gardens. Strict economy should be observed in the administration of the grant by all officers concerned.

**Maintenance of records relating to lands and buildings belonging to the Department.**

**546.** The nature of the records to be maintained, the manner in which they should be maintained, and the persons responsible for their maintenance are detailed in the *Post and Telegraphs Initial Account Code*, Volume I. Heads of Circles will be responsible for the custody of boundary and building plans and their proper maintenance. The folios of the loose leaf ledgers will give reference to these plans, etc., and appropriate entries will be made in the Circle office on the folios which will provide space for the purposes.

**PART II.—SPECIAL RULES (POST OFFICE).**

**Heads of Circles to determine the class of office required.**

**547.** It will rest with the Head of a Circle to determine the particular class of office required in each case, and in deciding this point due regard should be paid to the local requirements, the importance of the work of the office, and the establishment for which provision has to be made. The situation of the office should ordinarily be central, but when a central position entails undue expenditure, a less central position should be selected. The accommodation should be provided with due regard to the expansion of work.

**548.** The following instructions should be observed in preparing plans for new Post Office buildings or for the extension of existing buildings. These instructions apply to the larger post offices.

**549.** The amount of space necessary in an office must necessarily depend on the number of staff working in that office. The following standards are laid down as a guide:—

|                                  |     |                   |
|----------------------------------|-----|-------------------|
| Postmaster                       | ... | 200 sq. ft.       |
| Deputy and assistant postmasters | ... | 100 sq. ft. each. |
| City or town inspectors          | ... | 100 sq. ft. each. |
| Treasurer                        | ... | 120 sq. ft.       |
| Clerks                           | ... | 75 sq. ft. each.  |
| Postmen and class IV servants    | ... | 20 sq. ft. each.  |
| Stamp-vendors                    | ... | 20 sq. ft. each.  |

**NOTE 1.**—The above standards include all space required for furniture, records, etc., but they do not include accommodation required for lifts, rooms and rest rooms, nor do they include the space required for a public hall, the size of which must depend on importance and situation of the office and the number of public who attend at the agency of the office for postal business.

**NOTE 2.**—The space required for the public hall should be shown separately.

**NOTE 3.**—Storage clerks should be excluded from the calculation.

**NOTE 4.**—Temporary clerks should be included in the calculation if their period of employment in the office is for more than 3 months in a year.

550. If a separate room for records and forms is provided, the standard adopted for each clerk should be reduced from 75 to 50 sq. ft. each.

551. If a separate treasury cage of proper dimensions is provided and the treasurer and assistant treasurer have it work within this cage, these officials should be excluded from the number of clerks in calculating the accommodation justified.

552. Where a standard counter is provided and the space occupied by this counter is calculated separately, the accommodation to be provided for the clerks working at the counter should be 20 sq. ft. each.

553. The calculation of accommodation required on the scale prescribed should be made with reference to the largest number of staff required to be on duty in the office for a considerable period during the day.

*Note.*—For convenience, where the personnel of an office work in two shifts, the accommodation should be based on the number of the largest shift and not on the total number of persons of the office.

554. If a verandah is provided, it should be made clear whether this verandah is intended for the use of the public as a public hall or whether it is merely intended for the protection of the building or for the protection of the main hall from glare, dust or rain.

555. The accommodation required should be calculated on the existing sanctioned staff. Allowance for expansion should then be made as a specific addition. This addition should be justified on its merits on a review of the past growth of business in the office and on local conditions and any anticipations of the development of business or commerce in the locality.

556. Only a reasonable amount of expansion should be provided in the first instance in order to avoid incurring heavy capital expenditure and providing accommodation which may not be required for many years to come. The buildings should be so planned that they will provide reasonable accommodation for expansion in the next 20 years and be capable of being extended later on when necessary. This point should be brought specially to the notice of the architects and the engineers who are asked to draw up the plans. When possible, the quarters for the postmaster, if not built on the upper storey, should be included in the front elevation so as to allow for wings to be extended at the rear of the building when an extension is required without spoiling the look of the building. Possible extensions should be indicated on the plan. It is preferable to construct a building which is capable of expansion as required than to construct a building greatly in excess of the requirements and so tie up capital on which interest charges have to be paid and in which the accommodation provided will not be utilized for many years to come.

557. The standards mentioned in rule 549 apply only to post offices and not to administrative offices like those of the Heads of Circles and Superintendents. In the case of an administrative office, the standard for each clerk should be 40 sq. ft. and for each class IV servant 10 sq. ft.

No standard is laid down for the office rooms of officers, and this must necessarily depend on the status of the officer and the amount of space available.

558. Similarly, no standard is laid down for such items as Stock Depot store rooms, tiffin rooms, rest rooms, etc., but Heads of Circles should, when submitting their proposals, keep in mind the necessity for economy and the avoidance of expenditure, which at the time is unnecessary.

#### Standard of accommodation for R. M. S. offices.

558-A. The following instructions should be observed in preparing plans for new R. M. S. buildings or for the extension of existing buildings:—

- (i) The amount of space necessary in an office must depend on the number of staff working in that office, and the following standards are laid down as a guide—

##### I.—Head and sub-record offices.

|                                                  | Sq. ft.<br>each. |
|--------------------------------------------------|------------------|
| Head and sub record office clerks and bag clerks | 100              |
| Checkers                                         | 75               |
| Correspondence clerks                            | 60               |
| Sorters (with work papers)                       | 25               |
| Class IV servants                                | 20               |

##### II.—Mail offices.

|                      | Sq. ft.<br>each (including space or<br>sorting cases). |
|----------------------|--------------------------------------------------------|
| Head sorters         | 100                                                    |
| Parcel sorters       | 100                                                    |
| Registration sorters | 75                                                     |
| Newspaper            | 60                                                     |
| Assistant sorters    | 40                                                     |
| Mail agents          | 100                                                    |
| Class IV servants    | 20                                                     |

In addition, provision should be made for separate record, bag and strong rooms as considered necessary. The size of these must depend on the importance and volume of business in each office. It is not possible to lay down standards for these rooms.

- (ii) Mail offices should have suitable verandahs. In providing this verandah, it should be made clear whether it is intended for the public or as an addition to the building on account of climatic conditions.
- (iii) A room measuring 150 sq. ft. with a bath room 10'x8' should also be provided at the headquarters of each R.M.S. inspector to serve as an office as well for the use of the Superintendent, R. M. S., when he visits the record or mail office.
- (iv) A refreshment room for sorters measuring 10'x8' should be provided in all offices where there are more than 5 sorters at work simultaneously for a full shift.

(v) A shed should be provided for stabling trucks where that can conveniently be done.

(2) The calculation of accommodation required should be made with reference to the *largest number of staff required to be on duty in the office for a considerable period during the day.*

(3) The accommodation required should be calculated on the existing sanctioned staff. Allowances for expansion should then be made as a specific addition. This addition should be justified on its merits on a review of the past growth of business in the office and on the local condition and any anticipation of development of business or commerce in the locality or changes in route.

(4) Only a reasonable amount of expansion should be provided for in the first instance in order to avoid providing accommodation which may not be required for many years to come. It is preferable to construct a building which is capable of expansion as required, than to construct one greatly in excess of the requirements.

#### Guide plans of post offices.

559. (1) For head post offices and for the larger sub-post offices there can be no type plan, as the plan depends on the available site, and on the locality.

(2) Tiffin rooms will be provided for offices with a staff of four or more clerks.

(3) Rest rooms will be provided for the delivery staff in the large delivery head and sub offices.

(4) Residential accommodation for the clerks, postmen or class IV servants may, if necessary, be provided, subject to the conditions laid down in rules 463 and 463-A.

(5) If an official is not required by order to reside on the premises, he will be charged up to 10 per cent. of the total accommodation for residence. He will be charged extra for electric current or water-supply as actually used.

(6) Inspection rooms may, if necessary, be provided with the previous sanction of the Director-General.

560. Most of the buildings constructed for smaller sub-post offices should follow one of the following plans. The plans show the maximum residential accommodation which can be provided for the postmaster. These plans are subject to such modifications as local circumstances may require. Quarters for clerks, postmen, mail boys, etc., may be provided, where necessary, subject to the conditions laid down in rules 463 and 463-A.

An inside counter of the type below is preferable to a window leading from a verandah.

A washing place should be provided.

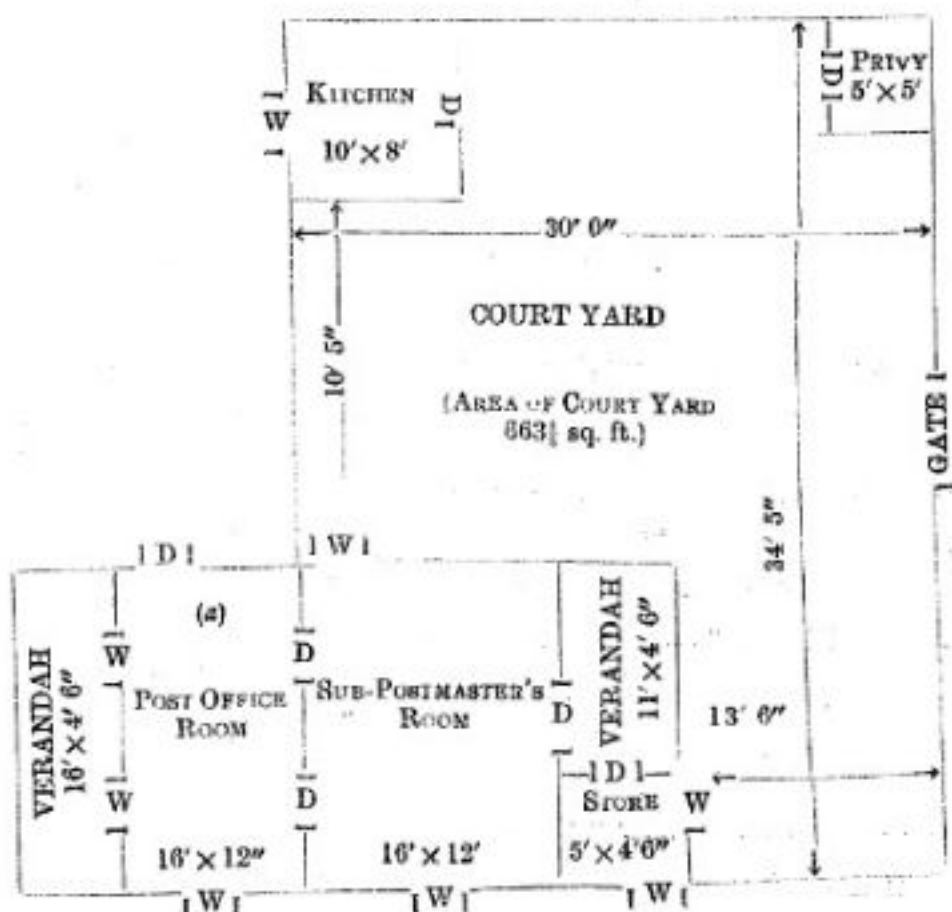
N.B.—These plans are issued merely as a guide to the scale of accommodation to be provided, and are not intended to be followed without due regard to the particular local conditions, and circumstances in each case. The arrangement may be modified, if necessary, to suit particular conditions, and the scale of accommodation in the quarters should be considered with relation to local custom as in the accommodation ordinarily provided for officials of similar standing in other services.

## A

*Plan of post office of combined office where the sub-postmaster is not assisted by a clerk.*

## TYPE A.

[Scale 1 inch = 10 ft.]



## NOTES:

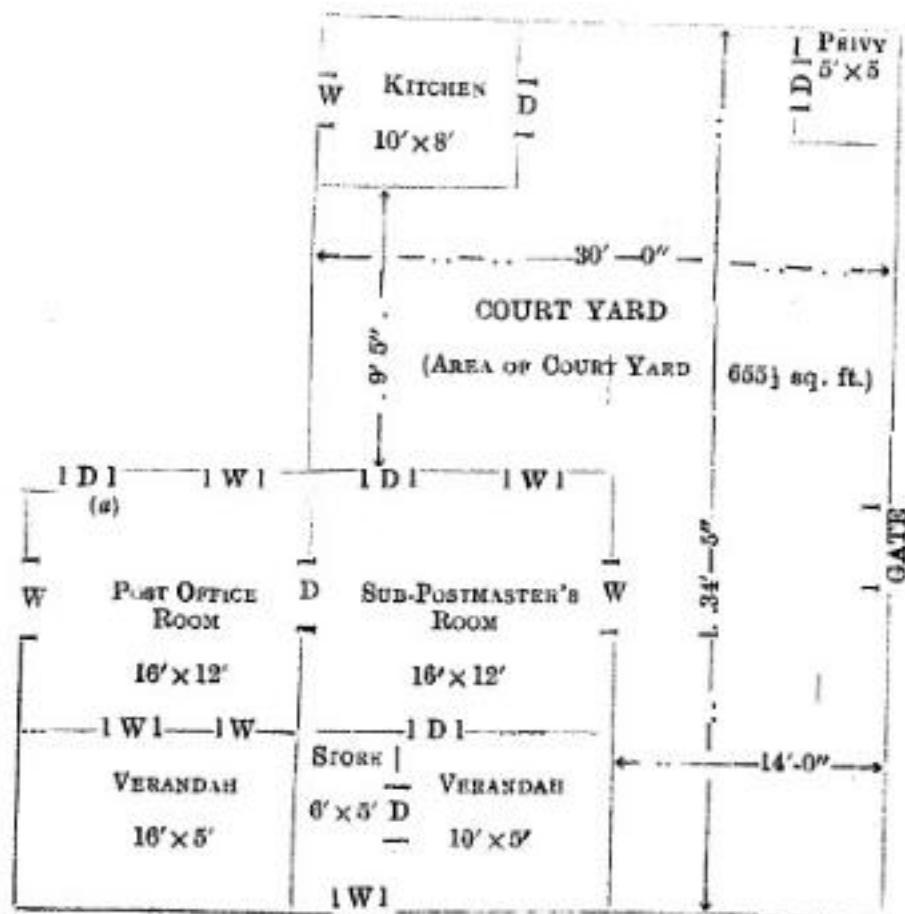
(a) Narrow door fitted with strong wire netting.

"B" The two windows in the sub-postmaster's quarters should be high.

"C" The wall between the post office room and the sub-postmaster's quarters should be sufficiently thick to allow of recesses being made for shelves.

## ALTERNATIVE TO TYPE A.

[Scale 1 inch = 10 ft.]



## NOTES:—

(a) Narrow door fitted with strong wire netting.

"B" The two windows in the sub-postmaster's quarters should be high.

"C" The wall between the post office room and the sub-postmaster's quarters should be sufficiently thick to allow of recesses being made for shelves.

**B**

*Plan of post office (not a combined office) where the sub-postmaster is assisted by a clerk.*

**TYPE B.**

[Scale 1 inch = 15 ft.]

**NOTES:—**

"A" The wall between the post office room and the sub-postmaster's quarters should be sufficiently thick to allow of recesses being made for shelves.

"B" The two doors on the sides of the post office room should be divided into two parts so that both parts can be opened at the same time or the upper half can be opened while the lower half is closed.

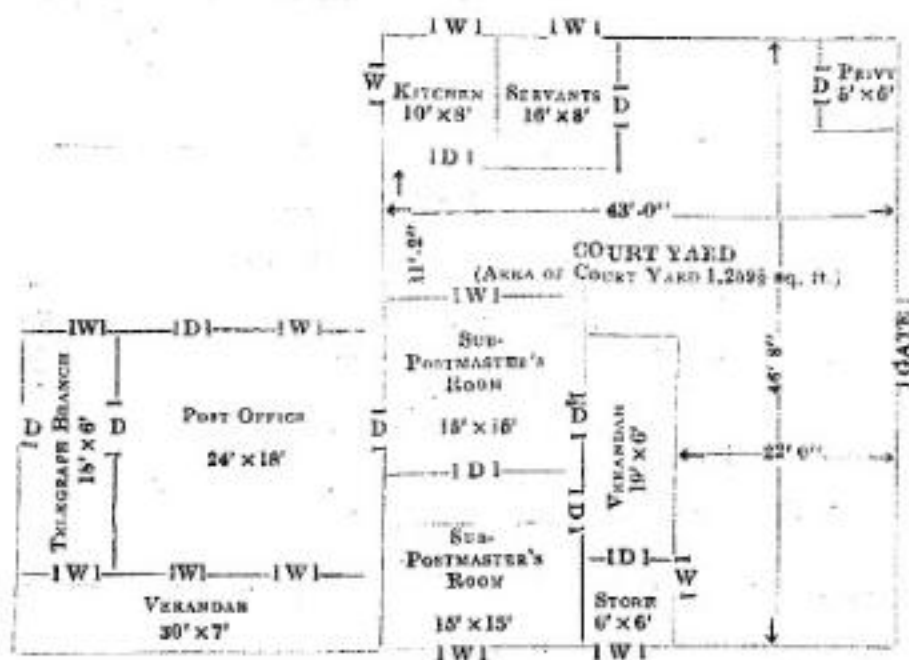


## C

*Plan of combined office where the sub-postmaster is assisted by a clerk or signaller.*

## TYPE C.

[Scale 1 inch = 10 ft.]



## NOTES:—

- "A" The wall between the post office room and the sub-postmaster's quarters should be sufficiently thick to allow of recesses being made for shelves.
- "B" The two doors on the sides of the post office room and telegraph room as well as the door between these rooms should be divided into two parts so that both parts can be opened at the same time or the upper half can be opened while the lower half is closed.

**Principal points to determine the accommodation required.**

561. When estimating the accommodation required for a post office, the following are the principal points to be borne in mind :—

- (a) The office work in all its branches should be conducted in one room large enough for the convenient arrangement of the furniture and containing space sufficient for every member of the establishment to work under the eye of the postmaster with sufficient margin for future expansion.
- (b) No partitions will be used for the various departments except that there will be a partition of rail or expanded metal for the Cash department.
- (c) Accommodation for the postmaster and his family, unless it is required that the postmaster cannot take his family.

**Fixtures and fittings.**

562. The Executive Engineer, or other person charged with the preparation of plans for post office buildings, should be requested to provide for the following fixtures and fittings, viz :—

- (a) There should be in the larger offices as many parts of a counter, and in the smaller offices as many windows opening on to the front verandah, as there are departments of the office which deal separately with the public, so that business can be transacted at the counter or windows; but one counter or window will suffice for two or more departments the work of which is done by the same clerk. A writing ledge should be provided at each counter or window to enable the public to fill up forms, etc. Counters will not be provided with fixed "windows" but with a railing running the length of the counter, the upper horizontal rail being 2½ inches from the top of the counter. The public will pass money, letters and small articles through this space, and will hand parcels over the upper rail which will be 18 inches from the top of the counter.
- (b) A letter-box should be fixed in the wall in the main verandah.
- (c) Provisions should be made for embedding and securing the office safe or safes in accordance with the rules on the subject and also for securing the counters or windows with iron bars or gratings.
- (d) Recesses in the walls of the post office room should be fitted with shelves for records, stationery, etc. The shelves of the almirahs should be far enough apart to allow for the larger registers to stand upright. These shelves, some of which may be fitted with pigeon-holes, should be provided with doors so that the recesses may serve as cupboards. The use of almirahs should be avoided, so far as possible, as they take up space in the office which is required for work.

- (e) Lockers should be provided under the counter or inside the office room under the windows at which business is transacted with the public. This locker will serve as a desk or table for the clerks who deal with the public. All lockers will have doors. Sliding panels are apt to get jammed in the rain or loose in the hot weather.
- (f) A sufficient number of hooks should be fixed in the verandah at a reasonable height from the ground on which to hang notice boards exhibiting postal notices, etc. Hooks should also be fixed inside the office room for hanging up notices, etc.
- (g) The number of panicles required in the office rooms should be provided for in the estimate as "fittings". If necessary, panicles for the postmaster's quarters may also be included in the estimate, according to the standing orders on the subject, but the previous sanction of the Director-General must be obtained for any additional panicles that may be required for the quarters. This item of work will generally be estimated for, and executed by, departmental agency.

563. The question of the fixtures and fittings required for an office should in each case be carefully thought out, and if any fittings other than those mentioned above are needed, e.g., sun-shades, etc., steps should be taken to have them provided. The sufficiency of the arrangements made for allowing light by means of windows and sky-lights should receive special attention.

564. Sanitary fittings, if required, should be included in the original estimate and not left to form a subsequent project.

### PART III.—SPECIAL RULES (TELEGRAPHS).

#### Guide plans of departmental telegraph offices.

565. For departmental telegraph offices there can be no type plan as the plan depends on the available site and on the locality. For such buildings, however, the following principal points should be borne in mind as far as possible.

566. The main instrument room is as nearly as possible square. When adequate light can be obtained, this shape facilitates the collection and distribution of telegrams. A long and narrow room may involve the use of house-tubes or the repeated handling of telegrams unnecessarily in the various stages of their treatment.

567. The circulation table (from which the sent and transit messages are circulated) should be near the centre of the instrument room and the basic circuits should be terminated on sets of apparatus on these tables which are immediately adjacent thereto. That is, the circuits carrying the greatest amount of traffic ought to be placed nearest to the circulating table. If there is a pneumatic tube between the

counter or booking hall and the instrument room, it should be led on to the circulation table, as this also saves a possible separate handling. These arrangements tend to reduce the time occupied in collection and distribution.

568. Wherever it is practicable to do so, the addressing and sending of the received telegrams for delivery should be done within the instrument room itself, preferably approximately near to the circulation table. There are three reasons for this course and the first is the most important, viz., the upper or office copies can then be retained within the instrument room thereby preventing the actual contents of important telegrams from being accessible to persons situated in a separate room often far removed from direct and effective supervision. Secondly, it ensures the performance of a very important part of the business of a telegraph office being done under the best possible supervision. The delay which arises in some delivery rooms is fatal to efficiency and nullifies the best attempts to give a really good service. Thirdly, it often happens even in large offices that during the night the duties of circulation and delivery can be combined under one officer owing to the largely diminished traffic then being dealt with.

569. In every small office, of course, practically the whole business is conducted in one room.

570. In larger places it becomes inconvenient to group the booking office and delivery work within one room, but the arrangements should always be such as shall ensure that the telegrams handed in by the public for despatch shall be easily and rapidly conveyed to the circulation table without undue walking. It is often indeed practicable to pass them through a window. The process is a continual one and it therefore becomes both expedient and desirable to have all such work kept in as close juxtaposition as possible. The same remarks apply to the received work for delivery. The process should be so arranged for in regard to their sitting accommodation that each shall be found in his proper turn ready to take out his telegrams without requiring to be called or sent for by the sending-out officer. It is most important that the whole of the work should proceed as it were automatically.

571. In the largest offices space difficulties arise and it may be the site chosen renders it essential to have the counter or booking hall and also the delivery room (that is, the place where the people receive their messages) on one floor, while the instrument room is on another. In these circumstances it is well to keep the counter and delivery immediately underneath, so that a pull-up lift or a pneumatic tube may be utilized for the conveyance of the public telegrams to the instrument room, while those messages for delivery being enveloped and addressed upstairs in the instrument room may be dropped by gravitation to the sending-out officer below. This saves a kind of expense which is apt to go on for ever if the delivery happens to be awkwardly placed relatively to the instrument room. The public should not, as a rule, require to go far into the interior of the building as that wastes valuable space.

It is preferable that they should step from the street immediately into the counter. The pooks also should be provided for on the street level, entering and leaving, if need be, by a side or back door. They should not climb stairs.

572. It should be added that except in offices of the largest size the officer in charge should be placed within the signal room so that he may directly and personally exercise supervision over all branches of the work. It is quite a mistake to furnish him with a separate office and to load him up with clerical work which can be better delegated to a competent clerical assistant. This practice moves the responsible officer from his proper sphere of operations and threatens the real control of the actual work of the office upon subordinate officers whose hours of duty rotate and who are often unsuited for the exercise of the higher capacities of control which cannot be delegated.

573. Besides the instrument room there should be a public counter and a delivery room and a room for the officer in charge of the office whenever necessary. In the case of large telegraph offices there should be accommodation for the clerks of the administrative and message drafts branches. Provision should also be made for a training class where necessary.

574. The instruments should be in a separate room from that in which the messages are received and if there be any further accommodation available beyond these requirements, it should be reserved for the use of the inspecting officers.

575. There should be accommodation for the following :—

- (a) Dining rooms for Pakistanis or non-Pakistanis (for telegraph masters and telegraphists separately) with washing places for each.
- (b) Dormitories (for Pakistanis or non-Pakistanis separately) containing lockers for the use of the staff.
- (c) Club rooms where required.

576. Residential quarters should be provided in the building for the officer in charge and as many married and bachelor staffs and class IV servants as are necessary. The Engineering branch should be consulted about their requirements of quarters and provision should be made for them also.

577- }  
578- } Replaced by rules 546-A and 546-B.  
579- }

#### Precautions against fire.

580. The Head of a Circle will be responsible for making adequate arrangements for protection against fire in buildings in use within his jurisdiction and for the provision of fire-appliances and other safeguards in the most efficient way which suggests itself in any particular case.

Fire extinguishers are of four distinct types, namely, (1) Soda and Acid, (2) Compressed gas, (3) Foam, (4) Carbon tetrachloride. Appendix 10 gives the characteristics of each type and their suitability for extinguishing fires due to different classes of Combustibles.

In addition, buckets and hoses should be provided in accordance with the requirements of each building.

581. The officer-in-charge is responsible for seeing that the extinguishers are in efficient condition and are always kept in their appointed places. On each extinguisher should be pasted a label showing the date of supply and the date when renewal is necessary. The purpose for which the type of extinguisher is suitable, should be prominently and clearly indicated in the label, as for instance, "For use on spirits, oils, varnishes," "For use on electrical machinery such as switchboards, motor windings, etc.," "For use on wood, buildings, etc."

582. All supervising and inspecting officers, when visiting offices, etc., provided with fire-extinguishers should make a point of ascertaining whether these are in good order and of bringing to notice any outstanding requirements. A note of the condition of the extinguishers should also be recorded in inspection reports. This inspection will, whenever possible, be supplemented by periodical inspection by experts of the company supplying such extinguishers.

583. The officer-in-charge will draw up (and revise as necessary) a set of rules detailing (1) the types of fire extinguishing apparatus supplied, (2) where each is to be found in the building, and (3) the action to be taken immediately on the occurrence of an outbreak of fire. The conditions of different offices vary so widely that it is not feasible to draw up general rules providing for them all. Accordingly care should be taken to ensure that the local rules cover necessities. They should also, as far as possible, cover the following points of general application:—

- (1) To inform the head of the office immediately so that he may assume charge of the operation for fighting the outbreak;
- (2) To organise the staff on duty so as to bring the fire extinguishing appliances suitable to the nature of the outbreak into use as quickly and effectively as possible;
- (3) To telephone or send a message to the Fire Brigade Station (if the outbreak of fire appears to be sufficiently serious);
- (4) To give warning to all residents on the premises and in adjacent buildings;
- (5) In case of a fire occurring among the battery or line leads, at once to remove the fuses from the main switchboard in the battery room or from the distribution board in the instrument room according to the position of the fire;
- (6) In offices fitted with electric lights and fans, at once to switch off the power supply from any light or fan, the leads to which are involved or likely to be,

The rules for each building, after they have been approved by the Head of the Circle, should be framed and hung in a prominent position in it.

*Note.*—Instructions regarding arrangements for facilitating the rapid restoration of communication in case of fire in a telegraph office are given in Appendix IV of "Technical Instructions on the Listing of Signal Office Instruction Books".

**583-A.** The officer-in-charge is responsible that sufficient selected members of the staff of the office as well as drivers of motor vans, cars and lorries, are made fully acquainted with the use of all fire-fighting appliances and with the steps to be taken immediately on outbreak of fire is detected. Where there are no Government Fire Inspectors entrusted with this duty, the head of the office should try to organize fire-fighting squads from amongst the staff who may volunteer for the purpose, and should have periodical fire drills so that in an emergency there will be no little confusion as possible.

#### Renting of buildings and execution of leases.

**584.** The hiring of houses for departmental telegraph offices must be strictly limited to the accommodation required for the offices and establishments attached thereto, provision being made, if possible, for free quarters in the same building for the officer in charge and his family, the term "family" being defined for this purpose as in rule 2 (b) of the *Supplementary Rules*.

**585.** In applying for increased rent to houses already occupied under sanction, Heads of Circles must submit a detailed report setting forth the reasons for which such application is necessary. The report should show the rate at which the house was previously occupied and the increased rent asked for.

**586.** (a) In hiring a building a lease should be executed in form Genl-8. (See also rules 432 with *Exceptions* and 449).

*Note.*—Government is exempt from the stamp duty required on leases by section 79 of the *Stamp Act* (II of 1880) but if a duplicate be required by the lessee, such duplicate should be stamped at his expense. The duty payable in such cases is shown in Schedule I of the *Stamp Act* (I of 1881), but paragraph 18 of Schedule II of that Act exempts from payment of duty any instrument executed by or on behalf of Government where, but for this exemption, the Government would be liable to pay the duty chargeable in respect of such instruments.

(b) Under paragraph 17 (a) of the *Registration Act* of 1877, leases of immovable property from year to year or for any term exceeding one year or reserving a yearly rent, require to be registered.

**587.** The Heads of Circles will exercise full powers in respect to the execution of leases for rented buildings required in connection with departmental telegraph offices.

**588.** *Cancelled.*

**Rent-free quarters.**

**589.** The list of officers of the Pakistan Posts and Telegraphs Department who are entitled to rent-free quarters will be found in the *Manual of Appointments and Allowances of Officers of the Pakistan Posts and Telegraphs Department*. When quarters are available, the number of units to be given free to each grade of officer is as follows:—

| Classes of officials.                                                                                                                                                                        | Rooms. | Bath rooms. | Store rooms. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------|--------------|
| <i>Traffic Branch.</i>                                                                                                                                                                       |        |             |              |
| For a telegraphist without family ...                                                                                                                                                        | 1      | 1           | 1            |
| For a telegraphist with family ...                                                                                                                                                           | 2      | 2           | 1            |
| For a telegraphist in charge without family ...                                                                                                                                              | 2      | 1           | 2            |
| For a telegraphist in charge with family ...                                                                                                                                                 |        | 3           | 2            |
| For a telegraph master without family ...                                                                                                                                                    | 2      | 2           | 1            |
| For a telegraph master with family ...                                                                                                                                                       | 3      | 3           | 2            |
| For an officer of the Telegraph Traffic Serv. (no, Class II).                                                                                                                                | 4      | 4           | 2            |
| <i>Engineering Branch.</i>                                                                                                                                                                   |        |             |              |
| For a supervisor without family whose pay does not exceed Rs. 150 ...                                                                                                                        | 1      | 1           | 1            |
| For a supervisor with family whose pay does not exceed Rs. 230 ...                                                                                                                           | 2      | 2           | 1            |
| For a supervisor without family whose pay exceeds Rs. 210 ...                                                                                                                                | 2      | 2           | 1            |
| For a sperviseor with family whose pay exceeds Rs. 250 ...                                                                                                                                   | 3      | 3           | 2            |
| For a Deputy Assistant Engineer (Telegraphs or Telephones), a Deputy Assistant Electrical Engineer, an Assistant Engineer (Telegraphs or Telephones) or an Assistant Electrical Engineer ... | 4      | 4           | 2            |

**NOTE 1.**—The term "family" for the purposes of these rules is defined as in rule 2 (8) of the *Supplementary Rules*.

**NOTE 2.**—Accommodation constructed to serve as quarters should not be diverted to any other use without the previous sanction of the Director-General.

**NOTE 3.**—The officials of the Wireless Branch are entitled to the same number of free units as the corresponding officials of the Traffic and Engineering branches.

**589-A.** The Head of the Circle may, where it is considered necessary, provide one kitchen, one servant's quarters and also latrine accommodation for each set of quarters in addition to the scale prescribed in



rule 589 above. The area of the additional rooms should not usually exceed 130 sq. ft. in the case of a kitchen, 140 sq. ft. for a servant's quarters, and 54 sq. ft. for a latrine, unless the structural design of the building necessitates a variation.

**589-B.** In formulating any project for residential quarters for staff under the scale laid down in rule 589, the Head of Circle should satisfy themselves that the accommodation proposed does not exceed the scale of accommodation prescribed by Provincial Government for staff of corresponding status, vide rule 585-A.

**589-C.** Government do not undertake to provide garages for buildings where they do not exist at present or to authorize their construction invariably when sanctioning the provision of new residences for quartered officers. Nor are they prepared to admit any claim from officers for compensation on account of a garage not having been provided in connection with any particular residence.

In respect of quarters already provided with garages, the officers of the Telegraph branch, entitled to rent-free quarters according to the scale laid down in rule 589 above, are, however, permitted to continue to retain the garages rent-free though not specifically provided for in the rule, provided it is certified by the Head of the Circle that the garages are not required for any departmental purpose and on the strict understanding that the officers may be required to vacate them at any time, if they are required for departmental use.

**590.** (i) The superficial area of a living room will be about 225 sq. ft. A deduction equivalent to the area of one bathroom or one store-room, respectively, according to the quarters are occupied by officials with or without family will be made from the total area permissible in accordance with the scale laid down in rule 589 above. Such variations as the aspect and climate may render necessary will also be provided.

(ii) In case of quarters specially built for telegraph staff, the area of a bathroom or store-room should generally be 64 sq. ft., but variations may be permitted if required by the layout or design of the building. In the case of existing quarters in which the area of the bathroom or store-room is in excess of this area, the excess over prescribed 64 sq. ft. should be neglected for purposes of determining the total area of accommodation.

(iii) In case of existing accommodation occupied by non-quartered staff where owing to standard dimensions not having been followed, the total area of accommodation is in excess of what is permissible according to the above standards, such excess may be neglected, provided the number of living rooms supplied is not exceeded; and conversely, where accommodation supplied is not strictly in accordance with the sanctioned standard, the shortage may be neglected at the discretion of the Head of the Circle.

(iv) In the case of quarters specifically provided for an engineering supervisor when the accommodation is designed for a senior married officer of that grade drawing over Rs. 250 per mensem, the excess accommodation involved in posting a junior or unmarried supervisor to the

post may be neglected, provided the Head of the Circle considers that the excess accommodation cannot conveniently be utilised in any other way. The same principle should be applied to quarters specifically provided for telegraph master in charge of an office, telegraphist in charge of an office, and electrical supervisors or testing telegraphists who are required to live in such quarters.

#### Rent for excess quarters.

591. Officers of the Telegraph Traffic Service, Class II, members of the signalling establishment and corresponding officers of the Engineering and Wireless branches are entitled to rent-free quarters according to scales shown in rule 589. The Head of a Circle may at his discretion grant, in special cases, accommodation in excess of the sanctioned free scale, but rent will be recovered departmentally for any such excess accommodation at the rate of Rs. 2-8 per annum per 100 superficial feet, excluding verandahs and bathrooms with the exception given in rule 592.

#### Allotment of quarters.

592. In allotting accommodation the needs of the men required to live on the premises should first receive consideration, any excess accommodation required being allotted to them to the extent necessary, on the payment of rent as laid down in rule 591. If, in the case of existing quarters, it is impracticable to divide them according to the specified areas, the nearest division possible should be made and no rent charged for any excess which might have to be allotted over the prescribed scale.

*Note.*—Heads of departmental telegraph or radio offices will be considered the allotting authorities in respect of house accommodation under this rule, so far as non-gazetted officers are concerned.

593. (1) In allotting vacant quarters preference in each class will be given according to seniority except at selected stations at which quarters have been specially provided for young telegraphists of less than five years' service and except in cases for which special rules have been sanctioned by the Director-General.

(2) The term "Seniority" referred to above means seniority, both in grade and in service.

(3) The officer-in-charge of a telegraph office has prior claim to the allotment of quarters in all cases, and then follow the senior Technical officer of whatever rank or grade, and the senior officer-in-charge of a telephone exchange. After these three officials have been provided with quarters in strict order of priority, the balance of the available accommodation should be allotted in accordance with seniority both in grade and in service; the case of young telegraphists being given special consideration where necessary for this exists. This means that between a junior telegraph master and a senior telegraphist the former will receive preference because he is in the higher grade. On the same analogy, a

telegraphist who is in the waiting list for promotion to the telegraph master's grade, should receive preference over one who is not, so that all those whose names are given in Part I of the Seniority List of telegraphists, will get precedence over those in Part II in the order in which their names occur in each Part.

(4) When, however, a telegraphist passes the telegraph master's examination and by virtue of this becomes senior to other telegraphists in the Seniority List, the then existing allotment of quarters should not be disturbed. The principle is that the available accommodation should be allotted according to the serial position of the telegraphists in the Seniority List of telegraphists at the time of the allotment, but that accommodation once allotted to a telegraphist on the above basis should not be taken away from him on account of any subsequent modification of his position in the Seniority List.

#### Overcrowding in the quarters.

594. The fact of Government quarters being allotted to an employee does not entitle him to locate in them a greater number of persons than is compatible with consideration of health and propriety. As a general rule, 100 sq. ft. for each adult and an average of 50 sq. ft. for each child over three years of age should be considered the minimum safe limit as regards health, while as regards propriety it will be readily apparent what number of rooms are necessary to accommodate an employee and his family.

595. The telegraphists and telegraph masters, with large families exceeding the limits laid down partly in rule 592 and partly in rule 594 of this Manual, should be required to rent additional accommodation to the extent necessary if it is available, otherwise they should vacate quarters and be given the house rent allowance admissible. The quarters so vacated should be re-allotted to other officials, even to the hosteler telegraphists and telegraph masters if necessary. The Heads of Circles will take all reasonable steps in disposing of the vacant quarters to ensure that they are utilised to the best advantage and thus reduce any consequential loss to the fullest possible extent.

Note.—The term "family" used in the rule should be interpreted as defined in R. II. 2 (d).

#### Residence in telegraph offices.

596. Officers in charge of departmental telegraph offices are responsible that no person reside in the office premises who has not a clear right to do so. By persons having a clear right to residence is to be understood the officer in charge, such of the establishment of the particular office as either by custom or under the particular orders of the Head of the Circle are required or permitted to live in the office premises, with their wives and families, such class IV public servants as the officer in charge may consider it necessary to retain on the premises at night, and such servants of the persons residing in the office as the officer in charge may permit to reside on the premises.

597. The officer in charge of an office is not to appropriate for his own use too large a share of the accommodation, while telegraphists' quarters are overcrowded.

598. The allotment of rooms for the accommodation of a departmental telegraph office and its establishment shall be regulated by the Head of the Circle, who will see that proper space is allowed for the office itself, and a fair proportion of quarters given to each occupant of the house.

#### Residence in cantonments.

599. Telegraph officials are permitted to reside within the limits of military cantonments where the main telegraph office lies within the cantonment limits, but this permission is not ordinarily to interfere with the priority of rights possessed by the military officers or others on duty at the station to the houses within its boundaries.

600. Claims for house accommodation under the preceding rule will be considered and adjusted by the officer commanding the station, with due regard to the rank and position of the applicant and with regard to the availability of houses in the cantonment for their use. But house accommodation furnished under this rule cannot be retained, should it be absolutely required for an officer of the military force at the station.

#### Free supply of furniture for quarters for members of the Traffic, Engineering and Wireless branches.

601. Members of the Traffic, Engineering and Wireless branches are allowed a free supply of furniture in Government quarters occupied by them as shown in the Tables below. The scale of furniture shown in the list appended has been approved of by the Government of Pakistan, and any alteration that may be necessary should be submitted to the Government of Pakistan for sanction.

602. Purchase or indenture on the stores branch can only be made under the orders of the Head of the Circle or other duly authorized officer according to the following list :—

|                                                                                                                                                            |                          |                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------|
| 1 { (i) A telegraphist without family.<br>(ii) A supervisor without family whose pay does not exceed Rs. 240.<br>(iii) A wireless operator without family. |                          |                                                                           |
| (a) One bed-sitting room.                                                                                                                                  | (b) One bath room.       | (c) One kitchen to serve every 2 men containing the following articles :— |
| 1 bedstead.                                                                                                                                                | 1 enameled wash basin    | 1 hot oven.                                                               |
| 1 clock.                                                                                                                                                   | with stand, jug and soap | 1 kitchen table.                                                          |
| 1 chest of drawers.                                                                                                                                        | dish.                    | 2 metal safes (one hanging, one stand).                                   |
| 1 mirror.                                                                                                                                                  | 1 towel rail.            | 1 kitchen chair.                                                          |
| 1 teapot.                                                                                                                                                  | 1 bath tub.              | 1 tub for washing clothes.                                                |
| 2 chairs.                                                                                                                                                  | 1 commode.               | 3 brassware lockers.                                                      |
| 1 lounge chair.                                                                                                                                            | 1 chamber stool.         |                                                                           |
| 1 table lamp.                                                                                                                                              | 1 bath board.            |                                                                           |
| 1 plain table, 4' x 3'.                                                                                                                                    |                          |                                                                           |
| 1 toilet case                                                                                                                                              |                          |                                                                           |
| 1 basket.                                                                                                                                                  |                          |                                                                           |
| Curtains and pendants as required.                                                                                                                         |                          |                                                                           |

1 Unless these are sanitary fittings.

2 Unless these are no electric lights.

*Common mess room for telegraphists without family, for supervisors without family whose pay does not exceed Rs. 250 and for wireless operators without family.*

1 dining table (size according to number of men dining at a time at two running feet per man).

1 chair per man.

Hanging lamp† (Number according to size of room):

1 side board 4' x 1½' } Number according to size of room and on scale of one  
1 side table 4' x 3' } for every six men dining.

2 tables 4' x 3'.

1 Barford filter at 1 gallon per three men.

Chairs and benches according to requirements.

- II { (i) A telegraphist with family, a telegraphist in charge of an office without family and a telegraph master without family.  
(ii) A supervisor with family whose pay does not exceed Rs. 250 and a supervisor without family whose pay exceeds Rs. 250.  
(iii) A wireless operator with family.

(d) One bedroom.

(e) One dining room.

2 bedsteads

2 almshouse } 1 hanging.

1 chest of drawers.

1 dressing table with mirror.

2 chairs.

1 rolled linen basket.

1 lamp.

1 table lamp.

1 hanging lamp.

1 three-tier rack for glassware, etc., 4' x 1½'.

1 side table 4' x 3'.

1 lamp.

2 lounge chairs.

4 chairs (armless).

1 hanging lamp.

Chairs and benches as required.

Kitchen and each bath room as in (a) and (b) above, respectively.

III { (i) A telegraphist in charge with family and a telegraph master with family.  
(ii) A supervisor with family whose pay exceeds Rs. 250.  
(iii) Corresponding official of Wireless branch with family.

Two bed-rooms each as at (d) above.

One dining room as at (e) above.

One kitchen and two bath rooms each as at (a) and (b) above, respectively.

IV { (i) An officer of the Telegraph Traffic Service, Class II.  
(ii) A Deputy Assistant Engineer, Deputy Assistant Electrical Engineer, Assistant Engineer or Assistant Electrical Engineer.  
(iii) A Deputy Assistant Engineer (Wireless) and an Assistant Engineer (Wireless).

One sitting room.

Two bed-rooms each as at (d) above.

One dining room as at (e) above.

1 kitchen and 4 bath rooms each as at (a) and (b) above, respectively.

4 lounge chairs.

2 lamps.

1 table 4' x 3' (covered green baize and with 2 drawers).

† Where there are no electric lights.

- 4 chairs with arms.
- 1 hanging lamp.\*
- 1 table lamp.\*
- 1 hat and umbrella stand.

Chairs and pendant as required.

NOTE 1.—Store rooms will have permanent fixtures. In bed-sitting and bedrooms a hat and clothes rack with 6 pegs will be inserted in the wall as a permanent fixture, and in common men's rooms one such rack for every 8 men.

NOTE 2.—The authority sanctioning the purchase of furniture will see that the articles are of good plain pattern and that extravagance is avoided.

NOTE 3.—The Local Service members of the Signalling establishment mentioned in item 2 (B) of Appendix No. II to the Manual of Appointment and Allowances of Officers of the Pakistan Posts and Telegraphs Department who reside in the telegraph quarters free of charge, should be provided with furniture free of hire on the scales laid down for members of the General Service or the corresponding rank.

603. The powers of the Head of a Circle for the supply of furniture for quarters are given in the *Schedule of financial powers of officers of the Pakistan Posts and Telegraphs Department*. An officer of the Telegraph Traffic Service, Class I, in charge of a departmental telegraph office may sanction a new supply of furniture for quarters in accordance with the prescribed scale and repairs to all furniture.

604. All Government furniture is to be kept in good order, and each article numbered and registered in an inventory. Such furniture is not available for hire to employees who do not reside in Government quarters.

#### **Rent for linemen's quarters to be provided by Railway and Canal authorities.**

605. For the Engineering branch linemen who are kept by the Department at its own cost for line maintenance at convenient stations of the Railway for which it supplies telegraph wires, the Railway authorities will provide accommodation to live on its premises in the immediate vicinity of these stations and will afford them all reasonable facilities for constantly inspecting lines. The accommodation will be such as is provided for Pakistan constables, and the Pakistan Posts and Telegraphs Department should pay rent for linemen's quarters occupied by them at a rate as prescribed in rules 820-A and 820-B.

NOTE 1.—All regulations for such accommodation will be made by the Divisional Engineer, Telegraphs, direct to the Provincial Government, or officer in immediate control of Railway on which the accommodation is required. Railway Administrations must not be asked to build quarters for the Department in any place unless it is certain that the staff will always be stationed there and unless the previous permission of the Head of the Circle is obtained.

NOTE 2.—The Divisional Engineer is authorised to accept in a lump sum any reasons expenditures incurred by a Railway Administration for the provision of quarters for the telegraph staff attached to that Railway, in addition to the usual rent calculated as a percentage of the net capital cost.

\* Where there are no electric lights.

606. The Railway authorities will also, without charge, provide reasonable accommodation not exceeding 20 superficial feet, in its stations for petty stores and tools for use of these linemen (see Note 1 below rule 605).

607. In applying for linemen's quarters to be built by a Railway, the following principles should be observed:—

- (a) Quarters are not to be built for batteryman.
- (b) Neither linemen nor men appointed to the post of "Line and Batteryman" can claim free quarters. Such quarters are not to be built unless it is impossible for the men to rent quarters at their own expense within a reasonable distance of the Railway station.
- (c) Quarters may be given to men of all the above classes wherever the existing accommodation admits of this being done without additional expense to this Department.
- (d) The above principles apply generally to linemen employed on the maintenance of the wires other than Railway.
- (e) Sub-inspectors are not permitted to occupy Railway quarters and must make their own arrangements for living outside Railway premises, but as close as practicable to the headquarters of their beats.

608. Canal authorities will provide accommodation, when necessary, for telegraph linemen employed on Canal telegraphs. The accommodation should be such as is prescribed in rule 605 above, and for each unit of quarters the Department should accept a charge on account of rent at the rates specified below and from the date noted against each.

| Province in which the accommodation is provided. | Rate of rent per quarter.                         | Date from which the rate should be accepted. |
|--------------------------------------------------|---------------------------------------------------|----------------------------------------------|
|                                                  | Rs. A. P.                                         |                                              |
| 1. Punjab                                        | 2 0 0 per annum.                                  | 1st April 1941 for a period of 5 years.      |
| 2. Sind                                          | 6% per annum of the capital cost of each quarter. | 1st April 1938.                              |
| 3. N.-W.P.P. and East Bengal.                    | Do.                                               | 1st April 1938, for a period of five years.  |

Note.—All requisitions for such accommodation will be made by Divisional Engineers, Telegraphs, direct to the Canal authorities. Canal authorities must not be asked to build quarters for the Department in any place unless it is certain that linemen will always be stationed there and unless the previous permission of the Head of the Circle is obtained.

609. Canal administrations should, without charge, provide reasonable accommodation, not exceeding 20 superficial feet for petty stores and tools required by linemen.

609-A. (1) A register of quarters provided by the Railway and Canal authorities for the linemen of the Telegraph Engineering branch should be maintained in the Divisional office in respect of all the quarters situated within the jurisdiction of the Division as a whole. A similar register should also be maintained in each Sub-divisional office for the quarters under its own jurisdiction. The register should show the following information:—

- (a) Name of station,
- (b) Particulars of the quarter,
- (c) Whether the quarter was specially constructed for the Posts and Telegraphs Department,
- (d) Capital cost,
- (e) Rate of rent (annual, half-yearly or monthly, as the case may be),
- (f) Name of the occupant,
- (g) Date of occupation,
- (h) Date of vacance, and
- (i) Remarks.

(2) Each Sub-divisional officer should prepare monthly (within the 1st week) an extract from the register of quarters maintained by him and send it to the Divisional office. The latter on receipt of this extract should note necessary information about the occupation or otherwise of the quarters under the jurisdiction of the Sub-division in the register maintained by it.

(3) In addition to the register mentioned in paragraph 1 above, each Divisional office should, with a view to avoiding overpayment and double-payments, maintain also a register of Railway and Canal bills relating to rents for quarters provided for linemen. This register should show the following information:—

- (a) Account officer from whom the bill is received,
- (b) Number and date of the forwarding letter,
- (c) Particulars of the quarters for which the rent is claimed,
- (d) Period of claim,
- (e) Amount of the bill,
- (f) Amount accepted,
- (g) Number and date of the letter or endorsement returning the bill after countersignature, and
- (h) Remarks.

As soon as a rent bill is received, the columns (a) to (g) of this register should be filled in. The claim proffered should then be verified with reference to the register of quarters and the bill countersigned and returned to the officer from whom it was received duly filling in the columns (f) to (h) of the register.

Note.—The procedure prescribed in this rule should also be followed in respect of quarters provided by the Military authorities for telegraph linemen.



## Supply of tents.

610. Tents actually required for the use of office establishments will be provided on the same basis as in each case of the Director-General. Such tents should be of the description usually provided to Soldiers. They will be obtained from the Supplies and Development Department Karachi, Pakistan, or purchased, and their number and size must be made proportionate to the number of clerks to be provided for.

Note.—The arrangements for tents in accommodation camps, offices and for quarters of the Traffic Branch staff as well as the necessary furniture for the offices, will be made by the Engineering branch, the Traffic branch indicating the requirements as soon as known. Arrangements for furniture for the quarters should, however, be made by the Traffic branch.

## Free supply of furniture to officers for office work at their residences.

610-A. The Head of a Circle may extend sanction to the supply of Government furniture at the residences of officers of the Department for disposal of office work within the scale prescribed below:—

|                    |        |
|--------------------|--------|
| Office table       | 1      |
| Seats for five     | 1 or 2 |
| Stationary cabinet | 1      |
| Chairs             | 2      |
| Bookshelf (small)  | 1      |

In the case of Heads of Circles, the Controller of Telegraph Stores, the Superintendent of Telegraph Workshops, the number of chairs may be three.

## Inspection quarters.

610-B. The rules regarding occupation of inspection quarters of the Pakistan Posts and Telegraphs Department are reproduced in full in Appendix No. 11 to this Volume.

Railway Mail Service inspectors on duty may occupy Railway Mail Service inspection rooms in payment of a nominal charge of 4 annas a day, plus 4 annas a day if electric fans are installed.

## P. &amp; T. Recreation Clubs.

610-C. (1) (a) *Exemptions from P. & T. Recreation Clubs.*—“Rent for accommodation.—Posts and Telegraphs Recreation Clubs which were previously exempted from payment of rent for any accommodation or open space occupied by them should pay a nominal rent of Rs 1/- per annum with effect from 1st April 1940, other clubs which were not exempted from payment of rent shall continue to pay the assessed rent unless otherwise directed.

(b) *Rent on electric, water and sanitary installations.*—All Recreation Clubs should pay rent on electric, water and sanitary installations when such services are provided over and above the rent payable in terms of (a) above. They should also pay the actual cost of electricity and water consumed.

(c) *Municipal Taxes.*—All Recreation Clubs are exempted from payment of municipal taxes which are in the nature of Property Tax. All other taxes should be recovered in full from the clubs concerned.”

(2) A list of Recreation Clubs is given in Appendix No. 15.

## CHAPTER XI. MISCELLANEOUS RULES.

### Spelling of names of places.

611. Particular attention should be paid to the spelling of the names of places. The names of places at which there are post and telegraph offices must always be spelt according to the method adopted in the list of these offices in the *Post and Telegraph Guide*. Names of Railway stations should correspond with the spelling used in the official Railway Time-Tables. In all other cases, the correct spelling should be ascertained from the lists published by Provincial Governments.

612. If the spelling of the name of a Railway telegraph office does not correspond with that of the Government telegraph office at the same place, the matter should be brought to the notice of the Director, General of Posts and Telegraphs, Karachi, who will insert the name of the Railway telegraph office in the *Post and Telegraph Guide* under the same spelling as that of the Government telegraph office, together with a cross reference under Railway Time-Table spelling.

### General rules regarding correspondence.

613. Official correspondence should always be concise, and should, as far as possible, be complete in itself. As a general rule, each communication should contain reference to one subject only.

614. Unless it is otherwise prescribed in the rules or in any special order, an officer should correspond direct with an authority superior to the officer to whom he is immediately subordinate except in reply to communications received direct by him.

615. All officers should, when submitting any report, proposal, design, estimate, application, etc., state distinctly their own opinion on the subject. Letters relating to proposals concerning other Departments should, whenever necessary, contain reference to the opinion of the departmental officer concerned (e.g., in the case of a building of the office occupying it), and of the senior officer of the other Department on the spot.

616. Except where it is specifically prescribed, ink, other than black, should not be used on official correspondence or in official records.

617. On all matters of small importance, officers in charge of post, telegraph, telephone, radio and Railway Mail Service offices should correspond direct with each other. An inspector of post offices will receive all correspondence affecting branch post offices and should dispose of such correspondence himself without reference to his

Superintendent except when the orders of the Superintendent are required, or when the questions raised are beyond the inspector's powers or capacity to deal with, or when they relate to some special class of correspondence which, under the orders of the Superintendent, must be submitted to him. The inspector should use simple language in his correspondence so that it can be understood by the grade of officials with whom he deals. The Superintendent should, however, take every opportunity of ascertaining whether the inspector has been negligent or faulty in the disposal of correspondence.

**618.** When a correspondence relates only to some petty regularity, the original communication, replies and final orders should, if space permits, follow one another on the original document. When several communications are written on the same document, they should, in addition to the ordinary correspondence Nos., bear blue pencil serial Nos., so to show their chronological order. Communications in the form of memoranda with half-answers for a reply will often be found useful in such cases.

**619.** In communicating with officers of the Department, complimentary phrases such as "I have the honour, etc." should be abbreviated as far as possible. Writing in the third person must ordinarily be avoided.

**620.** As the head record office is a branch of the office of the Superintendent, Railway Mail Service, all communications between the Superintendent and the head record clerk should be in the form of office notes, of which copies need not be kept, nor should such communications be entered in the correspondence register.

**621.** In sub-offices, every communication addressed to the Superintendent or inspector should be impressed with the combined date-stamp.

**622.** Postmasters of offices which are not offices of foreign exchange, are prohibited from addressing foreign Postal Administrations direct on any subject, and any reference that it may be necessary for them to make regarding foreign articles, should be addressed to the Pakistan office of foreign exchange concerned.

**623.** Officers in charge of post, telegraph, telephons, radio and Railway Mail Service offices are personally responsible for the proper conduct of correspondence. They must themselves open all correspondence addressed to their offices and either take prompt action themselves or see that prompt action is taken by the staff. Special attention should be paid to the disposal of reminders and calls for v.p. money orders.

**Exception.**—In first class head offices, this duty may be performed by assistant postmasters and head clerks, if they are invested with the power of postmasters in the branch or branches under their control. But the postmaster-in-charge is expected to exercise an effective control over the correspondence of his office specially with respect to reminders and calls for v.p. money orders.

*III. Office of a Superintendent of post offices—contd.*

| File-heads. | Class of correspondence.                                            |
|-------------|---------------------------------------------------------------------|
| I.          | ... Mention arrangements, ordinary and extraordinary.               |
| J.          | ... Indents and requisitions; variations of accounting expenditure. |
| K.          | ... Information for annual report.                                  |
| L.          | ... Petty irregularities; miscellaneous.                            |

*IV. Office of a Superintendent, Railway Mail Service.*

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A.—(Procedure)            | ... General orders in regard to procedure. Books of procedure and other publications.<br>Rules regarding mails, unregistered articles, paid station bundles, unpaid station bundles, registered articles, registered bundles and parcel mail articles.                                                                                                                                                                                                                      |
| B.—(Personal)             | ... General rules regarding appointments, leave, punishments, pensions and gratuities, security bonds, service books, etc. Appointments, nominations, transfers, deputations, leave, punishments, pensions and gratuities, security bonds, service books and all other personal matters. Character sheets and graduation lists. Appointments, etc., of candidates.                                                                                                          |
| C.—(Establishments)       | ... Rules regarding creation, revision and abolition of establishments, preparation of proposition statements and distribution lists.<br>Sanctioned establishment of the Division, and changes in the registry of sanctioned establishments.<br>Distribution of the sanctioned establishment of the Division, including changes in the distribution list.                                                                                                                   |
| D.—(Sorting)              | ... Rules regarding sorting lists, their supply, printing, etc.<br>Rules regarding due bag statements and lists.<br>Sorting lists and mail arrangements (1) of sorting sections and sorting mail offices and (2) of transit sections and transit mail offices.<br>Special orders regarding sorting for particular offices, e.g., sorting for Karachi town delivery.<br>Bags; sizes of bags, etc.<br>Letter boxes; hours of clearance.<br>Hours of business in mail offices. |
| E.—(Distribution of work) | Rules regarding distribution of work, arrangement of articles and mails in offices and vans, etc.<br>Distribution of work in offices and sections.<br>Changes in jurisdiction and headquarters of the Superintendents and inspectors; opening and closing of sections and offices, changes in their heat, location, status, etc.                                                                                                                                            |

IV. *Office of a Superintendent, Railway Mail Service—contd.*

| File heads.              | Class of correspondence.                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P.—(Accommodation)       | Rules regarding mail vans and buildings, their construction, repair, etc.<br>References regarding vans and buildings.                                                                                                                                                                                                                                                               |
| Q.—(Conveyance of mails) | Rules regarding intimation of opening of new lines, changes in time-tables, etc.<br>References regarding opening of new lines, changes in time-tables, detention, disconnection of late running of trains, etc.<br>Breaks and accidents.<br>Special trains.<br>Mail steamer notices.                                                                                                |
| H.—(Stock)               | General rules regarding stock, storage, custody and supply.<br>Stationery rule list.<br>Supply, custody, etc., of bags in the Division.<br>Supply, custody, etc., of forms in the Division.<br>Indents and requisitions and actions to contingent expenditure.<br>Uniforms.                                                                                                         |
| J.—(Accounts)            | Rules regarding account matters generally.<br>Permanent advances for contingencies.<br>Permanent advances for postage stamps.<br>Fixed contingent allowances.<br>References from the Head of the Circle or Audit office on account matters.<br>Printing charges.                                                                                                                    |
| K.—(Investigations)      | Rules for conducting investigations generally.<br>Robberies, losses, frauds and other serious irregularities.<br>Minor irregularities regarding (1) bags, (2) unregistered articles, (3) paid station bundles, (4) unpaid station bundles, (5) registered articles, (6) registered bundles, (7) parcel mail articles and (8) all other miscellaneous irregularities and complaints. |
| M.—(Camp articles)       | Rules regarding camp articles generally.<br>Movements of High officers and instructions for the disposal of their camp articles.                                                                                                                                                                                                                                                    |
| Z.—(Miscellaneous)       | Matters not included under any of the other heads or not requiring separate classification.                                                                                                                                                                                                                                                                                         |

V. *Telegraph offices in charge of Superintendents.*

|                                |                       |
|--------------------------------|-----------------------|
| Accounts.                      | Inspections.          |
| Appointments.                  | Miscellaneous.        |
| Budget.                        | Personal files.       |
| Buildings.                     | Stores.               |
| Complaints and Irregularities. | Technical.            |
| Establishments.                | Traffic, Disposal of— |
| Forms and Stationery.          | Traffic matters.      |
| Indents.                       |                       |

## Correspondence registers.

624. Correspondence registers in the prescribed form should be maintained as shown below :—

|                                                                             |                                                                                                      |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| (a) Inward register of correspondence received from the Head of the Circle. | By<br>(1) Superintendents of post offices and Railway Mail Service,<br>(2) first class head offices. |
| (b) Outward register of miscellaneous correspondence despatched.            | By<br>(1) all other head offices,<br>(2) sub-offices, and<br>(3) inspectors of post offices.         |
| (c) Outward register of correspondence despatched.                          |                                                                                                      |

625. The entries in the registers should be numbered in a consecutive series commencing from the 1st of April of each year. As regards correspondence despatched, the No. of the letter despatched, case-mark of the file on the subject, and the serial No. from the outward register will be assigned only to those communications (*e.g.*) error extracts forwarded in original which are not important enough to justify a fresh case being opened for them.

NOTE.—The case-mark should invariably be noted in correspondence registers, under the No. assigned to the communication in the register, and also wherever the No. is recorded, the case-mark being considered a portion of the No. When the file has been destroyed in the usual course, the fact should be noted in the registers.

## Demi-official correspondence.

626. Demi-official correspondence should be numbered, and copies made and recorded in the same manner as official correspondence. When information is called for officially, it must be given officially. Demi-official and unofficial correspondence should not be referred to in official communication.

## Correspondence with the Director-General.

627. All communications for the Director-General must be sent through the usual official channel and officers, when passing on communications, should invariably endorse them with such remarks as may be called for. When, however, letters or telegrams are addressed *direct* to an officer of the Department by the Director-General, they must be replied to *direct* and not through the immediate superior of the person addressed. With this exception no officer serving under the orders of the Head of a Circle is authorised to address the Director-General *direct*.

628. All official communications intended for the Director-General should be addressed to the Director-General at Karachi and not to any particular officer of the Direction, either by designation or by name.

### Correspondence forms.

629. Books of correspondence forms (which may be used either singly or with carbonic paper), envelopes and service postcards are supplied to all officers.

630. Postcards should be used for all departmental correspondence of a routine character, e.g., reports regarding minor irregularities, intimations of minor delay in the delivery of articles, etc.

630-A. Form Corr.-22 should be used (with carbon paper, if necessary) for unimportant correspondence, provided that no special form has been prescribed for the purpose in the book of standard printed forms. For correspondence of important nature, form Corr.-40 should be used.

631. The officer in charge of an office will be responsible that envelopes and books of correspondence forms are not used for any purpose other than that for which they are provided. Any official observing any infringement of this rule should bring it to the notice of his immediate superior.

### Covers containing official documents.

632. All official documents despatched on the same date and to the same office should, if possible, be enclosed in one envelope except the returns for Audit officers and other documents which it may be necessary to send under registered covers.

633. Covers containing official correspondence which is not of a confidential nature, should be addressed to the officer for whom they are intended by his official designation only and without the addition of his name. The word "Urgent" should be written on the cover of any letter which requires immediate attention; covers containing important or valuable papers should be sent registered.

633-A. Correspondence from the head office to one of its sub-offices or branch offices in direct account with the head office and vice versa should be enclosed loose in the account bag or b.o. bag, as the case may be. When an important document is sent, it should be entered in the a.o. slip, a.o. daily account, b.o. slip or b.o. daily account, as the case may be. Covers containing correspondence exchanged between other offices should be registered only when they contain any important document which cannot be replaced if lost. Cases of unnecessary registration of covers containing correspondence should be treated as an irregularity and noted in the error book.

**634.** Covers supplied should be used with economy, care being taken that they are not disproportionately large as compared with the contents. In opening a cover, only the economy label should be torn off and the cover itself should be preserved, as far as practicable, for future use.

### Initialing and signing documents.

**635.** Whenever it is stated, in a rule or departmental form, that a document should be initialed, the initials of the officer responsible for the entries are a sufficient attestation; in other cases, documents should be signed in full. All officials are strictly forbidden to use *per-simile* stamp of their signature or initials for the purpose of signing or initialing official documents.

### Erasures forbidden.

**636.** All books, accounts, journals and documents must be neatly, clearly and carefully written up or filed in. The erasure of any entry once made is strictly forbidden. In rectifying a mistake the correction should be recorded in red ink above the erroneous entry which should be scored out also with red ink, but in such a manner as to leave it still legible. Corrections must always be attested by the initials of the officer responsible.

### Case-mark system.

**637.** The correspondence in the offices of Heads of Circles, Superintendents of post offices and Railway Mail Service and head postmasters, telegraph offices in charge of Superintendents and offices of Divisional Engineers and Sub-divisional officers, Telegraphs, should be arranged in files under the case-mark system. Under this system the whole of the office correspondence is divided into several main divisions, each dealing with a separate subject, and to each of these divisions is assigned a letter of the alphabet. The main divisions are generally as follows :—

#### *1. Office of the Head of a Circle.*

|                                           |                |
|-------------------------------------------|----------------|
| Accumulation in mail vans and<br>offices. | Buildings.     |
| Accounts.                                 | Camp articles. |
| Allowances.                               | Cables.        |
| Apparatus and Plant.                      | Canals.        |
| Appointments.                             | Confidential.  |
| Budget.                                   | Complaints.    |
|                                           | Construction.  |



*I. Office of the Head of a Circle—contd.*

|                               |                                  |
|-------------------------------|----------------------------------|
| Contracts.                    | Post Office (Technical).         |
| Establishment.                | Quarters.                        |
| Foreign Post.                 | Railways.                        |
| Indents.                      | R. M. S. (Technical).            |
| Inspections.                  | Savings Bank and Life Insurance. |
| Licences.                     | Stock.                           |
| Loss, fraud, etc.             | Stock Depot.                     |
| Mails, Sorting, and Railways. | Stores.                          |
| Miscellaneous.                | Telegraphs.                      |
| Passes.                       | Telephones.                      |
| Pensions.                     | Traffic (Technical).             |
| Personal files.               | Works and Estimates.             |

*II. Office of Divisional Engineers and of Sub-divisional officers (Telegraphs).*

|                               |                       |
|-------------------------------|-----------------------|
| Accounts.                     | Office.               |
| Apparatus and Plant.          | Passes.               |
| Budget.                       | Personal files.       |
| Buildings.                    | Railways.             |
| Cables.                       | Stores.               |
| Canals.                       | Telegraph lines.      |
| Confidential.                 | Telephones.           |
| Establishments.               | Traffic arrangements. |
| House allowance and quarters. | Trunk lines.          |
| Licences.                     | Way leaves.           |
| Maps.                         | Works and Estimates.  |

*III. Office of a Superintendent of post offices.*

| File-heads. | Class of correspondence.                                                                                                                                                    |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A           | ... Creation and revision of establishments; opening and closing of post offices and mail lines; changes in the status of offices.                                          |
| B           | ... Appointments, nominations, transfers, deputations, leave, punishments, security bonds, service books and all other personal matters, excepting pensions and gratuities. |
| C           | ... Pensions and gratuities.                                                                                                                                                |
| D           | ... Post office buildings and runners' lists.                                                                                                                               |
| E           | ... Accounts; travelling allowances and transit pay; references from the Audit office.                                                                                      |
| F           | ... Robberies; losses; fraud; serious irregularities committed by Post Office officials.                                                                                    |
| G           | ... Due mail and sorting lists; postal notices; notices of hours of business; opening and closing of letter-boxes.                                                          |
| H           | ... Experimental establishments.                                                                                                                                            |

*VI. First class head post offices.*

| File-heads. | Class of correspondence.                                                                                                                                                   |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A           | ... Creation and revision of establishments; opening and closing of post offices and mail lines; changes in the status of offices.                                         |
| B           | ... Appointments, nominations, transfers, deputation, leave, punishments, security bonds, service books and all other personal matters, excepting pensions and gratuities. |
| C           | ... Pensions and gratuities.                                                                                                                                               |
| D           | ... Savings Bank and Cash Certificates.                                                                                                                                    |
| E           | ... Accounts; travelling allowances and transit pay; references from the Audit office.                                                                                     |
| F           | ... Robberies; losses; fraud; serious irregularities committed by Post Office officials; complaints from the public.                                                       |
| G           | ... Due mail and sorting lists; postal notices; notices of hours of business; opening and closing of letter-boxes.                                                         |
| J           | ... Indents and requisitions; sanctions of contingent expenditure.                                                                                                         |
| L           | ... Miscellaneous.                                                                                                                                                         |

*VII. Second class head post offices.*

| File-heads. | Class of correspondence.                                           |
|-------------|--------------------------------------------------------------------|
| A           | ... Accounts including Sub-Accounts and Treasury.                  |
| B           | ... Bills.                                                         |
| C           | ... Money orders and British postal orders.                        |
| D           | ... Savings Bank and Cash Certificates.                            |
| E           | ... Parcel Department.                                             |
| F           | ... Registration Department.                                       |
| G           | ... Sorting, Delivery, Deposit and Mail Departments.               |
| H           | ... Miscellaneous, Stock, Life Insurance, Quinine, Telegrams, etc. |
| I           | ... Personal Files.                                                |

**Files in offices of Heads of Circles.**

638. In the office of Heads of Circles as many separate files may be opened under each main division of correspondence as may be found necessary, each file being given a distinguishing mark consisting of a combination of letter of the alphabet and numerals.

## Files and cases in other offices.

639. In offices (other than those of Heads of Circles and Superintendents of post offices) where the common mark system applies, as many files as may be found convenient may be kept under the file heads of main divisions mentioned in rule 637 or under other heads or divisions, distinguishing letters being assigned in continuation of those already allotted. Under each file-head there should also be a 'ruling' file and a 'general' file, and the ruling file should always bear No. 1 and the general file No. 2. In the general file should be placed all communications which do not appertain to any of the files that have been opened and which are not of sufficient importance to justify the opening of a separate file each for itself. Inspection reports, diaries, monthly time-statements and all due returns should be kept consecutively arranged in separate files. Such files will not bear distinguishing letters but should be labelled with the names of the special classes of documents which they contain. Every file must be complete by itself. Whenever any communication received or issued relates to another file besides that in which it has been placed, a copy of or an extract from the communication should be made and placed on the other file.

640. The first communication relating to each subject of importance dealt with in an office should be made the basis of a separate case, and all subsequent papers belonging to the case should be bundled together. To each case or bundle in the file should be assigned a serial number. These Nos. which are termed "Case Nos." should be in separate annual series commencing from the 1st April of each year, for each file-head, and be given to the cases under each file-head to distinguish them from one another.

640-A. The following special procedure should be observed in the offices of Superintendents of post offices:—

In the offices of Superintendents of post offices also, files should be kept under the file heads of main divisions mentioned in rule 637. There should be one list of all post offices, head, sub or branch, situated in the Division. This list should be arranged alphabetically and the offices numbered accordingly. The numbers should start from 11 onwards, numbers 1 to 10 being reserved for cases of a general nature under different headings. Once these offices have been arranged alphabetically and numbered, the number against each office should be the number adopted with the distinguishing letter for all cases relating to that office. In the case of establishment cases, building cases, indent cases, etc., the distinguishing number of the particular office should be utilised for all such cases. Thus, for example, in the case of the Unao post office, if its number in the alphabetical list comes to say 194, then A-124 will be the establishment case of Unao, D-124 building case, J-124 indent case, and so on. When a new office is opened, a case-mark should be allotted to it by putting (a), (b), etc., after the distinguishing number in the appropriate place among the

alphabetically arranged list of offices, e.g., A-124 (a), A-125 (a), etc. An exception to the above procedure should, however, be made in cases relating to public complaints which should be given case-marks bearing the same number as found in the register of complaints prescribed in rule 104 of the *Posts and Telegraphs Manual*, Volume VIII.

Cases should be arranged in the *alcabala* in numerical order, and there should be one alphabetical list which should be typed, pasted to a card-board and placed near every clerk's chair in a convenient position. Inspection Reports, diaries, monthly time-statements and all due returns should be kept consecutively arranged in separate files. Such files will not bear distinguishing letters but should be labelled with the names of the special classes of documents which they contain, but instead of mentioning the name in full they should bear the symbols "IR", "RV", "TS", & "DR", respectively, for describing Inspection Reports, Diaries, Time-statements and Due Returns. Every file must be complete by itself. Whenever any communication received or issued relates to another file besides that in which it has been placed, a copy of or an extract from the communication should be made and placed on the other file.

2. In the case of personal cases for which the distinguishing letter is B, the case-mark for each individual should be the letter B followed by the number of the official in his order arranged according to the alphabetical order.

641. On receipt in office each communication should be marked with the distinguishing letter of the file to which it belongs, and the Case No. should be written after the distinguishing letter. For example, if a complaint is received in a first class head office regarding the loss of a registered article, the complaint should be marked with the letter "E"; and if no other case of importance belonging to the same class has been previously opened during the current year, the No. 3 should be added after the letter, thus E-3, E-1 and E-2 being the file marks of the ruling and general files.

642. It is not necessary, however, to start a new file at the beginning of each year when the subject to which it relates is continued from year to year. Such a file should be treated as a separate unit and carried on from year to year until closed. If the file gets too bulky to be easily handled, it should be separated into sections which ordinarily might be for each complete year but under the same case-mark.

643. An index register will be opened showing all case-marks and the titles of cases to which each case-mark has been allotted. It must be understood that the case-mark register is intended only to show what the next number should be. For the case-mark register any blank book will suffice, a certain number of pages being allotted to each letter according to the number of cases that are likely to occur.

**644.** In sub-offices (except in the case of station-grades or large town sub-offices where the system prescribed for second class head offices should be followed) and in Railway Mail Service road offices the case-mark system need not be followed. A despatch register in form Corr-10 should be maintained and in this register the subject of the letter issued should be noted in brief, the reference replied to (if any) being noted in the column specified for the purpose. The letters despatched should be numbered serially from the beginning of each official year and correspondence on all subjects should be bundled together in monthly bundles arranged according to the date of closure of each case. Current correspondence should be kept in a separate bundle.

**645.** The procedure described in preceding rule should be followed by inspectors of post offices.

*Note under Note below rule 622.*

**646.** In departmental telegraph offices in charge of Superintendents, telegraph masters or telegraphists and in telephone exchanges the case-mark system need not be followed. Such offices will arrange their correspondence in monthly bundles, each of which will contain all the letters received and the drafts of all those issued during one month. An index to these bundles will be kept in form Corr-13. On receipt in an office correspondence must be classified as "A", "B" or "C" records according to the period of preservation. As each bundle is put away at the close of the year or after it is closed, it should be labelled with the date on which it is to be destroyed.

#### Personal files or bundles.

**647.** All correspondence relating to matters affecting members of the service personally should be kept in separate bundles which are known as "personal files or bundles" of the officers concerned. When an official is transferred or deputed for a period exceeding three months from the jurisdiction of one Circle, Division, or office to that of another, his personal file or bundle should be forwarded in a service registered cover to the Head of the Circle, Division, or office, as the case may be, to which the official is transferred or deputed.

*Note.*— Papers relating to casual leave should not be made part of the personal file. These papers should be kept separately with the similarly designated to vacation sick leave as prescribed in rule 192 of the Posts and Telegraphs Manual, Vol. IV, and at the end of each year all the papers relating to the casual leave should be destroyed and a fresh series of papers started.

#### Manual correction slips.

**648.** When the rules are modified or cancelled or additional rules prescribed, lists of corrections embodying the changes or additions will be sent to each office. The officer in charge should, as soon as he receives the lists of corrections intended for his office, cut of the index and the slips and paste them or have them pasted in the copies of the Manuals and the separate Chapters supplied to his office.

**649.** Each slip should be cut off immediately below its printed No. and pasted along the inner margin of the page against the rule concerned, and as near as possible to the particular part of the rule affected. The index should be pasted at the end of the book. The necessary alterations must also be made in *manuscript* in the loose Chapters supplied to the postmen, village postmen, mail peons, letter-box peons, garkhans, etc., attached to the office, and the officer in charge of the office must see that this is done without delay.

**BOOKS, ETC.**—When corrections are not necessary there should be no necessity to paste the correction slip. In such cases the correction should be carried out in *manuscript* to red ink and the number and date of correction slip quoted in the margin.

**650.** As soon as all the correction slips have been pasted in the copies of the *Manuals* and the loose Chapters of the departments concerned, and *manuscript* corrections have been made in the copies as provided in the preceding rule and the exception below it, the officer in charge of the office should sign the certificate at the end of the list of corrections. When an official other than the one in charge of the office is required to paste correction slips, he should affix his signature and date on the back of the index. It must, however, be distinctly understood that the employment of another official to help him in making the corrections will not, in any way, relieve the officer in charge of the responsibility to see that the corrections have been made before he signs the certificate.

**651.** IN HEAD POST OFFICES, the head postmaster will receive similar signed certificates from his sub-offices (together with the certificates of their branch offices) and from his branch offices. These certificates, together with the certificate relating to the head office, should be kept on record in the head office and be destroyed after a year.

*In sub-offices, the sub-postmaster will receive similar signed certificates from his branch offices when any of the correction slips affect the rules for branch offices and he should forward them all together with his own certificate to the head office.*

**652.** The certificate at the end of the list of corrections should also be signed and dated by each supervising officer and record clerk. The certificate should be destroyed after a year.

#### **Admittance of strangers inside an office or mail van prohibited.**

**653.** No person not belonging to the Department should be admitted into the interior of a post, telegraph, radio, or mail office or a mail van, or permitted to take part in or interfere with the work of the office or van. When any person representing himself to be an official of the Department requests admittance into the interior of a post, telegraph or mail office or of a mail van, he should be required to produce a letter of authority unless he is personally known to the head of the office or the head seker, as the case may be. All enquiries by the public must be made in writing or at the window of the office concerned, and no unauthorised person should be admitted inside the counter.

NOTE 1.—Porters should not be allowed to enter the mail van except when heavy bags have to be placed in or taken out of the van. They must, as a rule, receive and deliver mails at the door.

NOTE 2.—If a Superintendent of post offices intends to visit a working station in a mail van, he should first write to the Superintendent, Railway Mail Service, of the Division concerned who will arrange either to travel with the officer or to send an inspector.

NOTE 3.—Railway ticket collectors may enter mail vans for the purpose of inspection and verification of passes or postal tokens.

NOTE 4.—Railway sweepers may be allowed to enter mail vans for cleaning beams, whenever necessary, in the presence and under the supervision of the head porter or mail guard, as the case may be, when the train is standing at a railway station.

654. Gazetted officers of the Department of and above the rank of Assistant Divisional Engineer may visit departmental radio stations within their jurisdiction at any time.

655. The Naval authorities may authorise commissioned officers to visit departmental radio coast stations for certain specified purposes.

656. The following have authority to visit departmental radio stations for the purposes specified against each, respectively, but they have no authority to inspect any other parts of the station apparatus, plant, personnel, buildings or accounts:—

- (a) The District and Brigade Commanders, or any military officers deputed by them, for any purpose, in connection with the defence of departmental radio stations within the military areas under their command.
- (b) Officers of the Military Engineer Services or the Public Works Department for any purpose in connection with such building, etc., as they are responsible for maintaining.
- (c) Any person duly authorised by the Accountant-General, (Posts and Telegraphs branch) for any purpose in connection with the accounts of the station.
- (d) Any person duly authorised by the Divisional Engineer, (Telegraphs, in charge of the Division in which the station is located, for any purpose in connection with such lines, instruments, etc., as the Divisional Engineer is responsible for maintaining.

657. Except as mentioned above, no other official or member of the public is to be admitted to a departmental radio station without the written authority of an officer of the Department of or above the rank of Divisional Engineer. If necessary, the officer in charge may apply for this authority by service telegram.

658. Where a departmental radio station is situated inside a Military Defence Area or is under a Military Guard, it may be necessary

to obtain a pass from the local Military authorities. Officers in charge of stations will obtain the necessary passes for their staff and should monitor the same periodically. Visitors and others must obtain their own passes: such passes will not, however, authorize holders to enter the departmental radio stations.

**659.** All persons visiting departmental radio stations are to be requested to sign the visitor's book and insert the reason for their visit.

#### **Maintenance of order and tidiness in offices.**

**660.** It is the duty of the officer in charge of an office to see that order and tidiness are strictly maintained in and about the office. All articles of stock and stationery should be kept clean and in good order and be neatly arranged in their proper places. Obsolete forms, damaged articles of stock, used labels, broken seals, waste papers, etc., should not be kept in office but disposed of according to rules. The office should be kept free of wearing apparel and other personal property of the officials. Smoking in office and expectorating about the floor or any other part of the building are strictly prohibited.

**660-A.** A history sheet in respect of each bicycle or tricycle should be maintained in the following form in all offices where a bicycle or tricycle is used to keep an account of all expenditure incurred for repairs and replacements for parts of each machine. Each bicycle or tricycle should be allotted a number. Also see paragraphs 195-196, *Posts and Telegraphs Manual*, Volume IX.

*Register showing charges incurred on Cycle No. ——— purchased on*

| No. and date of sanction. | Date of charge. | Nature of repairs or replacements. | Amount. | Remarks. |
|---------------------------|-----------------|------------------------------------|---------|----------|
|                           |                 |                                    |         |          |
|                           |                 |                                    |         |          |
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|                           |                 |                                    |         |          |

#### **Inland postal and telegraph service articles.**

**661.** Letters, packets and parcels on postal and telegraph service are forwarded through the post free of charge, if superscribed "Posts and Telegraphs" and duly franked by an officer of the Department. Such articles are subject to the ordinary rules governing the transmission of each class of article, except where special conditions are laid



down. The franking may take the form of the signature and official designation of the officer or the printed designation of his office or the name-stamp of the office concerned.

*Exception.*—The Deputy Controller of Stationery & Printing Stores, Karachi, Manager, Pakistan Government Press, Lahore and Deputy Controller of Stationery, Press & Publications, Dera, may send letters etc., free on postal service provided such letters etc., relate solely to the business of the Pakistan P. & T. Department.

**662.** No charge is made for registration or insurance of such articles when they bear the superscription "Posts and Telegraphs" and are franked by an officer of the Department. No registered letter or packet should exceed 600 tolas in weight. The registration and insurance of letters on the service of the Department should not be resorted to unless prescribed by rule, or unless the contents are of special importance.

**663.** Service letters must never be used as a means of remitting money for official purposes from one office to another when those offices are in account with each other, or in direct mail communication with each other, or when a service money order would answer the purpose. Whenever, in other cases, it is necessary or expedient to send a remittance by service letter, it must be in currency notes and the cover should be insured. In the Railway Mail Service such covers after being registered should be placed with an acknowledgment in an insured envelope which should be dealt with in all respects according to the rules for insured articles. Any infringement of this rule should be reported to the Superintendent or the Head of the Circle, as the case may be.

**664.** Ordinarily, small articles of stock of trifling value should be despatched as service unregistered packets or unregistered parcels; but any valuable article of stock may be sent as a service registered parcel. Insurance of parcels on service should not be resorted to, except under very exceptional circumstances.

**665.** Covers superscribed "On Pakistan State Service" and properly franked may also be sent through post, free of any charge, for letter or parcel, postage or registration fee, provided they contain:—

- (1) Message drafts or correspondence relating thereto addressed by auditors and examiners of licensed telegraph systems to the Telegraph Check Office, or
- (2) Articles such as *Gaisles*, message drafts or correspondence relating thereto as well as correspondence dealing with Railway Telegraph matters addressed by Railway Administrations to officers of the Pakistan Posts and Telegraphs Department.

**666.** Communications from officials of the Department relating to their leave, pay, transfer, leave allowances, fund subscriptions, and analogous matters, are of a private nature and should on no account be sent by them free on service. Whenever a breach of this rule is noticed, the official in fault should be called upon to pay double the charge which he should have paid in the first instance. The recovery should be made by means of postage stamps which should be affixed to the cover of the letter improperly sent on service, and defaced.

**NOTE.**—In a single-handed office, the official in charge may, in case of serious illness, send his communication asking for relief free of service, to avoid closing the office. A combined office with only one telegraph knowing official should also be considered a single-handed office, for the purpose of this rule in connection with the serious illness of his equaliser.

#### Transmission of official correspondence by Foreign Post.

**667.** Correspondence on *postal business* may be sent without being prepaid by means of postage stamps, if addressed to (1) foreign postal administrations and post offices in foreign countries and (2) private persons in Great Britain and Northern Ireland, Eire (Ireland) or a British Colony or Possession; in all other cases, such correspondence must be prepaid by means of ordinary postage stamps. Correspondence on any other business of the Department must be prepaid (a) with service stamps if intended for delivery in Great Britain and Northern Ireland, Eire (Ireland) or a British Colony or Possession and (b) with ordinary stamps if addressed to other countries (*see* Section IX of the *Post and Telegraph Guide*).

#### Inland service telegrams.

**668.** Telegrams despatched on service should be worded as concisely as possible, and whenever practicable, the code word and abbreviated designation as given in the authorised codes must be used in framing a message. The messages should be written on the service message form (S.M.) prescribed for the purpose. Except in Railway Mail Service sections, each message should be prepared in duplicate by means of carbonic paper and signed by the despatching official. Both copies of the message should be sent to the telegraph office, which will retain the original and return the duplicate impressed with the date-stamp. In the case of sections, the above procedure should be followed except that the messages should be prepared in triplicate and that the original and duplicate copies should be sent through the mail carrier to the Railway station telegraph office at the first halting station where mails are exchanged, the receipt of the carrier being taken on the triplicate copy of the message.

**668/1.** When it is necessary to express quantities or values in service telegrams, they should be expressed in words or checked by quoting their doubles as in following examples:—

- (1) Ten rapese fourteen annas or
- (2) Rs. 10-14 half 21-12.

**669.** All service telegrams forwarded by officials of the Department are accepted without payment and no fees are levied from such officials for copies of reports of the despatch of inward foreign mails from Bombay.

**670.** *Service messages* relating to telegraph matters (whether from departmental, radio, combined or Railway offices) are divided into four classes:—

- (a) *Class Prefix "T"*.—Such messages will take precedence of all traffic, except Immediate, Immediate Railway Service,

Immediate Telegraph Service, Storm Signal, Foreign State, Foreign Baring, whether messages, Special Pufes, Telegrams and Emergent Telegraph, Postal, Railway and Canal Service messages. On Sundays and Telegraph holidays, viz., Christmas Day, New Year's Day, Good Friday, Id-uz-Zuha (Bakr-id), Diwali (Kali Pujā) and the King's Birthday, these messages will be accepted and transmitted during the working hours of offices.

- (b) *Class Prefix "XT"*.—This prefix should only be used in Service messages relating to (i) interruptions (ii) the steps taken to restore communication, and (iii) messages of extreme urgency which are required to be transmitted during the closed hours of offices. These emergent messages will take precedence of Service messages classed "T". In the case of (iii), a certificate of the extreme urgency of the message must be recorded on it by the sender who will be responsible that there was sufficient justification for taking the very unusual step of sending the message during closed hours. This certificate will not be required from the Director-General of Posts and Telegraphs, or from the Accountant-General (Posts and Telegraphs branch) or from their offices, nor in cases of replies to messages classed XT.

- (c) *Class Prefix "S"*.—This prefix should be used in Service messages relating to the working of circuits such as duplicating, simplifying, opening, Bandst or Wheatstone and reversing to Morse, opening or closing of outlets, diversion of traffic, equalising delays, disputed local numbers, or calls for telegraph master. Such messages will take precedence and be dealt with on Sundays and other Telegraph holidays as Service messages classed "T" referred to in (a) above.

- (d) *Class Prefix "XXT"*.—This prefix should only be used in Service messages issued in connection with Immediate messages. Such messages will take precedence with Immediate Railway Service messages and be signalled under the warning signal 000 followed by the C.T.M. Signal with the words "Immediate" as a Service Instruction before the address.

671. Service messages relating to postal matters (whether from departmental, combined or Railway offices) are divided into three classes:—

- (a) *Class Prefix "P"*.—Such messages will take their turn for transmission with Ordinary classed messages (State or Private). On Sundays and Telegraph holidays, viz., Christmas Day, New Year's Day, Good Friday, Id-uz-Zuha (Bakr-id), Diwali (Kali Pujā) and the King's Birthday, these messages will not be accepted.

- (b) *Class Prefix - XT*.—This prefix should be used only when the message relates to matters of real urgency, or when they are required to be transmitted during the working hours of telegraph offices on Sundays and Telegraph holidays. These messages will take their turn with Express classed messages (State or Private).
- (c) *Class Prefix - XXP*.—This class prefix should be used only when the message is of such extreme urgency that it is required to be transmitted during the hours at which the telegraph office is closed. These messages will take their turn with Telegraph Service messages classed "XT". The privilege of sending "XXP" messages can only be exercised by the Director-General of Posts and Telegraphs, the Accountant-General (Posts and Telegraphs branch) and their officers, Heads of Circles, Superintendents, Foreign Post, Superintendents of post offices and Railway Mail Service, and Audit officers, and in the absence of these officers from headquarters, by the next senior officers. Officers sending an "XXP" message may authorise an "XXP" reply but no "XXP" reply shall be accepted in the absence of such authority. When the class "XXP" is used by Superintendents of post offices and Railway Mail Service, a certificate as to the extreme urgency of the message must be recorded on it by them who will be responsible that there was sufficient justification for taking the very unusual step of sending the message during closed hours.

672. Postal service messages addressed to Ceylon, Abadan, Ahwaz, Bahrain, Bandar Abbas, Bushire, Charbar, Fao, Gwadar, Haifa, Iran, Jask, Leo Boia, Lingah, Mohammamah, Muscat, Omara, Panjgur and Panni should be classed "T", and transmitted with Telegraph service messages.

673. The unnecessary despatch of service telegrams is strictly forbidden. When a case of the kind is noticed, the officer sending the message or on account of whose fault it had to be sent may be called upon to pay the cost of the message, in addition to any other penalty which may be imposed.

674. Telegrams relating to appointments, promotions, leave or other private concerns of an officer may on no account be sent by him free of service; if a reply by telegram is desired it must be prepaid. Whenever a violation of this rule is noticed, the officer concerned will be called upon to pay double the cost of the message. If a violation of the rule is reported by an Audit officer, the Audit officer should be informed in due course of the action taken and whether recovery has been effected. Telegrams between two officers regarding the appointment, promotion, leave, etc., of a third subordinate may, however, be treated as free service messages; and an officer granting leave may intimate sanction by a service telegram if this is considered advisable in the public interest. Telegrams from touring officers of the Department for the purpose of securing accommodation are purely private and should be paid for.

NOTE.—The instruction in the Note below rule 676 applies to telegrams also.

675. If a service message is found to be unnecessarily verbose or classed higher than necessary, the officer concerned will be called upon to pay the portion of the cost of the message represented by the unnecessary words or by the higher classification.

675/1. Complimentary phrases of all kinds must be omitted in service messages with the exception of the abbreviation "Pl." for "Please" which may be used in administrative telegrams only. They must be written as far as possible in the abbreviations given in the Code Book, but in messages to other than postal or telegraph officials the words abbreviated must be written in full before delivery.

675/2. Administrative messages should be referred to in other service messages as follows:—

- (1) If of previous date, by Code Time and date.
- (2) If of the same date, by Code Time only.

675/3. If it is necessary to inform one or more officers that a service message has been sent to another officer at another place, the message should be treated as a Multiple message by inserting the names of the addressees and offices to which it is to be signalled in the Address and the particulars as to whom addressed and to whom copies have been furnished as the end of the text. Officers en route will strike out the name of the addressee, and the office of destination in the Address as each copy is disposed of, but will signal the text in full throughout. This practice, however, of repeating the addresses at the end of Multiple Service Messages, in order to inform each officer addressed that the others have been given a copy of the message, should not be resorted to ordinarily as it tends to lengthen the messages unduly.

Multiple Service messages should not contain more than ten addressees.

When service messages addressed to several offices of destination are tendered at offices noted below by either a telegraph or postal official, the sender must prepare a separate copy for each addressee. The circulating clerk at telegraph offices accepting such messages should decide what copies are necessary for the different circuits. If two or more copies of these messages are to be signalled over the same circuit, he should insert all the addresses for that circuit on one copy and destroy the others. Care must be taken that all copies of such telegrams reach the circulation table together.

Rawalpindi.

Lahore.

Kasul.

#### Important occurrence to be reported by telegram.

676. Whenever any unusual or important occurrence affecting the Department or any member, or employee of it, or the lines or other property of the Department takes place, it should at once be reported by telegram to the Director-General and the Head of the Circle by the responsible officer concerned.

**Express letters.**

677. In urgent cases, it will sometimes serve the purpose equally well if an express letter is issued instead of a telegram. For instance, if a communication is required to be sent after midday to any place which is within 24 hours by mail, it will be quite useless to send a telegram and an express letter will meet all requirements, unless, of course, the matter is very urgent and an immediate reply is required.

678. "Express Letter" will be treated exactly in the same way as telegrams both in the issuing and receiving offices, except that they will be transmitted by post instead of by telegraph. In order to secure this object, the forms of "Express Letters" and their envelopes are printed on blue paper. The "Express Letter" form is issued in pairs of 100 forms each in two sizes (foolscap folio and foolscap quarto). The larger size is used for communications between the Director-General's office and the offices of the Heads of Circles, and the smaller, used in Divisional offices and post and telegraph offices.

 **inland service money orders.**

679. Postal and telegraph service money orders may be issued, when necessary, for any bona-fide departmental purpose, but the money order system should be used for such purposes only when this is expressly prescribed or when the payment cannot be conveniently made in any other way. For instance, a service money order should not be issued by a head office in payment of any charge when the amount is to be disbursed at one of its sub-offices, as the amount paid by the sub-office can be adjusted in its account with the head office.

NOTE 1.—The pay and allowances of the non-gazetted establishment of the Engineering and Wireless branches and telephone districts who are employed in any of the key places and cannot conveniently come to the Headquarters to draw there, can be remitted by service money order to the stations at which they are serving. This exception should not be allowed indiscriminately but only in the extent to which it is really necessary in the interests of the service.

NOTE 2.—The expression "departmental purpose" includes the payment of the dues of contractors engaged by Divisional Engineers, Telegraphs, for the erection of signals in buildings or places at a distance from the headquarters station and the payment in respect of the purchase of furniture, if under the terms of the contract with the supplier payment has to be made on the expense of the Department; otherwise the supplier should make his own arrangements to receive payment at the place of delivery.

NOTE 3.—Where payment of accounts, not exceeding Rs. 50 in each case, is required to be made to private companies or municipalities at a place other than the headquarters station of the paying office, remittances may be made by service money orders.

680. No commission is chargeable on service money orders and there was no restriction as to the aggregate amount for which such orders may be drawn in one day by the same remitter in favour of the same payee, provided that the limit fixed for a single money order is not exceeded.

681. The following classes of payments to non-gazetted officers belonging to the Pakistan Posts and Telegraphs Department and the Posts and Telegraphs Accounts office may be remitted by a service

money order. In such cases the payee's acknowledgement should be attached to the relevant bill or acquittance roll.—

- (a) leave salary when an official is on leave in Pakistan,
- (b) pay and allowances (including travelling allowance) due to a deceased official
- (c) pay and allowance of an official who was on duty for a portion of the month before he proceeded on leave, and
- (d) travelling allowance of an official who proceeded on leave before the amount due could be paid to him.

**NOTE 1.**—Remittances by service money orders as contemplated in this rule are permissible only when the officials on leave or the heirs of deceased officials are residing within the areas served by the Pakistan post office. Payees residing in places not served by the Pakistan post office should make their own arrangements to receive their dues.

**NOTE 2.**—In cases in which the payment of a small sum to coolies, who are paid on muster rolls, would involve an expensive and unnecessarily long journey by a paying officer, the paying officer is authorised to credit such wages by service money orders and to attach to the relevant muster roll the acknowledgment receipt of the money order, as evidence of payment having been made.

**682.** The rent due to the owners of buildings hired by the Department must not be remitted to them by service money order, except when remittance by such means becomes necessary under the terms of the contract.

**NOTE.**—The rent due in respect of buildings hired for the use of the R. M. S. staff and the allowances of the R. M. S. staff become stipendiary should be paid through the receipt office, if there is one located at the same place; otherwise through the local post office on an acquittance roll. Where there is neither a receipt office nor a post office, payment may be made by service money order.

**EXCEPTION.**—When the amount is due to a Railway Administration or a Government Department, it may, however, be remitted by means of a service money order.

**683.** In the very rare cases where it may be necessary to remit money on service by telegraphic money orders, both the commission and the telegraph charge must be paid on such money orders. It is not intended that recourse should be had to this method of remittance except under very special circumstances.

**EXCEPTION.**—Money may be remitted by telegraphic service money order for the Engineering Branch staff posted as and working parties employed in the places mentioned below:—

Railways Division                      All places in the Central and Kashmir States.

**684.** (1) The purpose for which a service money order is issued, should be written by the official making the remittance across the particulars filled in by him, as well as on the "acknowledgment" portion of the form in continuation of the printed entry there "Received the sum specified on the reverse on—". The coupon may be used for any official communication from the remitter to the payee.

(2) Service money orders issued before the close of a month for the disbursement of pay and allowances relating to that month to the

R. M. S. officials working at stations outside the headquarters of R. M. S. Division should be prominently marked as "Not to be delivered before the 1st of the following month", the name of the month being specifically mentioned.

### Reports and returns.

684. A list of Returns due from the Direction is reproduced in Appendix No. 1 to this Volume.

685. The Director-General forwards to the Government of Pakistan, Department of Communications, at the end of each financial year a list showing the official publications, other than those of a confidential nature, printed under his authority during the last calendar year. To ensure the accuracy and completeness of this list, it is necessary that all officers receiving permission to print any official books, pamphlets, etc., either for departmental use or for sale or free distribution to the public, shall furnish the Director-General with the following particulars regarding each publication:—

- (1) Serial number, name of author, translator or editor,
- (2) Title of publication and contents of title page,
- (3) Subject (when not sufficiently indicated by title) expressed between square brackets,
- (4) Number of edition,
- (5) Number of sheets, leaves or pages,
- (6) Size in Centimetres or in English measures, e.g., foolscap, folio, royal octavo, as the case may be,
- (7) Printer, place of printing and publication, date of issue from press or of publication,
- (8) Price fixed for sale,
- (9) Language (when not in English),
- (10) Number of copies of which the edition consists whether printed (otherwise than typographically), lithographed, etc.

### Newspaper or periodical publication.

687. Whenever a newspaper or other periodical publication contains any allusion, unfavourable or otherwise, to the action of the Department or of any of its officers, a copy of the same must be forwarded at once to the Director-General by the Head of the Circle concerned, provided that the question is of an "All-Pakistan" character, and of sufficient importance and provided also that the newspaper or periodical is of good standing and repute. The officer forwarding the newspaper or periodical must also submit the fullest explanation in his power of the circumstances which form the subject of the remarks, or his opinion or recommendation in connection therewith, as the case may require. In cases where the desirability of such a course is evident, the forwarding letter may be semi-official.



### Secret and confidential papers.

488. Documents (including letters or other communications, official or semi-official maps, books, pamphlets, etc.), which require special precautions to prevent the disclosure of their contents, may be classed and marked as "Secret" or "Confidential." In all offices care should be exercised in deciding whether a particular document is to be classified as "Secret" or "Confidential" or not, and the decision should invariably be made by a responsible authority. Papers may sometimes be secret or confidential only until the occurrence of some particular event or announcement, and in such cases it is useless to continue afterwards to treat them in this way.

489. The contents of papers marked "Confidential" (including all the documents, etc., mentioned in the preceding rule) should be disclosed only to authorized persons or in the interests of the public service. They should not pass in the ordinary course through an office but be dealt with only by the head of the office, and, if necessary, in a circle of officers by certain trustworthy assistants, who should be specially authorized for that purpose. If not passed by hand from one authorized person to another, they should be sent in a sealed cover. They should not be brought into ordinary proceedings, but should be separately received, and kept in the custody of an officer who is authorized to deal with them. If printed, the press copies and the proceedings volumes should be treated with the same attention as the originals. As far as copies of confidential papers as possible should be printed, and register should be kept of these showing how each copy has been disposed of.

490. Papers marked "Secret" are intended only for the personal information of the Government or individual to whom they are issued, and of those officers whose duties they affect. The officer to whom they are addressed is personally responsible that they are kept in safe custody, and that their contents are disclosed to the officers mentioned above and to them only. They should be kept in the personal custody of the officer to whom they are issued. When not in actual use they should be kept securely locked up in a receptacle of which the key or keys are not accessible to anybody except the officer responsible for them, and when in use care should be taken that access to them is not obtained by any unauthorized persons. A list of such papers should be kept by the officer responsible for them and, when referred in his appointment, he will hand over both the list and the papers to his successor from whom a receipt or a change certificate should be taken.

491. Confidential or secret papers for despatch should be enclosed in double covers, of which the inner one should be sealed, marked "Confidential" or "Secret" and superscribed with only the name of the officer by whom it is to be opened. The outer cover should bear the usual official address. Letters or packets containing confidential or secret papers sent by post should invariably be registered, and those containing secret papers should also be sent "Acknowledgment due".

691. The disclosure of the confidential information of Government to unauthorized persons is also a penal offence under section 3 (1) (4) and (2) and 4 of the *Official Secrets Act, 1959*, and section 2 of the *Official Secrets Act, 1911* (1 & 2 Geo. 5, Chap. 28) all of which provisions are in force in Pakistan.

#### Books and publications.

693. Copies of Code books and Manuals are supplied to each office in sufficient numbers to meet the requirements of all the officers working in it (see Appendix No 3). All books and periodicals supplied to an office should be noted in the general stock book; and must not be permanently removed from the office for which they were intended. They should be carefully preserved until it is necessary to destroy them as obsolete.

693-A. Officers-in-charge of automatic exchanges, telephone repeaters, teleprinters and those relating to carrier current working should be personally held responsible for the preservation of the diagrams and technical instructions relating to those systems supplied by the makers, and these should be specifically made over under a list to the relieving officer in every case of a transfer of charge; one set of drawings should as a rule be framed.

Any diagram or set of instructions, which becomes unserviceable due to unforeseen causes, should be replaced promptly by application for fresh copies through the usual channel. If any item is found missing or damaged, a report should immediately be made by the relieving officer to the next higher authority, vide rule 257.

693-B. (1) Copies of Posts and Telegraphs Code Books and Manuals (detailed in Appendix B-A) are also supplied free of cost to the Accountants of the Posts and Telegraphs Accountants Service, who have passed both parts of the Posts and Telegraphs Accountants Service Examination and are eligible to hold posts of Senior Accountants, as well as to the Probationary Accountants under training.

(2) Books so supplied will be treated as personal copies and no fresh supply of books will be made to Accountants when they are transferred to other offices. The Accountants will be personally responsible for the proper maintenance of their books and keeping them up to-date.

#### Maps.

##### I. The Telegraph Map of Pakistan.

694. (a) This map which is drawn to the scale of 1"=32 miles, shows the telegraph lines used for paid traffic only; the departmental and combined offices (excluding local offices), and licensed telegraph offices at junctions and termini of telegraph lines when there are no departmental or combined offices at these places.

(b) Telegraph lines along railways are distinguished by the crossed line conventionally used to present railways, while telegraph lines along roads or canals, or across country are represented by plain lines.

(e) The names of departmental offices are printed in capital letters, those of combined offices in small Roman type and those of licensed offices, where given, in italics.

(f) Departmental and combined offices are represented by round dots, while licensed offices are shown by square dots.

(g) Divisional officer will maintain in his office extracts from the Telegraph Map of Pakistan relating to his own Division on a scale of about 1" to 8 miles showing all telegraph and telephone lines and cables, aerial, underground and underwater, except those in town and the positions of all departmental and combined offices and telephone exchanges in his Division. This map should be kept corrected up to date. Corrections to the Telegraph Map of Pakistan should be sent by him by the 15th of May every year to the Head of the Circle who will incorporate these corrections in his Circle Telegraph Map. The Head of the Circle will submit to the Director-General yearly on the 1st of June the corrections to the Telegraph Map of Pakistan so far as his own Circle is concerned in the form of tracings off the map of those portions only which are affected by the corrections.

Note.—Divisional Engineers will also arrange to supply every year the Sub-divisional officers under their command with extracts from the Divisional telegraph map relating to their respective sub-divisions. The latter will see that these are kept up to date and submit these extracts corrected up to 31st March to the Divisional Engineer as soon after that date as possible.

(f) As it is desirable to avoid, as far as possible, the errors of any matter once inserted in the map, special care should be taken to ensure items entered in proof sheets or subsequently submitted in the form of corrections being drawn to proper scale and in positions, as far as possible geographically correct. On no account are temporary lines or offices to be inserted; this prohibition does not apply to authorised season offices. The names of offices should be spelled as in the *Post and Telegraph Guide*.

(g) On receipt of the yearly corrections, correction memo. or slips will be prepared in the Director-General's office for general issue to officials to whom the map is supplied.

## II. *Maps of Postal (including Railway Mail Service) Circles.*

(a) A map of the Postal Circle should be kept in the Head of the Circle's office corrected up to date for official use. A copy of this map should be supplied to the Director-General.

(b) A sketch map of the Railway Mail Service showing the route of sorting and transit sections, and the stations at which the offices of Superintendents, the moved offices and the mail offices are located should be kept in the Head of the Circle's office.

(c) It is of special importance that both the maps should be kept corrected up to date and the Head of the Circle concerned should from time to time satisfy himself that they are so kept.

## III. *Maps of Postal and Railway Mail Service Divisions.*

(a) Every Superintendent must keep up a sketch-map of his Division.  
(b) In the case of a Postal Division, the sketch-map should show the

position of the post offices and mail lines. The different classes of offices, viz. —

- Head offices situated at headquarters of districts.
- Combined head offices.
- Other head offices.
- Combined sub-offices.
- Sub-offices which are cash offices.
- Sub-offices situated at sub-treasury stations.
- Extra-departmental sub-offices.
- Other sub-offices.
- Departmental branch offices, and
- Extra-departmental branch offices.

should be distinguished on the map by special signs. Rivers and streams which are crossed by mail lines should be shown in the sketch-map, and the places where bridges or ferries exist should be marked on it.

(d) Sketch-maps of Railway Mail Service Divisions should show the positions of the record offices and mail offices and the beats of the sections (posting and transit) under the Superintendent's control.

(e) Superintendents of post offices will be supplied by the Head of the Circle with a Postal map of the Circle and the latest survey maps of the districts comprised in the Division. Superintendents of Railway Mail Service may also be supplied by the Head of the Circle with a map of the Postal Circle or Circles in which the Division is situated. All these maps must be kept corrected up to date. The Superintendent must take special care of maps supplied to him, and in case of damage he may be held responsible for their value. A Superintendent in taking over charge of a Division should note on the charge report sent to the Head of the Circle the state in which the maps were found.

(f) A skeleton Postal map of the Circle should be submitted to the Director-General in the month of June each year in which all the corrections necessitated by changes during the past year must be incorporated to enable the map retained by the Director-General to be brought up to date. This procedure should be followed every year until such time as the issue of a new map is considered necessary.

#### IV. Maps of Postal Sub-divisions.

(a) Each Inspector of post offices will be supplied by the Head of the Circle with the latest map of the district or districts which form his Sub-division. He must take special care of the map supplied to him. In case of damage he will be held responsible for its value. An Inspector, on taking over charge of a Sub-division, should note on the charge report sent to the Head of the Circle the state in which the map was found.

(b) The Inspector should prepare a sketch-map of his Sub-division, showing the positions of the post offices and mail lines. Rivers and streams which are crossed by mail lines should be shown in the sketch-map, and the places where bridges or ferries exist should be marked on it.

### V. *Postal map of town.*

A town inspector of post offices should have a proper Postal map of his jurisdiction in which all the divisions of the town and the main roads should be shown. He should mark in red ink on this map the positions of all the post offices and letter-boxes in the town, indicating the class, whether pillar or portable, of each letter-box. The mail lines and the beats of the postman should also be shown by red lines.

### Annual Reports.

695. After the end of every official year, an annual report must be submitted to the Director-General by Heads of Circles, by the Superintendent, Telegraph Workshops, the Divisional Engineer, Telegraph P. & T. Training Centre, Lyallpur and the Controller of Telegraph Stores. Similarly, Divisional Engineer, Superintendents of post offices and Railway Mail Service in charge of Divisions, and Superintendents in charge of departmental telegraph offices must submit annual reports to the Heads of Circles.

696. The annual reports to the Heads of Circles must be submitted by the Divisional Engineer, Telegraphs, not later than the 31st May and by others before the 1st of May and the annual reports to the Director-General must be submitted by the officers concerned before the 1st of July.

697. The annual report will be a narrative of what has been accomplished in the year under review, and is, therefore, an fit place for offering suggestions or making proposals. If the experience gained during the year shows that any special course of action is desirable or advisable, the officers will submit their recommendations separately to the proper authority.

698. In order to make the narrative in the annual report complete in every respect, the reporting officers will keep notes, as they occur, during an official year of all interesting and important events or items, relating to the administration of their Circles, Divisions, or offices, as the case may be, or to the work in any branch of postal or telegraph business. These notes will be handed to the relieving officer on each occasion of transfer of charge. The Superintendents of post offices and Railway Mail Service will keep these notes in their memorandum books.

*Notes.*—The annual report of the Divisional Engineer, Telegraphs, should also contain the following information:—

- (1) Total number of sectional intervals in each Sub-division.
- (2) Number of sectional lines interrupted by the Sub-divisional officers, Telegraphs, during the year.
- (3) Number of Section's sections in which the interruption record has improved favourably in relation to the previous year's record.

699. The annual reports of the different branches of the Circle should be incorporated in a single report which should, however, be divided into four detachable parts, viz., (i) Postal, (ii) Telegraphs and Telephones, (iii) Wireless and (iv) Staff and Establishment for facility of examination in the different branches of the Director-General's office.

The reports and the connected statistics must be submitted in duplicate and should be type-written on one side of the paper only, both copies being prepared at one time by means of carbonic paper.

700. The annual reports will contain a brief sketch of the principal matters that have engaged attention during the year under report and may contain any remarks of interest on the different branches of work and their progress. The reports will then deal with statistical information, and any specially noteworthy features in the statistical information must be reviewed and explained.

701. Special mention should be made of the principal improvements effected and also of those officers who have distinguished themselves by extraordinary merit. It would obviously be out of place to submit a list of all those who have worked well; and the action required should be confined to officers who have come prominently forward by a thoroughly satisfactory discharge of duty of an exceptional character.

702. The report will be accompanied by statistical information in the forms mentioned below :—

| Report relating to                              | To be accompanied by statistics in                                                                                                                         |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Postal (including Railway Mail Service) Circles | Forms A. R.-1 (Parts I and II),<br>A. R.-1 (a), A. R.-1(b), A. R.-2,<br>A. R.-4, A. R.-5, A. R.-6,<br>A. R.-7, A. R.-8, A. R.-9,<br>A. R.-10 and A. R.-11. |
| Postal Divisions                                | Forms A. R.-12, A. R.-13, A. R.-14,<br>A. R.-15, A. R.-16, A. R.-17, A. R.-18<br>and A. R.-20.                                                             |
| Railway Mail Service Divisions                  | Forms A. R.-13, A. R.-15, A. R.-18,<br>A. R.-19 and A. R.-20.                                                                                              |
| Telegraph Traffic                               | Forms A. R.-4 and A. R.-22.                                                                                                                                |

NOTE 1.—The book of statistics (Form A. R.-21) of Telegraph Engineering Divisions should be submitted by the Divisional officer to the Head of the Circle not later than the 31st May each year. The latter should prepare a separate consolidated statement for his Circle in form A. R.-21 and submit it to the Director-General on or before the 21st June each year. Heads of Circles will be held responsible for the collection and verification of all statistics in these returns.

NOTE 2.—The returns to be submitted by Superintendents of post offices must include the figures of all the head offices situated in their Divisions whether those offices are subordinate to them or not.

NOTE 3.—Forms A. R.-1 to A. R.-20 will not be available in print. They should be prepared in manuscript.

703. Remarks on the following points should be included in Circle annual reports :—

## I.—Post Office.

(a) The system of selling quinine through the agency of the Post Office when it is in force. Besides any general remarks and information regarding the system, the report should give:—

- (1) the total quantity of quinine remaining unsold in the hands of the post offices at the close of the year,
- (2) the total permanent advance of quinine in post offices at the close of the year,
- (3) the total amount of money orders received by the supplying depots from post offices in the year, and
- (4) the quantity and value of quinine sold through the agency of the Post Office during the year as compared with the previous year.

It is one of the principles and conditions of the system that post offices do not keep or render any accounts of quinine sales or stocks, but the statistical information mentioned above can, it is believed, readily be obtained from the Depots which supply post offices with quinine.

(b) Cases of highway robberies of special importance.

(c) Cases of loss of Government money which are of special importance.

(d) Cases of special importance in which servants of the Post Office committed offences punishable by law.

(e) Cases in which there was a large number of deaths due to any general cause—such as a strike or depression on account of the plague or other epidemic. The report should show by whom the deaths were ordered and should contain any other remarks that may be called for.

(f) Numerous or serious complaints against any particular office or station.

(g) Cases of misappropriations of special importance.

(h) The following information relating to departmental Co-operative Societies:—(1) number of Societies, (2) total number of members, (3) total subscribed capital, and (4) the total amount of loans granted to members, each item being compared with the figures for the previous year.

(i) Number of window delivery and post box tickets and post bag permits issued and the income derived from these sources.

(j) In the case of Circles where salt licenses are issued from post offices, the following information for the year under report compared with that for the preceding year:—(1) number of post offices authorized to issue salt licenses, (2) number of tickets received, (3) quantity and value of salt indebted for, and (4) amount realized as commission.

(k) Number of head and sub savings banks as compared with the number in the previous year.

Note.—The Head of any Circle may, however, report on other matters of interest in his Circle.

(l) A paragraph on "Extension of postal facilities in rural areas" giving comparative figures for the last two years in respect of experi-





The following information should also be included in the annual report :—

- (1) Formation of new Divisions and Sub-divisions and alteration of boundaries.
- (2) Construction and re-construction, Telegraphs and Telephones, General remarks.
- (3) Details of above under the heads :—
  - (a) departmental—
    - (i) for traffic purposes ;
    - (ii) for engineering purposes :—
      - (a) Telephone subscribers' wires ;
      - (b) Trunk wires ;
      - (c) Test wires ;
      - (d) Wires for giving battery power, etc.
  - (b) railway, including train control circuits ;
  - (c) canals, including Hydro-Electric schemes and Grid Telephones.

Particulars of mileages of lines and wires and cable and cable-conductors added or deducted during the year should be furnished.

- (4) Construction and re-construction, Telephones (other than trunks) under the following heads :—
  - (a) *New Exchange systems*—
    - (i) departmental ;
    - (ii) private and private branch.
  - (b) *New Private lines.*
  - (c) *Replacement of lines by cable.*
  - (d) *General remarks.*
  - (e) Works in connection with new exchange systems or non-exchange systems giving a summary of the mileages added during the year under line, wire, cable and conductor.
  - (f) Construction and re-construction on existing exchange systems showing mileages added as at (e) above.
- (5) Construction and re-construction of trunks showing separately extent of—
  - (a) construction,
  - (b) re-construction,
  - (c) making up circuits from existing wires.
- (6) Increase or decrease of trunk mileages in the following form :—
 

|                                   | Miles of line/wire. |
|-----------------------------------|---------------------|
| On 31st March (previous year)     | .                   |
| On 31st March (year under report) | .                   |
- (7) Maintenance of lines—Telegraphs and Telephones, showing—
  - (a) miles of line/wire and cable/conductor at the end of the year ;

- (b) miles of line/wire and cable/conductor not repaired during the year under report ;
- (c) miles of line/wire and cable/conductor not repaired during the previous year ;
- (d) miles of line/wire and cable/conductor not repaired for 2 years ;
- (e) miles of line/wire and cable/conductor not repaired for 3 years ;
- (f) percentages of (b), (c), (d) and (e) to (a).

(8) Interruptions—

A comparative statement showing the interruptions and their average duration on departmental, railway, canal and trunk lines during the year.

- (9) Number of telegraph offices open for paid traffic at the end of the year, showing how many of them are—

- (i) departmental telegraph offices,
- (ii) combined post and telegraph offices,
- (iii) railway telegraph offices, and
- (iv) canal telegraph offices.

In regard to item (iii), the number of postal clerks employed in working the telegraph branches in the combined offices should be furnished.

- (10) Number of receiving post offices open at the end of the year, the number of telegrams accepted at those offices and the revenues realised therefrom during the year.

- (11) Number of railway and canal telegraph offices open for—

- (a) administrative purposes, and
- (b) how many of the total number of railway and canal telegraph offices, if any, are maintained by the Department.

- (12) Number of guaranteed telegraph offices—

- (a) in Pakistan, and
- (b) in acceding States  
showing by whom guaranteed and the amount realisable from the guarantor during the year.

- (13) Similar information as in item (12) should be supplied for telephone exchanges and Trunk Telephone systems.

- (14) Names of departmental telegraph offices converted into combined offices and the savings effected thereby.

- (15) First fitting and refitting of telegraph offices—

- (a) departmental telegraph offices refitted and to what extent ;
- (b) combined offices refitted and to what extent ;
- (c) telegraph training classes refitted and to what extent.

- (16) Number of miles of line/wire added to the Department during the year for new combined offices—

Line. Wire.

(a) without guarantee ...

(b) with guarantee ...

- (17) Licenses granted during the year—to whom and date of expiry.

- (18) Machine telegraphy and high speed systems of working, installation of power plant for working, telegraph and telephone lines, accumulators, new apparatus, *e.g.*, teletype and baudot perforator, and of electric lights and fans.

- (19) Telephone offices—

- (c) Departmental exchange systems opened during the year under review.

| Name of system. | Class of exchange. | No. of subscribers. | Amount of revenue. |
|-----------------|--------------------|---------------------|--------------------|
|                 |                    |                     |                    |

- (b) Private and private branch exchange systems opened.

| Name of system. | Class of exchange. | Party for whom opened. | Rental. |
|-----------------|--------------------|------------------------|---------|
|                 |                    |                        |         |

## (c) Public Call Offices.

| Location. | Revenue.          |                       |
|-----------|-------------------|-----------------------|
|           | In previous year. | In year under review. |
|           |                   |                       |
|           |                   |                       |
|           |                   |                       |
|           |                   |                       |
|           |                   |                       |
|           |                   |                       |
|           |                   |                       |
|           |                   |                       |
|           |                   |                       |

## (d) Total number of telephones in the Circle.

| Name of Engineering Division. | No.<br>(previous year). | No.<br>(year under review). |
|-------------------------------|-------------------------|-----------------------------|
|                               |                         |                             |
|                               |                         |                             |
|                               |                         |                             |
|                               |                         |                             |
|                               |                         |                             |
|                               |                         |                             |
|                               |                         |                             |
|                               |                         |                             |
|                               |                         |                             |

## (e) Total number of departmental telephone connections in the Circle.

## (f) Total trunk revenue derived from telephone exchanges in the Circle connected to Trunk systems, thus—

| Name of Exchange. | No. of calls. | Value. |
|-------------------|---------------|--------|
|                   |               |        |
|                   |               |        |
|                   |               |        |
|                   |               |        |
|                   |               |        |
|                   |               |        |
|                   |               |        |
|                   |               |        |
|                   |               |        |

## (g) Licences granted during the year.

(20) *Buildings.*—Post Office, Telegraphs and Telephones—

## (a) Major works for new buildings—

- (1) completed,
- (2) in progress.

## (b) Major works for additions and alterations to old buildings—

- (1) completed.
- (2) in progress.

## (c) Number and value of building works of all kinds completed under the supervision of Divisional Engineers.

## (21) Inspection of all Major Works by Heads of Circles and of all works costing over Rs. 5,000 by Divisional Engineers.

## (22) Submission of a certificate showing that the Books of assets in Divisions under line and wire and Apparatus and Plant have been brought up to the end of the year.

## (23) Report regarding the time taken for giving telephone connections.

## (24) Details of crimes committed by the officials of the Telegraph and Telephone branches with particulars showing amount involved in each case in the following form :—

*Statement showing the number of crimes committed by officials of the Telegraph and Telephone branches and persons other than departmental officials and the amount involved therein during the year.*

| No. of cases (by departmental officials). | Amount. | No. of cases by other persons. | Amount. |
|-------------------------------------------|---------|--------------------------------|---------|
|                                           |         |                                |         |
| Total ...                                 |         |                                |         |

NOTE 1.—The expression 'Telegraphs and Telephones' includes both Traffic and Engineering.

## III.—Wireless.

- (a) Principal events of interest.
- (b) Construction and maintenance.
- (c) First fitting and refitting of radio stations including installation of power plant for electric lights and fans and accumulation of new apparatus.
- (d) Interruptions.
- (e) Wireless licenses, etc., issued during the year.

IV.—*Staff and Establishment.*

(a) Number of women employed in the Circle—to be shown separately under each cadre.

(b) The number of officials trained in the departmental training classes—to be shown separately under each cadre.

(c) Charges of Postal, Traffic and Engineering Administrative posts in the Circle.

(d) *Casualty statement—*

(i) Gazetted Establishment.

(ii) Non-gazetted Establishment.

under retirement, resignation, dismissal and death.

(e) *Rewards—*

(i) Gazetted staff.

(ii) Non-gazetted staff.

(iii) Total number of officials rewarded during the year.

(iv) Nature and extent of rewards.

704. The statistical information prescribed and the subjects named above have been contrived for the most part to information actually necessary for the compilation of the annual report submitted to Government by the Director-General, and constitute all that is required from each Circle. It will, however, be open to the Head of any Circle to deal with other matters of general interest affecting his Circle. The extent to which private presses have been used during the year should also be specially reported. The total payments made to private presses during the year should be stated, and the special classes of printing work for which this agency has been utilized should be specified; if the expenditure under this head is abnormally heavy in any year, an explanation should be given.

705. A brief note on the operation of the Pakistan Posts and Telegraphs Department in each Circle should be submitted by the Head of the Circle to the Provincial Government concerned at about the time the Circle Annual Report is sent to the Director-General. If, however, the note is not required by any Provincial Government, it need not be supplied.

*Courtesy towards the public*

706. Members of the public are not conversant with the rules in the *Post and Telegraph Guide* and sometimes unwittingly contravene them, or do not follow the procedure indicated. It is, therefore, expected that all officials of the Department should help the public, as far as possible, indicating the correct procedure and how an applicant can best attain his object. The officer in charge of an office must invariably be courteous in all dealings with the public and should strictly enforce courtesy on every member of the office establishment.

He should always be willing to give information and meet all reasonable requirements when this can be done without any infraction of the rules. He should study the convenience of persons attending to transact business and see that they are not subjected to any avoidable detention. He should afford every facility to the public, and specially to ignorant persons, in transacting business of any kind, and see that documents and forms which are filled in by them are not rejected by clerks merely because of some slight informality which might easily be corrected.

### Correction of periodical publications.

707. The Director-General should be kept informed of all changes which are to be made in each new edition of the undermentioned publications by the Heads of Circles and other officers noted against each:—

- (1) *Classified List of Publications Post Office and R. M. S. Office and Sections (with Appendices)*.—Heads of Circles.
- (2) *List of Offices of the Department of Posts and Telegraphs*.—Heads of Circles, Divisional Engineer Telegraphs P. & T. Training Centre, Lyallpur, Controller of Telegraph Stores, Superintendent of Telegraph Workshops, and Accountants-General, (Posts and Telegraph branch).
- (3) *Post and Telegraph Guide*.—Heads of Circles.

708. For this purpose, each Head of a Circle and other officers concerned should have the publications concerned carefully examined and thoroughly revised in due time and, on the dates specified in the following clauses, send to the office of the Director-General at Karachi a copy of each of the publications corrected in all respects as far as his Circle is concerned.

(a) The *Classified List of Publications Post Office and R. M. S. Office and Sections (with Appendices)* is published in September of each year and its Supplement in April of the following year. Corrected copies showing how the list will stand on the first day of the month of publication should be sent so as to reach the Director-General's office not later than the 1st March and 1st December, respectively.

The *Classified List of Publications Post Office and R. M. S. Office and Sections (with Appendices)* and the lists in the *Post and Telegraph Guide* should be in complete agreement and no change affecting either publication should be introduced between the latest date for the communication of corrections and the beginning of the month of publication.

(b) The *List of Offices of the Department of Posts and Telegraphs* is issued twice a year, the first issue corrected up to the 1st January and the second up to 1st July. Corrected copies of the list should be sent so as to reach the Director-General's office not later than the 15th November and 15th May, respectively. Any further corrections

which may subsequently be found necessary in the corrected copy, should be communicated by letter to reach the Director-General's office not later than the 10th December and 15th June, respectively.

(c) The *Post and Telegraph Guide* is published in September of each year and its *Supplement* in April of the following year. The lists of Pakistan Post and Telegraph offices, of the post offices authorized to pay money orders by pay orders and of post offices in adjoining States should be corrected for each of these issues to show how they will stand on the first day of the month of publication and the corrected copies of the lists sent so as to reach the Director-General's office not later than the 1st March and 1st December, respectively. The *Consolidated List of Pakistan Post Offices and G. M. S. Offices and Stations (with Appendices)* and the lists in the *Post and Telegraph Guide* should be in complete agreement and no change affecting either publication should be introduced between the latest date for the communication of corrections and the beginning of the month of publication.

709. Heads of Circles are also responsible for the accuracy of all portions of the *Guide* relating to Telegraphs and the *Telegraph Circulation Book*, *Circle names of all Departmental and principal Civilian Offices and other letters* relating to their Circles. They should report weekly in form T. L-181 all corrections to these publications to the Director-General of Posts and Telegraphs. The memorandum of corrections should be prepared in duplicate by means of carbon paper, the top copy being sent to the Director-General's office on Monday of each week and the carbon copy retained in the Circle office. If in any week there are no corrections to report, no memorandum need be sent. The weekly memoranda should be numbered serially throughout the official year so that the Director-General may know whether all issues have been received or not.

### Forms of deeds and other documents.

710. Forms of deeds and other legal documents required for departmental purposes will be drawn up by the Law Officers of Government on requisition from Heads of Circles.

In case of any document being required to be drawn up by the Government Law Officers, no charge will be made on that account.

NOTE.—Direct applications by officers of lower rank than Heads of Circles to Solicitors to Government or other Law Officers, for forms or for opinions specially required in particular cases under rule 127, are prohibited.

### Publications for sale

711. The names of the publications and books of forms which are issued for sale to the public and the offices to and by which they are supplied, are given in the table below. The supplies will be made in accordance with instructions issued by Heads of Circles or an



requisitions made by means of letters on the supplying offices. The requisitions must, in the case of the Post Office, be submitted through the Divisional Superintendent or first class postmaster:—

| Names of publications, forms or books of forms.                                           | Offices by which supplied. | Offices to which supplied.                                                                                                                      | Selling price.             | Branch to which the publication or the form relates. | Remarks (if any). |
|-------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------|-------------------|
| 1                                                                                         | 2                          | 3                                                                                                                                               | 4                          | 5                                                    | 6                 |
| (1) Report on the work of the Pakistan Posts and Telegraphs Department.                   | Postal Stock Deposits      | Post and telegraph offices.                                                                                                                     | As indicated on the cover. | General.                                             |                   |
| (2) Post and Telegraph Guide.                                                             | Ditto                      | (a) Head post offices or such sub-offices and mail offices as may be selected by the Head of the Circle.<br>(b) Departmental telegraph offices. | Ditto                      | Ditto.                                               |                   |
| (3) Post and Telegraph Pocket Guide in English and in local languages.                    | Ditto                      | (a) Head post offices and selected sub-offices.<br>(b) Departmental telegraph offices.                                                          | Ditto                      | Ditto                                                |                   |
| (4) Rupee-Sterling Conversion Tables for Sterling Money Orders and British postal orders. | Ditto                      | Post Offices                                                                                                                                    | Ditto                      | Postal                                               |                   |

| (6) Book of inland sent message forms.                                           | With or without counterfoil. | (a) Ditto                                                                                                                        | (a) Head post office and selected sub-offices.<br>(b) Departmental telegraph offices.                               | With counterfoil—annas twelve.<br>Without counterfoil—annas eight.                                                                                                                                          | Telegraphs. |
|----------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| (6) Book of blank forms of inland money order (ordinary and v.-p.)               |                              | (b) Assistant Controller Stationery and Forms Stores, Karachi and Deputy Controller of Stationery, Forms and Publications Dacca. | (b) Departmental telegraph offices.                                                                                 |                                                                                                                                                                                                             |             |
| (6) Book of blank forms of inland money order (ordinary and v.-p.)               |                              | Postal Stock Depots                                                                                                              | Head post offices and selected sub-offices.                                                                         | Annas eight per book                                                                                                                                                                                        | Postal.     |
| (7) Book of certificate of posting.                                              |                              | Postal Stock Depots                                                                                                              | Head post offices and selected sub-offices.                                                                         | Annas four per book                                                                                                                                                                                         | Postal.     |
| (8) Book of acknowledgment for registered articles of the latter or parcel mail. |                              | Ditto                                                                                                                            | Ditto                                                                                                               | Annas four per book                                                                                                                                                                                         | Ditto.      |
| (9) Public Abbreviated addresses.                                                |                              | Ditto                                                                                                                            | Departmental telegraph offices.                                                                                     | As indicated on the cover.                                                                                                                                                                                  | Telegraphs. |
| (10) Official and Press Abbreviated addresses.                                   |                              | Ditto                                                                                                                            | Ditto                                                                                                               | Ditto                                                                                                                                                                                                       | Ditto.      |
| (11) Telephone Directory.                                                        |                              | Divisional Engineers, Telegraphs, General Managers and District Managers, Telephone Districts.                                   | Departmental telegraph offices and selected combined offices etc. where there are departmental telephone exchanges. | Annas four for a copy consisting of 10 pages or less.<br>Annas eight for a copy consisting of 11 to 50 pages.<br>Rs. 1/- for a copy consisting of 51 to 100 pages.<br>Rs. 2/- for a copy of cover 100 pages | Telephones. |

| Names of publications, forms or books of forms.                                                                                              | Office by which supplied.                 | Office to which supplied.                                                                 | Selling price.                                                                                                          | Branch to which the publication or the forms relate. | Remarks (if any).                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                            | 2                                         | 3                                                                                         | 4                                                                                                                       | 5                                                    | 6                                                                                                                                      |
| (11-A) Trunk Call Rate Books.                                                                                                                | Postal Stock Depots                       | Offices selected by the Head of the Circle.                                               | Annas one per day                                                                                                       | Telephones.                                          |                                                                                                                                        |
| (12) Identification Cards                                                                                                                    | Ditto                                     | Head post offices                                                                         | Rs. 1 for each card.                                                                                                    | Postal.                                              | For one copy of each.                                                                                                                  |
| (13) Greetings telegram forms and envelopes                                                                                                  | Ditto                                     | All combined and departmental telegraph offices.                                          | Annas three                                                                                                             | Telegraphs.                                          |                                                                                                                                        |
| (14) Pamphlet containing question papers of the previous examinations for the recruitment of engineering supervisors and wireless operators. | Office of the D.G., Posts and Telegraphs. | Circle offices                                                                            | Annas six per copy                                                                                                      | Engineering.                                         |                                                                                                                                        |
| (15) Agreement Form M-19. Tender Form M-195. Conditions of contract M-47, and Bank's guarantee Sec. 30.                                      | Postal Stock Depots                       | The Circle offices, the Postal Divisional offices, and the first class head post offices. | Rs. 5 for a set of one copy of each of the following forms:—<br>(1) M-19.<br>(2) M-195.<br>(3) M-47 and<br>(4) Sec. 30. | Postal                                               | Free for departmental use. The form Sec. 30 should not usually be supplied unless it is actually required by the interested tenderers. |



712. Each supply will be accompanied by an invoice. When the supply is made by Stock Depots, the invoice will contain the number of copies supplied for sale and, where necessary, the number supplied for use will be separately entered. The officer in charge of the office concerned should, after checking the entries in the invoice, sign and file it. The invoices will be numbered in consecutive annual series for each office and filed in the serial order of their file. Postage stamp representing the value of copies sold (including those supplied to and sold at subordinate offices) should be affixed in the space provided for the purpose on the back of the invoice and defaced with the date-stamp or with the continued date-stamp and obliterator, where available, in the presence of the officer in charge of the office concerned. Service postage stamps may be accepted in payment of the value of the **publication and books of forms mentioned above**, on receipt of written applications from officials entitled to use such stamps, the applications being filed with the relative invoice. A record of the names and addresses of persons who purchase the Guide should be kept and, on receipt of fresh editions, they should be informed of the fact by service postcards prescribed for the purpose.

Note.—In offices where, on account of the heavy sales of publications, the space on the back of the invoice [Form ST. 65] (a) is insufficient for the purpose of affixing postage stamps representing the value of copies sold, a separate blank book or note book may be maintained for pasting such postage stamps under each date. A stock book showing separately the daily sale of each publication, the value realized and the balance on hand should also be maintained. The total of the values realized in respect of all publications each day should agree with the total value of postage stamps affixed to the book mentioned above.

713. On receipt of a supply the officer should send an acknowledgment to the Assistant Controller, Stationery and Forms Stores, Karachi, Assistant Manager, Government of Pakistan Press, Lahore and Deputy Controller of Stationery Forms and Publications, Thana or the Postal Stock Depot where it should be filed with the copy of the invoice to which it relates.

714. Sub-offices or mail offices, which are not supplied by Stock Depots with publications for sale, may obtain copies, when required for this purpose from the account office or the nearest head post office, respectively, and remit the value of the copies sold in cash or postage stamps to the latter office. In the case of post offices, the remittance should be entered on the reverse of the daily account, but not incorporated in the accounts. Telegraph offices in which there is no stock for sale should forward applications for purchase, together with the price in stamps and the full address of the applicant, to the nearest telegraph office having such stock which will supply the copies required.

715. Copies of the *Report on the work of the Pakistan Posts and Telegraph Department* are also supplied to post and telegraph offices for sale to the public by the Head of the Office on receipt of requisitions with postage stamp or stamps representing the cost of the publications ordered to them and duly defaced by the office concerned. The requisitions should be sent direct to the Head of the Office,

715/L. Head post offices and such sub-offices and mail offices as receive supplies of the *Post and Telegraph Guide* direct from the Stock Depots, should submit every year to the Head of the Circle concerned before the 10th of April a statement showing the number of copies of the publication sold during the preceding financial year. Sub-offices receiving direct supplies should submit their statements through the head office. Copies sold at other sub-offices should be included in the statement of the head offices to which they are subordinate. Head offices should submit their own and sub-office statements direct to the Head of the Circle.

The same procedure should be followed by combined offices in respect of telegraph forms and publications.

716. Copies of the *Post and Telegraphic Manuals* and the extracts from them, *Rules for Branch Offices* as well as the *Code* issued by the Auditor-General and Assistant General, (Post and Telegraphic Branch), may be issued on payment from the Postal Stock Depots for the use of the staff requiring them. The Stock Depots will follow the same procedure as that laid down for the sale of the *Post and Telegraphic Guide* and will receive copies in lump from the Manager, Central Publications Branch, Karachi and Deputy Controller of Stationery Forms and Publications, Dacca, under the orders of the Director-General on indent according to their requirements.

716/L. In the case of publications sold to sending States direct by the Stock Depots, postage stamps of the value of the publications should be obtained from the local post offices by the Stock Depots in exchange for their sale-proceeds received in cash or through money orders and affixed to the relevant invoice. The stamps should be defaced as laid down in rule 713.

Inspecting officers should at the time of their inspection of the Stock Depots carefully check the invoices of the saleable publications to see whether sufficient stamps representing the value of the publications sold to sending States by the Stock Depot have been affixed to the relevant invoices on record.

717. Officers of the Posts and Telegraphs Department, who require copies of the publications referred to in rule 716 or copies of the various departmental technical publications, for their private use, will indent on the Controller of Telegraph Stores with a remittance of the price, by service money order. For this purpose, as well as for the sale of the technical publications to persons outside this Department, the Controller of Telegraph Stores will obtain the books in lump from the Governor General's Press and Publications, Karachi, under the orders of the Director-General, and maintain a separate account for them.

718. As soon as Invoice No. 1 for the current official year is received, the officer in charge of the office concerned should note on it the number of each of the publications and books of forms remaining unsold until

them. When a new or revised edition of a publication or form is received, all the unsold copies of the obsolete publication or form should be put aside pending the next inspection or, in the case of a hand post office, the next verification of the balances of the office.

719. The inspecting officer should see that the invoices are in an unbroken series and that the value of the copies received for sale is entered in the invoices *versus* the value of unsold copies in hand is represented upon the invoices by postage stamps. He should also note below the last postage stamp affixed to the invoice under each head, the number of unsold copies in hand and initial and date this entry. If any copies have become obsolete, he should destroy them and make a note on the invoice under his signature stating the number and value of the copies destroyed. If his visit is the first one after receipt of the first invoice for the year, the inspecting officer should see that the number of copies of each of the publications and books of forms remaining unsold on the date of the receipt of the first invoice of the year has been correctly noted on the invoice by the officer concerned, initial these entries and then destroy the previous year's invoices.

720. When no copies of publications or books of blank forms for sale are to be despatched on the 31 March, the Postal Stock Depot will on that date forward to every office supplied by it with such publications and books, a postal service postcard (Form S.K.-53 [a]) with the words "articles of stock" scored out, intimating the closing No. of the annual series of invoices of publications and books of forms.

721. *Canceled.*

722. *Canceled.*

### Thumb and finger impressions.

723. In all cases in which money is paid to illiterate persons on account of pay wages, contingent charges, money orders, savings bank withdrawals or for any other purpose or in which insured articles are delivered to such persons, the payee's or addressee's thumb-impressions should, whenever practicable, be taken on the proper document (acquittance toll, receipt, warrant of payment, acknowledgment, money order, application for withdrawal, etc.)

724. When the thumb and finger impressions of an official are required on any document in connection with his appointment or retirement or on any other occasion, the officer in whose presence the impressions are taken should enter his name and designation below the impressions as well as the date on which they are taken.

725. In taking these impressions, printer's ink (which is supplied for use with postal stamps) should be used with the special pad provided for the purpose, and the following instructions should be observed:—

All grease and dirt should first be carefully removed from the ball of the left thumb which should then be wiped dry, laid on the

inked pad and very lightly rolled from left to right until it is sufficiently inked. The thumb should then be very lightly rolled on the document on which an impression is required. It should be fairly laid on the paper and a complete impression obtained by rolling it once from left to right. Where finger impressions are also required, the same process should be repeated with each of the fingers of the left hand in turn until impressions of all have been obtained. It should be recollected that if the thumb or any of the fingers is rubbed or allowed to slip, either on the pad or paper, a good impression cannot be secured. It is always advisable to take one or two experimental impressions on waste paper before finally making impressions on any document.

#### Alterations in names of officials.

726. Heads of Circles may notify in their circular or general letters alterations in the names of all subordinates except those whom they have not the power to appoint. In the case of the latter officials, such alterations should be proposed to the Director-General for notification in his circulars.

The Government servant, desiring to change his name should be required to publish an advertisement (specimen noted below), of the change of his name in at least 3 different local newspapers and if he is a resident of another province, in one of the leading newspapers of that province as well. After this has been done, and satisfactory proof furnished, the change in name may be recognised. In the case of a gazetted officer, a Notification should also be published in the official Gazette, and necessary alterations should be made both in the Gradation and Civil Lists and intimation also sent to the Accountant-General with a view to his making a similar alteration in his office records and the History of Service of Gazetted officers.

#### NOTICE.

I ..... of the ..... (name of service) .....  
do hereby give notice of the change of my name to.....

(Signature)

NOTE:—Alterations in the names of women employees consequent on their marriage need not be notified in any circular or general letter.

727. *Cancelled.*

728. *Cancelled.*

729. *Cancelled.*

730. *Cancelled.*

731. *Cancelled.*

732. *Cancelled.*

733. *Cancelled.*

734. *Cancelled.*

735. *Cancelled.*



### Uniforms, etc.

736. The supply of uniforms to certain members of the staff of the Pakistan Posts and Telegraphs Department is made solely in the interests of administration. The provision of uniforms and umbrellas or of water-proof clothing cannot be regarded as a prerequisite or as a part of the conditions of service of the staff, and Government reserve the right to restrict or withdraw the supply of uniforms to any particular classes of employees or on any particular scale when funds may not be available for the purpose or for any other reason. Government do not recognise any claim as of right on the part of the employees of the Department to be provided with uniforms for the performance of their work or for the purpose of saving or protecting the private clothing of the staff. This principle applies to the supply of cotton as well as warm clothings and of umbrellas and waterproofs. Whole-time employees only will be supplied with uniforms.

All officials employed in the postal, telegraph, telephone and wireless services must be cleanly and neatly dressed while on duty. It will be part of the duties of all heads of offices and inspecting officers to see that uniforms and warm clothing where supplied are actually worn on duty and are kept clean and in good condition. Appearance on duty without a uniform where supplied or in a dirty or tattered uniform will be treated as an offence rendering the offender liable to punishment. Heads of offices will also hold periodical kit inspections at which each man will be required to produce all the articles of clothing supplied to him, and the result of such kit inspection should be entered in the Order Book. Cases in which uniforms have been lost, damaged, or rendered prematurely unserviceable should be investigated and the wearers, if held responsible, should be ordered to make good the whole or part of the loss. Clear orders should also be issued prohibiting the wearing of uniforms, etc., while off duty, and whenever practicable, lockers should be provided for the storage of uniforms, etc., of men while off duty. Ordinarily, staff will change into uniforms in the office and not take the uniform clothing to their homes. Winter uniforms and warm clothings that have to last another season should be withdrawn from the wearers at the end of the cold weather and reissued at the beginning of the next cold season.

When on duty, postmen, village postmen and sub-inspectors of Telegraphs should be obliged to wear their badges, and mail peons, letter-box peons, packmen, van-peons, porters, peons in departmental telegraph offices, delivery peons and Goemen must wear their belts and badges, in addition to any uniform prescribed for them.

### Uniforms.

737. Excepting the special provisions made in rule 16 of Appendix 17 to the *Posts and Telegraphs Initial Account Code*, Volume 1, uniforms will be supplied according to the rules contained in the following paragraphs:—

(f) Uniforms will be provided to the following classes of officials :—

- (1) *Overseers* (and *overseers*, *mail overseers*, *overseer postmen*).
- (2) *Head postmen*.
- (3) *All postmen* including *village postmen*.
- (4) *Letter-box peons*, *mail peons*, and *packers*. (Though there are three designations, these men belong to the same cadre; their duties are interchangeable and often the same person performs the duties of *packer*, *mail peon* and *letter-box peon*.)
- (5) *Mail-guards* and the *jamadars* of the *Railway Mail Service*.
- (6) *Van-peons* and *porters* of the *Railway Mail Service*.
- (7) *Bont-men*, *dasdis* and *manjiks*.
- (8) *Telegraph messengers* (whether employed in departmental telegraph offices or in combined offices, whether *task-work peons* or *fixed-pay peons*, and whether *boy-peons* or *adult-peons*).
- (9) *Sub-inspectors* of *Telegraphs*.
- (10) *Linenmen*.
- (11) *Chowkidars*, *gate-guards*, *darwans* and *jamadars*.
- (12) *Other class IV servants such as office-peons, orderly peons, liftmen, battery-men, farashas, sweepers, etc., but excluding runners.*

(g) The articles of cotton uniforms to be supplied will be as follows :—

- (1) *Overseers* (and *overseers*, *mail overseers*, *overseer postmen* and *head postmen*).—A pair of trousers, coat (with two red stripes on the upper part of the right sleeve) and *pagree*. Two breast-pockets for coat only—shoulder straps.
- (2) *Postmen* including *village postmen*, *mail-guards* and the *jamadars* of the *Railway Mail Service*.—A pair of trousers, coat and *pagree*. Two breast-pockets for coat only—shoulder straps.
- (3) *Mail-peons*, *letter-box peons*, *packers*, *van-peons* and *porters*.—A pair of trousers, blouse and *pagree*. (The blouse to be worn outside the trousers and will be caught at the waist by a leather belt.) One breast-pocket and shoulder strap.
- (4) *Telegraph messengers*.—Knickerbockers, cotton *puttees*, blouse and *pagree*. [Blouse to be worn as in (3) above.] Breast-pocket and shoulder straps.
- (5) *Chowkidars*, *gate-guards*, *darwans*, *jamadars*, *liftmen*, *battery-men*, *farashas*, *sweepers* and *other class IV servants*.

(excepting runners).—A pair of trousers, khaki and pyjama. [Bound to be worn as in (7) above.] No broad-brimmed and no shoulder straps.

(6) *Dandi, zemindar and barman*.—Banda, shirt and pyjama.

(7) *Sub-inspectors*.—A pair of trousers, coat (with two red stripes on the upper part of the right arm) and pyjama. Two breast-pockets and shoulder straps.

(8) *Licencees*.—Knickerbo, cotton puttees and pyjama and coat as for postmen.

(9) *Office-peons and orderly peons*.—A pair of trousers, saddle and pyjama.

Pyjama will be khaki cloth, five yards in length. In all cases, the khaki pyjama cloth will have one single red border about six inches wide attached lengthwise to one of its edges. All coats will have stood up collars. All garments consisting of summer uniform will be made of cotton drill except shirt.

(10) The colour of uniforms to be supplied to all members of the staff throughout the Department will be khaki of one shade. This will not, however, apply to *jamadars* and certain other classes who are supplied with red uniforms under special orders. The pyjama cloth will be of white colour with red uniform.

(11) Subject to the provisions in clause (12) below, the number of sets of uniforms to be supplied will be two sets every year in the case of cotton uniforms.

(12) As regards the supply of warm uniforms, it is difficult to lay down any strict rule. The following general guiding principles are laid down; but Heads of Circles will obtain specific sanction of the Director-General for the supply of warm uniforms for particular places. A list of the places where supply of warm uniform or jersey will be justified should be prepared by the Heads of Circles or heads of offices (e.g., Divisional Engineer Telegraphs, P. and T. Training Centre, Lyallpur, the holder of Telegraph Stores, Superintendent of Telegraph Workshops, etc.) in consultation with the Meteorological Department, if necessary, and furnished by them to the Director-General who will then accord sanction to their supply.

(13) Warm uniforms will not be supplied to any member of the staff whose duties are wholly in-door. Thus, boy-peons and peons who have no out-door duties to perform as delivery peons, letter-box peons or mail peons and office orderly peons who have no touring duties will not be supplied with warm uniforms.

(14) Excepting runners a warm jersey to be worn under the cotton uniforms will be supplied to both in-door and out-door staff who get cotton uniforms and who work in places where the average of the daily minimum temperature prevailing during the coldest month of the year is 50 degrees (Fahrenheit) or below.

(c) Where the average of the daily minimum temperatures prevailing during the coldest month of the year is 45 degrees (Fahrenheit) or below, a warm uniform will be supplied to all out-door officials (excepting runners) without distinction of their status to whom warm jerseys will not be supplied.

The warm uniform will consist of a warm coat without lining, and a pair of warm trousers made of thick warm material.

(d) One warm jersey will be supplied once every two years. It will consist of full length sleeve gray woollen material with a short open neck.

(e) Warm uniform consisting of a warm coat without lining and a pair of warm trousers will be supplied one set for every two years.

(f) Pagrees and posties will not be supplied with warm uniform, those employed with summer uniform should be used with warm uniform also.

(g) A pair of cotton gaiters will be supplied with warm uniform to sub-inspectors, overseers (cash overseers, mail overseers, overseers postmen), postmen, mail persons and letter-box persons who work in places where during winter occasions arise for them to work through snow. Specific sanction of the Director-General should be obtained for the supply of woollen gaiters to any class of officials if considered necessary.

(h) In the case of officials who are entitled to the supply of uniforms and who are required to perform touring duties, warm uniforms and warm jerseys as the case may be, may be supplied to them if the conditions of temperature laid down in paras. (b) and (c) of clause (V) are fulfilled, either in the places at which they are employed or in the areas in which they are required to tour.

(vi) Where warm uniform is supplied, the periodicity of the supply of cotton uniform will be three sets for every two years and not two sets each year.

(vii) The preparation of the uniforms will be left to the Heads of Circles who will make the most economic and efficient arrangements for their sewing and supply. Material must be obtained through the Pakistan Stores Department.

(viii) Uniforms will be prepared in standard sizes which will be determined by the Head of the Circle by a general examination of the type of staff working in the Circle. When standard sizes have been supplied, the staff will be permitted to have them altered to fit them if they so desire but this will be at their own expense.

(ix) Brass buttons will be issued for use with uniforms. The staff will be responsible for these, and if they are lost they must be replaced at their own cost. Buttons once issued must last for three years after which a fresh supply of buttons can be made.

(x) Warm uniforms and jerseys will be issued on fixed dates suitable for each station, and they will be taken back and kept in stock by the postmaster concerned after being cleaned or washed at the expense of the Department.

(xi) The staff will be required to keep their uniforms in clean condition and to repair at their own expense whatever damage may occur to such uniforms whether by accident or neglect or fair wear and tear.

(xii) Each office will maintain a small stock of cotton uniforms not exceeding five per cent. of the uniformed staff. Such uniforms will be issued to officiating staff and on return will be washed and kept in stock for issue to officiating staff.

NOTE.—The following special provisions should also be observed:—

- (1) Flannee proofed canvas shirts may be supplied to the Railway Mail Service postmen in addition to the uniforms supplied to them.
- (2) Seasonal staff are different from temporary or officiating staff. The former will get summer uniforms if they work in summer months and warm uniforms if they work during winter. In case of seasonal offices at hill stations, warm uniforms may be provided instead of cotton, if justified by the temperature. The periodicity of supply will be according to the period for which they are employed. The temporary or officiating staff will get only cotton uniform from the 5 per cent. stock referred to in clause (xii), which is over and above the total requirements of each pattern of summer uniforms.
- (3) No side pockets will be provided for coats and blouses.
- (4) Trowsers, knickerbockers and shorts are to be provided with one pocket on each side.
- (5) By "knickerbockers" knickerbocker is meant as distinct from shorts.

#### *Umbrellas.*

Umbrellas will be supplied as a protection against the intense heat in summer or heavy rainfall in the monsoon to all officials who are entitled to the supply of uniforms and who are required to perform mainly outdoor or touring duties with the exception of Mail Guards, Van Peons and Porters of the Railway Mail Service, Boatmen, Dandies, Manjis and Sub-Inspectors of Telegraphs. Such supply will be made only in the following places:—

- (a) places where the average of the maximum temperature during two months of summer is 100 degrees (Fahrenheit) or over; or
- (b) places where the normal rainfall in the period 1st June to 1st October is 30 inches or over.
- (c) as an exception, all village postmen will be supplied with one umbrella.
- (d) umbrellas will be supplied every year.

- (c) umbrellas may be supplied to seasonal, temporary and officiating staff, provided the supply is justified according to temperature or rainfall referred to in paragraphs (a) and (b) above during the period for which such staff is employed.

*NOTE.*—Heads of Circles will prepare a list showing the temperature and rainfall of the places for which umbrellas are to be supplied in consultation with the Meteorological Department, if necessary, and furnish the same to the respective Audit offices.

#### *Waterproofs.*

(xiv) Instead of umbrellas, water-proof capes or, at the discretion of Heads of Circles, coats with hoods or caps will be supplied to the following classes of officials :—

- (a) all postmen supplied with bicycles by the Department for the performance of their duties.
- (b) all letter-box peons and mail peons supplied with bicycles by the Department for the performance of their duties.
- (c) all telegraph messengers supplied with bicycles by the Department or who supply their own bicycles with the approval of the Department.
- (d) all linemen.
- (e) water-proof capes or coats with hoods or caps may be supplied to seasonal, temporary and officiating staff during the period for which such staff is employed.

Such water-proof capes or coats with hoods or caps will be supplied only once every two years in those places where the supply of umbrellas will be justified on the ground of the quantity of rainfall.

#### *Belts and badges.*

(xv) Belts and badges to be supplied to the different officials will be as follows :—

*Belt for telegraph messengers.*—Sam-brown belt (modified) having a sufficiently large pouch on the waist-belt to carry several telegrams as well as a smaller pouch on the breast-belt to hold receipts.

*Belt for linemen.*—Leather, 1½" broad. Each lineman is to carry a soft brown leather pouch 11" broad 7" deep and 3" wide with a strap 1" broad, and with an inside pocket for Sal Ammoniac, to carry his tools.

*Badge for Railway Mail Service class IV servants made of brass*

|                            |       |        |
|----------------------------|-------|--------|
|                            | M     | M      |
| bearing the inscriptions R | N,    | thus R |
|                            | (No.) | 1.     |

*Badge for telegraph messengers made of brass bearing the inscriptions "Government Telegraph Department" to be fixed on the right breast-belt above the pouch.*

*Badge for sub-inspectors.*—A plated badge bearing the inscriptions "Sub-Inspector Government Telegraph" to be worn on the right breast of their coats. A whistle and a sharp knife to be slung round the neck by a lanyard.

*Badge for linemen.*—A brass badge measuring 2½"×2" with the words "Government Telegraph Department Lineman" engraved on it. A brass number plate to be fixed on the left breast of their coats.

*Badge for other officials* made of brass with the designation of the official engraved on it.

### Appeals against disallowances in audit.

735. In cases where a reference to the Government of Pakistan, or to the Director-General, is made by the Director-General or the Head of a Circle, as the case may be, as the result of an objection raised in audit, such reference should invariably be accompanied by a copy of the Audit officer's objections and of any further explanations he may have given in connection with it.

### Production of records before courts.

739. A summons from a court of Civil or Criminal Jurisdiction to produce any of the records of a post, or mail office or telegraph office or radio station or a certified extract from or copy of any such records will, unless otherwise ordered, be complied with. In the case of post or mail offices, the summons will usually be received through the Divisional Superintendent concerned. When any journal or other record is produced in court and admitted in evidence, the officer producing it will ask the court to direct that only such portions of the records as may be required by the court shall be disclosed.

740. When the summons relates to savings bank, cash certificate or money order books, the production of which is governed by the provisions of Act XVIII of 1891 and Act I of 1903, the postmaster will at once prepare a certified copy of the entry or entries giving the information called for, and forward this to the court. The certificate to be written at the foot of the copy will be in the form below, and will be signed and dated by the postmaster:—

I hereby certify that this is a true copy of an entry/entries contained in the (name of record), one of the ordinary books of this post office which is still in my custody, and that this entry was made in the usual and ordinary course of business.

A. B.

Postmaster of

Date.....

.....Post Office.

741. On receipt of a summons the Superintendent of post offices or Railway Mail Service or the Telegraph or Wireless office concerned, as the case may be, will decide whether any objection should be taken under section 123 and 124 of the *Indian Evidence Act, I of 1872* as adapted by Pakistan, to the production of any records, and if he thinks that objection should be taken, he should refer the case at once for the orders of the Head of the Circle reporting at the same time such particulars as are known regarding the case. In the case of telegraph records, the Head of the Circle will report his objections to the Director-General, who will take the orders of the Government of Pakistan on the subject, if necessary.

742. All cases in which an express order is received from a court under Act XVIII of 1891 for the production of any savings bank, cash certificate or money order book, must also be reported immediately to the Head of the Circle, stating the date on which the book is to be produced and the court must be informed at the same time that this has been done. The Head of the Circle will decide whether the book will be produced or whether notice will be given to the court his of intention to show cause against the order.

Note.—All summonses received direct by post offices (except first class head offices) and mail offices will be referred to the Postmaster-General for orders and such particulars are known to the Postmaster, head office, or mail agent regarding the case should be reported at the same time.

#### Grant of duty passes to Posts and Telegraphs officials.

742-A. *Use of duty passes.*—Railway passes will be supplied to certain classes of officials of the Posts and Telegraphs Department whose duties involve touring. A list of such officials is given in the annexure to this chapter. The passes are available solely for journeys undertaken by officials in the course of their duties within their respective jurisdictions and are not available for journeys on transfer. Certain officials of the Posts and Telegraphs Department have to tour all over Pakistan and passes for them are issued from the Railway Division. Misuse of the passes either by the holders themselves or by others through the negligence of the holders will be visited with severe punishment and may result in dismissal from Government service.

742-B. *Passes will be issued by official designation.*—Passes will be issued by official designation only and not in the name of any particular individual. The passes must remain in the personal custody of the officer or official who is holding the post at the time. As an exception, however, the passes intended for Assistant Postmaster-General, Assistant Director of Posts and Telegraphs, Personal Assistant (Engineering), Personal Assistant (Telegraph Traffic), investigating inspectors and visiting inspectors should remain in the custody of the Postmaster-General or a Deputy Postmaster-General as decided by the Head of the Circle and should be issued only on and when required and should also not be obtained for custody. The passes issued for the officers working in the office of the Divisional Engineer, Telegraphs, P. & T. Training Centre, Lyallpur, Superintendent of Telegraph Workshops and Controller of Telegraph Stores should remain in the custody of the Divisional Engineer, Telegraphs, P. & T. Training Centre, Lyallpur, the Superintendent of Telegraph Workshops and the



**Controller of Telegraph Stores.** The passes for Personal Assistants to Divisional Engineers, Telegraphs and Deputy Assistant Engineers, Telegraphists, and Electrical Engineering Supervisors, Telephone and Electrical, should remain in the custody of the Divisional Engineer or his senior Personal Assistant concerned. As an exception to this passes intended for Deputy Assistant Engineer and engineering supervisors of the Telegraph and Telephone business should be kept by them in their personal custody. Passes intended for stenographers should be in the custody of the officers whom they have to accompany on tour.

**742-C. Renewal of passes.**—The passes should be renewed periodically. In the event of loss of a pass the loss should be notified to the railway authorities concerned and disciplinary action taken against the official responsible for the loss.

In the event of loss of a pass issued by the Railway Board, the official to whom it was issued will be liable to bear all costs which may be incurred by the Railway Division in advertising the loss to obviate its fraudulent use by unauthorized parties.

**742-D. Classification of officials.**—The class of pass for each official will be determined by the distribution in the grades of Government servants for purposes of travelling allowances as detailed in Rule 17 of the Supplementary rules. First class passes will, however, be generally issued for Superintendents of Post Offices and of Railway Mail Service (including Assistant Postmasters General) who hold permanent posts in the Superintending Cadre and draw the old scales of pay, namely, Rs. 300.25.000 to 750 on the 1st January 1932 or were provisional Superintendents of Post Offices on that date. None of these officials must, however, travel by a class higher than what he is personally entitled to. Any officer disobeying this rule will render himself liable to severe disciplinary action. There is no objection to the holder of a higher class pass travelling by a lower class.

**742-E. Overseers include men as well as cash overseers.**—The term 'overseers' includes line overseers and cash overseers. Certain cash overseers are employed seasonally. Passes should be obtained for these overseers and when their seasonal appointment is over, the passes should be retained by the Superintendent in his personal custody until required again. Superintendents will be personally responsible to see that the passes are obtained back and kept in their personal custody and are not misused.

**742-F. Passes for vehicles and ponies.**—Separate passes will be issued for motor vehicles required to travel with officers on tour. No private servants will be allowed to travel on the passes. The passes for the ponies will be issued on the clear understanding that they are kept in the personal custody of a gazetted officer, are used only when necessary in the interest of official work and are returned and kept under lock and key after the journey is completed. Cases of default will be seriously noticed.

*Note.*—Cheque passes will be issued by the Posts and Telegraphs officers authorized to do so to orderly passers required to travel over North-Western Railways.

**742-G. Identification of pass holders.**—Except in the case of gazetted officers, the holder of the pass should sign on the reverse of the pass showing the date of its receipt. When handing over charge of his office and the pass, he must get the relieving official to sign and date the pass in his presence, if possible, below his own previous signature. The Posts and Telegraphs official holding the pass should be prepared to sign any memorandum book presented by a ticket collector or ticket checking officer, if called upon to do so for the purpose of proving the holder's identity.

## ANNEXURE TO CHAPTER XI.

(*Vide* rule 742-A.)

### ANNEXURE "A"

List of Posts and Telegraphs Officers and staff for whom railway passes available over the whole of Pakistan or Part of Pakistan are to be issued by the Director-General, Railway.

1. Director-General.
2. Chief Engineer.
3. Senior Deputy Director-General.
4. Dy. Director-General.
5. Dy. Chief Engineer.
6. Assistant Chief Engineer.
7. Assistant Director-General.
8. Assistant Dy. Director-General.
9. Personal Assistant to Director-General.
10. Stenographers, Directorate.
11. Engineering Supervisors, Directorate.
12. Divisional Engineer, Training, Lyallpur.
13. Steno. to Divisional Engineer, Training, Lyallpur.
14. Auto Planning and Installation Engineer (Western Pakistan).
15. Carrier Maintenance Engineer, Karachi.
16. Construction Officer, Carrier and Auto Installation, Karachi.
17. Construction Officer, Directorate.
18. Deputy Assistant Engineer, Training, Lyallpur.
19. Superintendent, Telegraphs Workshop, Lahore.

*NOTE.*—Cheques passes will be issued by the Posts and Telegraphs officers authorized to do so to orderly persons required to travel over North-Western Railways.

**742-G. Identification of pass holders.**—Except in the case of gazetted officers, the holder of the pass should sign on the reverse of the pass showing the date of its receipt. When handing over charge of his office and the pass, he must get the relieving official to sign and date the pass in his presence, if possible, below his own previous signature. The Posts and Telegraphs official holding the pass should be prepared to sign any memorandum book presented by a ticket collector or ticket checking officer, if called upon to do so for the purpose of proving the holder's identity.

## ANNEXURE TO CHAPTER XI.

(*Vide* rule 742-A.)

### ANNEXURE "A"

List of Posts and Telegraphs Officers and staff for whom railway passes available over the whole of Pakistan or Part of Pakistan are to be issued by the Director-General, Railway.

1. Director-General.
2. Chief Engineer.
3. Senior Deputy Director-General.
4. Dy. Director-General.
5. Dy. Chief Engineer.
6. Assistant Chief Engineer.
7. Assistant Director-General.
8. Assistant Dy. Director-General.
9. Personal Assistant to Director-General.
10. Stenographers, Directorate.
11. Engineering Supervisors, Directorate.
12. Divisional Engineer, Training, Lyallpur.
13. Steno. to Divisional Engineer, Training, Lyallpur.
14. Auto Planning and Installation Engineer (Western Pakistan).
15. Carrier Maintenance Engineer, Karachi.
16. Construction Officer, Carrier and Auto Installation, Karachi.
17. Construction Officer, Directorate.
18. Deputy Assistant Engineer, Training, Lyallpur.
19. Superintendent, Telegraphs Workshop, Lahore.

20. Assistant Superintendent, Telegraphs Workshop, Lahore.
21. Controller of Telegraph Stores, Karachi.
22. Steno to Controller of Telegraphs Stores, Karachi.
23. Deputy Assistant Engineer, Stores, Karachi.
24. Area Maintenance Engineer, Lahore and Dacca.
25. Engineer Supervisors, Area Maintenance Group, Lahore and Dacca.
26. Mistries, Area Maintenance Group.
27. Area Installation Engineer, Lahore and Dacca.
28. Mistries and Fitters of Area Installation Group.
29. Teleprinter Engineer, Lahore.
30. Engineering Supervisors, Carrier Maintenance Group.
31. Mistries of Carrier Maintenance Group.
32. Engineering Supervisors of Auto Planning and Installation Engineer.
33. Mistries and Fitters, Auto Installation.
34. Engineering Supervisors, Area Installation, Lahore and Dacca.
35. Foreman, Telegraph Workshop, Lahore.
36. Engineering Supervisors, Carrier and Auto Installation, Karachi.
37. Stock Verifiers, Karachi, Lahore and Dacca.
38. Officer Incharge, Telegraph Stores, Dacca.
39. Storemen, Karachi, Lahore and Dacca.
40. Sorting Inspector, Directorate.
41. Jamadars and Peons, Directorate.
42. Engineer Incharge, Wireless Region, Karachi and Dacca.

## CIRCLES.

*Passes will be required for the area of the particular Circle concerned.*

Postmasters-General.

\* Directors of Telegraphs.

Deputy Postmasters-General.

Assistant Postmasters-General.

Assistant Director of Posts and Telegraphs.

Engineer incharge, Wireless Region, Karachi and Dacca.

Personal Assistants, Engineering.

Personal Assistants, Telegraphs.

Investigating Inspectors.

\*These officers already have free passes.

## ANNEXURE.

Sorting inspectors.

Stenographers to Postmasters-General, Directors, Deputy Postmasters-General.

Orderlies of officers.

*Passes will be required for the jurisdiction of each of the officials mentioned.*

## POST OFFICE.

Superintendents of post offices.

Inspectors of post offices.

Overseers.

Orderlies of Superintendents and I. P. Os.

## RAILWAY MAIL SERVICE.

Superintendents, Railway Mail Service.

Headquarters inspectors, Railway Mail Service.

Sub-divisional inspectors, Railway Mail Service.

Orderlies of Superintendents and I. P. Os.

## TELEGRAPH ENGINEERING.

\* Divisional Engineers, Telegraphs.

Personal Assistants to Divisional Engineers, Telegraphs.

Assistant Engineers, Wireless.

Deputy Assistant Engineers, Wireless.

Sub-divisional officers, Telegraphs.

Engineering supervisors, Telegraphs.

Wireless supervisors.

Deputy Assistant Engineers, Telephones and Electrical.

Engineering supervisors, Telephones and Electrical.

Telephone inspectors.

\* Line inspectors, Telegraphs.

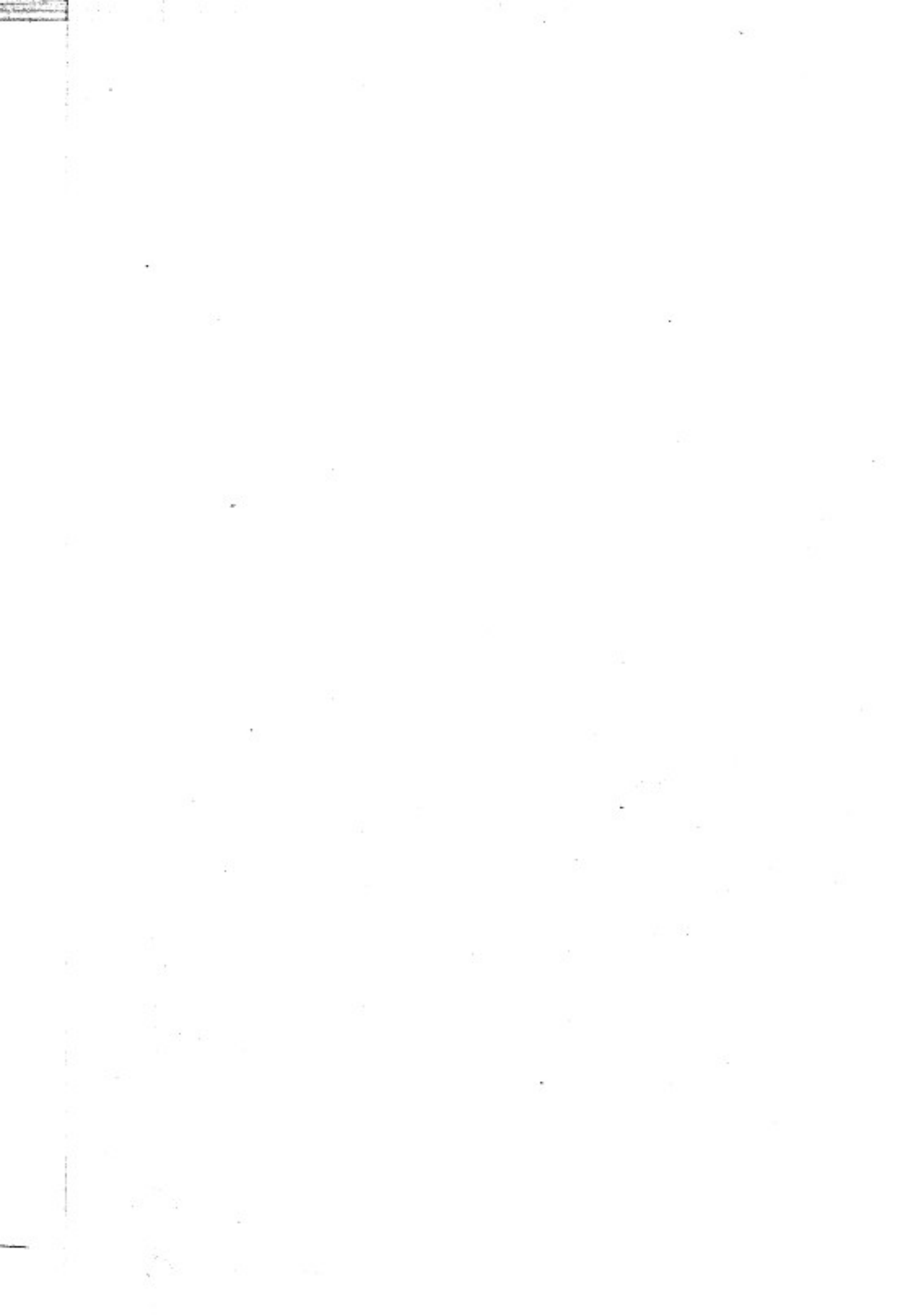
† Sub-inspectors, Telegraphs.

† Linemen.

Orderlies of officers.

\* These officers already have free passes.

† These classes of officers already have free passes.



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**CHAPTER XII.**  
**BUDGET ESTIMATES AND CONTROL.**

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## CHAPTER XII.

## BUDGET ESTIMATES AND CONTROL

## General Principles.

743. All expenditure in connection with the Pakistan Posts and Telegraphs Department is incurred against the grants sanctioned each year for the purpose under different specified heads in the Budget estimates of the Department. The authorities empowered to sanction grants of money for expenditure are—

- (i) The Legislative Assembly for all items of expenditure which are classed as "Voted", and
- (ii) The Government of Pakistan in the Finance Department in respect of items which are classed as "Non-voted."

*Note.*—The criteria for classifying expenditures as "Voted" or "Non-voted" are given in Appendix No. 4 to this Volume.

744. The demands for grants both original and supplementary submitted to the vote of the Assembly and the grants sanctioned by the Finance Department to meet expenditure during each year under "Voted" and "Non-voted" heads, respectively, are based on estimates of requirements submitted to the Government of Pakistan by the Director General of Posts and Telegraphs.

745. The assignment of funds for expenditure on a specified object out of the sanctioned grants is known as appropriation. Cases must sometimes arise in which necessary or unavoidable expenditure chargeable against certain heads cannot be met from the sanctioned provision against those particular heads. In order to provide against such a contingency, various authorities are empowered to transfer funds originally granted under one head to supplement the grants under other heads. This process is called re-appropriation and is subject to a number of restrictions amongst which the following two are of fundamental importance:—

- (1) Funds granted for "Non-voted" items of expenditure may not be re-appropriated to meet votable items and funds granted for "Voted" items may not be re-appropriated to meet non-votable items.
- (2) No re-appropriation may be made from the grant under one major head of account to another such grant.

In cases in which essential or unavoidable expenditure cannot be covered by permissible re-appropriation application must be made to the Government of Pakistan for a supplementary grant. Such grants will require the sanction of the Legislative Assembly or of the Government of Pakistan in the Finance Department according as the expenditure to be covered thereby is classed as "Voted" or "Non-voted," respectively.

746. It is strictly forbidden to incur expenditure chargeable to any head under which the unexpended balance of the sanctioned grant, as modified by duly authorised re-appropriations, is insufficient to cover the expenditure.

747. The balance of all grants unexpended on 31st March of the year *lapas*, i.e., no expenditure incurred after that date can be met from such balance, but is chargeable against the sanctioned grants of the year in which it is incurred.

748. After the accounts of each year have been closed, the Accountant-General, Posts and Telegraphs, prepares and submits to the Auditor-General, the appropriation accounts with his report thereon in which the actual expenditure charged in the accounts to each head is compared with the corresponding sanctioned grant. The appropriation accounts and report of the Auditor-General thereon are in due course considered and reported upon by the Public Accounts Committee, before which the Director-General has to appear to explain the reasons for the excesses, lapses and other irregularities brought to notice therein. Final excesses, if any, over grants under major heads as a whole have eventually to be regularised by the Legislative Assembly or the Finance Department, as the case may be. Excesses under various sub-heads within the grant under a major head, which are covered by the unexpended balance under other sub-heads within that grant are also regularised by the Government of Pakistan and the Finance Department, as the case may be, after the year is closed.

#### Preparation of Estimates.

##### (a) General.

749. In connection with the demands for grants, various estimates are required to be prepared. These are—

- (a) Preliminary schedule of demands.
- (b) Budget and revised estimates of revenue and expenditure.
- (c) Preliminary estimate of important alterations in the budget figures—called also the three-monthly estimates, and
- (d) Six-monthly estimates of revenue and expenditure.

750. The preliminary schedule of demands is intended to convey to the Government of Pakistan the best estimate that can be formed early in December of the revenue and the expenditure of the next year.

751. The budget and revised estimates are framed with the object of furnishing the Government of Pakistan and the Legislature with accurate and detailed information regarding the anticipated revenue and expenditure of the coming and current years in connection with the various activities of the Department.

752. The three-monthly and six-monthly estimates are meant to place before the Government of Pakistan information in regard to probable modifications of the sanctioned budget estimates of revenue and expenditure for the current year having regard to the actuals for three and six months, respectively, and other relevant factors as far as known.

753. The responsibility for the preparation of the budget estimates of the Pakistan Posts and Telegraphs Department, which is submitted to Government each year, as well as for the submission of any estimates of demands for supplementary grants, lies with the Director-General of Posts and Telegraphs. The material on which such estimates are based

is obtained by the Director-General from the Heads of Offices and others concerned. The Accountant-General prepares and submits to the Director-General the various estimates of the Department and supplies certain other information detailed in subsequent rules. He also renders such assistance in the preparation of the budget estimates as may be asked in consultation with the Director-General and offers any opinion or advice in connection therewith that may be required by the Director-General.

753-A. The amounts to be included in the budget estimates may be divided into two parts, namely, standing charges and new expenditure. Standing charges constitute much the larger amount as it relates to charges which though they may vary from year to year are nevertheless not dependent upon the volition of the Head of the Department, for example, permanent establishment, travelling allowance and contingent expenditure. All new items of expenditure will before being added to the standing budget come under the detailed scrutiny of Government even though they may be within the financial competence of a subordinate authority. The estimates under each part should therefore be prepared separately according to the instructions contained in this Chapter for each class of expenditure.

#### (c) *New Items of Expenditure.*

754. No provision for new expenditure may be included in the Budget without the prior approval of competent authority. The expression "New Expenditure" means not only expenditure on new schemes but also any abnormal increase in budget provisions for expenditure under existing heads, such, for example, as an increase not justified by normal growth in the provision for temporary establishment, or for contingencies.

755. All proposals for new expenditure will be submitted for the approval of the Financial Adviser, Communications, November 15th is the latest date for the submission of these proposals to the Financial Adviser. Ordinarily no proposals will be accepted after that date. Proposals for works should, like the proposals for other new items of expenditure, be submitted to the Finance Department for approval.

Proposals involving considerable extra expenditure under "Vote" heads must ordinarily be placed before the Standing Finance Committee after acceptance by the Government of Pakistan before provision for the same is included in the Budget Estimates.

NOTE.—A reference to the Standing Finance Committee may, in special circumstances, be when the Committee's report is sought or when the proposal does not require a departure from existing practice, be disposed of by the Finance Department.

756. When a proposal has to be placed before the Standing Finance Committee it will be embodied, in a memorandum giving full particulars as laid down in Appendix No. A to this Volume.

757. It is most important that proposals involving new expenditure that it is desired to introduce during any particular year, should be submitted in ample time before the prescribed date in order that they may fully considered and approved and taken into account for purposes of the preliminary schedule of demands relating to that year. In preparing the new item statements, attention should be given first to such

proposals which have been thoroughly examined by the Heads of Circles, etc., and the necessity for which has been accepted by them as undoubted but which could not be given effect to for want of funds. No provision should be proposed for any proposals which have not been received and considered by the Heads of Circles nor should any lump provision be proposed for any item. On no account provision for proposed new items should be included under standing charges.

758. With this object in view, all such proposals originating with Heads of Circles should be sent in as early as possible to the office of the Director-General not later than 15th September. All proposals for works expenditure should be submitted by the Heads of Circles so as to reach the Director-General by 31st July at the latest.

759. Heads of Circles should not, however, defer submission of proposals of this nature until the last moment, but should submit them as soon as the necessity for the extra expenditure comes to their notice.

759-A. Statements in duplicate showing the requirements under each detailed head of working expenses in respect of new items of expenditure should be furnished by the Head of each Circle in forms Bgt. 17, 17A, 18, 18A, 19, 19A and 20. For the purpose of the objects of expenditure to be shown in these new items statements, a new item includes, besides expenditure on establishment, rent or other recurring contingencies and non-recurring contingent expenditure. The arrangement of the detailed heads should be strictly the same as in form Bgt. 2 referred to in rule 758-A and totals should be set for each secondary unit, sub-division of the Abstract and for the Abstract as a whole. In case of staff the number of posts proposed to be created during the year for each cadre should be mentioned. It should be noted that new items of establishments whether falling within the powers of Heads of Circles to sanction or not, the need for permanent employment of which has been established, should be proposed in the first year only under the Secondary unit "Pay of Establishment—Temporary". The conversion of such establishments from temporary to permanent in the following years should be shown in the estimate of Standing Budget—Form No. Bgt. 2—by including the amount involved under the head "Pay of Establishment—Permanent" with a corresponding deduction under "Pay of Establishment—Temporary".

In preparing these statements of new items of expenditure a careful distinction should be made in respect of increases which are of a permanent nature and those which are only seasonal or temporary. These should be grouped separately. In respect of new items under each sub-head a fully explanatory and descriptive memorandum should be submitted giving detailed reasons for the increase.

It should be clearly understood that no new items can ordinarily be accepted for inclusion in the Revised Estimates. On the rare occasions in which it is necessary to provide funds for new services or new items cropping up during the course of the year, it should be scrutinised why these were not provided for in the original budget and why they cannot be postponed for consideration in connection with the next budget. If

satisfied on these points, it should be considered whether it would not be possible to curtail other expenditure so as to keep the total within the grant placed at the disposal of the Circle. Only proposals which satisfy the above conditions and for which funds cannot be made available either by appropriation or valid re-appropriation or which involve further outlay in a future financial year and to meet which no permanent recurring savings are available, should be included in such new item statements.

(c) *Main Heads and Demand Units.*

760. The provision for expenditure of the Pakistan Posts and Telegraphs Department is sanctioned under the following heads:—

A. *Expenditure charged to Revenue.*

Demand No. 10—Expenditure chargeable to Revenue of the Pakistan Posts and Telegraphs Department.

B. *Expenditure not charged to Revenue.*

Demand No. 70—Capital outlay on Pakistan Posts and Telegraphs (Not charged to Revenue).

Demand No. 71—Pakistan Posts and Telegraphs Stores Suspense (Not charged to Revenue).

Demand No. 72—Pakistan Posts and Telegraphs—Capital outlay on Telephone projects (Not charged to Revenue).

Separate grants for 'Voted' are sanctioned under each of these main heads. Grant for 'Non-voted' is sanctioned only in Demand No. 10.

761. The Sub-heads and demand units, under which these main grants are distributed, are shown below:—

EXPENDITURE CHARGED TO REVENUE

Sub-head U.—General Administration

Demand units—

- (1) General charges.
- (2) Stores depot and Workshops.
- (3) Stores Account office.
- (4) Charges in England.

Sub-head D.—Account and Audit.

Demand units—

Cost of Posts and Telegraphs Audit offices transferred from demand No. "35—Audit".

- (1) Charges in Pakistan.
- (2) Charges in England.

Sub-head E.—Central Circle Offices.

Demand unit—

General charges.

*Sub-head F.—Engineering Expenses.*

## Demand units—

- (1) Research and Training (Joint charges).
- (2) Divisional Superintendence (Joint charges).
- (3) Telegraph Engineering Maintenance expenses.

*Sub-head G.—Pensionary Charges.*

## Demand units—

- (1) General charges.
- (2) Charges in England.

*Sub-head H.—Stamps, postcards, printing, stationery, &c.*

## Demand units—

- (1) Stamps, postcards, &c.—
  - (i) Joint charges.
  - (ii) Postal.
  - (iii) Telegraphs.
- (2) Stationery and Printing—
  - General charges.

*Sub-head I.—Maintenance of Assets (including petty work).*

## Demand units—

- (1) Buildings.
- (2) Lines and wires.
- (3) Apparatus and plant.

*Sub-head J.—Postal Expenses (including cost of combined offices).*

## Demand units—

- (1) General Superintendence.
- (2) Post offices.
- (3) Railway Mail Service Divisions.
- (4) Conveyance of Mails.
- (5) Miscellaneous Postal expenses.
- (6) Charges in England.

*Sub-head K.—Telegraph Traffic (excluding cost of combined offices).*

## Demand units—

- Signal offices.

*Sub-head L.—Radio Expenses.*

## Demand unit—

- Radio offices.

*Sub-head M.—Telephone Expenses.*

Demand units—

- (1) Telephone Engineering and Operative charges.
- (2) Telephone Accounts.

*Sub-head N.—Contribution to the Renewals Reserve Fund.*

Demand unit—

Provision for contribution.

*Sub-head O.—Deduct—Credits to Working Expenses.*

Demand unit—

Deduct credits to working expenses.

*Sub-head 20.—Interest on Debt.*

Demand unit—

Interest on Debt.

*Sub-head 21.—Capital Outlay charged to Revenue.*

Demand unit—

Postal.

## EXPENDITURE NOT CHARGED TO REVENUE.

*Head 69—Capital outlay not charged to Revenue.**Sub-head A.—Outlay on new Assets.*

Demand units—

- (1) Postal.
- (2) Telegraphs.
- (3) Radios.
- (4) Telephones.
- (5) *Deduct*—Extraordinary Receipts on Capital Account.
- (6) *Deduct*—Portion of capital outlay financed from Revenue.

*Sub-head B.—Outlay on Renewals and Replacement of assets.*

Demand units—

- (1) Postal.
- (2) Telegraphs.
- (3) Radios.
- (4) Telephones.
- (5) *Deduct*—Amount appropriated from Renewals Reserve Fund.

*Sub-head—Stores and Manufacture Suspense.*

Demand unit—

Stores and Manufacture suspense.

*Sub-head—Capital Outlay on Telephone Projects.*

Demand units—

- (1) Telephones.
- (2) Telegraphs.
- (3) *Defect*—Amount met from the Telephone Development Fund.

762. The budget estimates of revenue are shown under the following sub-heads :—

## REVENUE.

*Sub-head A.—Foreign and Message Revenue.*

- (1) Joint Postal and Telegraphs Receipts.
- (2) Postal Receipts.
- (3) Telegraph (including Radio) Receipts.

*Sub-head B.—Miscellaneous Revenue.*

- (1) Joint Receipts.
- (2) Postal Receipts.
- (3) Telegraph (including Radio) Receipts.
- (4) Telephone Receipts.

(d) *Preliminary Schedule of Demands.*

764. The preliminary schedule of demands will be prepared in the office of the Director-General and submitted through the Department of Communications to the Financial Adviser, Communications, on the 7th December of each year. The estimate of revenue and receipts required for the purpose will be received from the Accountant-General [vide paragraph 769 (2) following].

764. For the purpose of preparing the schedule, statements in form Bpt. 1 will be compiled in the office of the Director-General showing the totals of the first five months of each of the three preceding years and of the last seven months of the first two years against each detailed head of account under the heads given below. These statements will be sent to the office of the Accountant-General by 15th September :—

- (1) Each abstract of working expenses except Account and Audit ;
- (2) Heads 49A and 49B ;
- (3) Head 51 and
- (4) Head 59.

It has been arranged with the Accountant-General that his office will fill in the totals for the whole as well as for the last seven months of the immediately preceding year and the first five months of the current year and return these statements to the Director-General's office by 7th October. The estimated amount under "Audit and Accounts" will also be communicated to the office of the Director-General by 15th October.

765. The Director-General will issue the preliminary schedule of demands for the ensuing year on the basis of estimates furnished by Heads of Circles as laid down in rules 768-C to 768-E following, on the



estimates prepared by himself in respect of sub-head C, I—(General charges, on the estimates received from the Financial Advisor, Communications, on the estimates submitted by the Accountant-General, (Posts and Telegraphs branch) and on other information regarding probable future developments known to him. For the purpose of determining the amounts to be included in the schedule under the Capital heads 21, 60A and 60B, as well as under certain other heads, subsidiary information as detailed below will be obtained by the Director-General from the parties concerned not later than the 15th October :—

- (a) Information as shown below in respect of telegraph, radio and telephone projects affecting heads 60A and 60B for which provision is desired in the ensuing year's budget :—
- (i) A schedule containing details of all such projects costing over Rs. 20,000 and showing in each case whether the work has been sanctioned by competent authority together with a brief justification of the necessity for the work in the case of projects that have not already been accepted by Government, and
- (ii) A statement of the lump sum provision required under heads 60A and 60B for other works with a note justifying the demands, due allowance being made for works in progress and amounts of lapses, rule rule 899 of this Volume.
- (b) An estimate of the anticipated increase or decrease (i.e., difference between the opening and closing balances) during the ensuing year in the book value of stocks held on the books of the Controller of Telegraph Stores and Superintendent of Telegraph Workshops.
- (c) A statement showing credits to Capital for sale and abandonment of assets.
- (d) Information in respect of post offices, telegraph (including radio) and telephone building works, similar to that prescribed at clause (a).
- (e) An estimate of railway charges and of the expenditure on the construction and reconstruction of railway mail vans.
- (f) Estimates obtained from the Controller of Printing and Stationery of the expenditure on stationery and printing to be done for the Department by Government of Pakistan Presses.
- (g) Estimates of freight charges on forms despatched by Government of Pakistan Presses to Posts and Telegraphs Audit officers obtained from the Accountant-General, (Posts and Telegraphs branch).
- (h) An estimate of the cost of—
  - (i) Printing and overprinting postage stamps.
  - (ii) Manufacture of postcards, envelopes, etc.
  - (iii) Printing Post Office Cash Certificates and Pakistan Postal Orders.

- (c) An estimate of the amount required under "Establishment and other charges" paid to other Governments and Departments obtained from Heads of Circles and the Communications Branch of the Finance Department.
- (d) An estimate of the expenditure in Pakistan on pensionary charges obtained from the Accountant-General, (Posts and Telegraphs branch).
- (e) An estimate of the amounts required for charges in Barland under the different heads shown in the budget obtained from the High Commissioner.
- (f) An estimate of the amount required for maintenance of buildings (including electric installations), telegraph and telephone lines and radio communications based on the maintenance programme for the coming year.
- (g) Estimates of credits to working expenses for management of Postal Insurance and Life Annuity Fund and for custody of Army Mobilisation Stores obtained from the Accountant-General.
- (h) Actual amounts of customs duty on foreign parcels and articles of the letter mail collected and military pensions paid by post offices during the previous year and the last five months of the current year obtained from the Accountant-General, Posts and Telegraphs branch.
- (i) Number of savings bank and cash certificate transactions required for preparation of estimates under Credits to working expenses for management of Post Office Savings Bank and Government Security Works and charges in connection with Postal Cash Certificates to be obtained from the Accountant-General, Posts and Telegraphs branch.

766. The Director-General will also collect particulars of items of new expenditure already approved or likely to be approved for inclusion in next year's preliminary schedule of demands.

767. As stated in rule 765 above, the Director-General will submit the complete schedule in the prescribed form to the Financial Adviser, Communications, not later than the 7th December. He will of course freely consult that officer throughout the process of preparation.

- (e) *Detailed Rules for the preparation of Budget and Revised Estimates.*

#### (1) General.

768. The estimates in respect of the following heads should be prepared by the Circles. In this respect the Divisional Engineer, Telegraph Training Centre, the Accounts officers, Telephone Revenue and Telegraph Stores and Workshops, the Controller of Telegraph Stores and the Superintendent of Telegraph Workshops will be treated as Heads of Circles.

Abstract C—General Administration—all the detailed heads under Sub-divisions II and III.

- (i) An estimate of the amount required under "Establishment and other charges paid to other Governments and Departments" obtained from Heads of Circles and the Communications Branch of the Finance Department.
- (j) An estimate of the expenditure in Pakistan on pensionary charges obtained from the Accountant-General, (Posts and Telegraphs branch).
- (k) An estimate of the amounts required for charges in England under the different heads shown in the budget obtained from the High Commissioner.
- (l) An estimate of the amount required for maintenance of buildings (including electric installations), telegraph and telephone lines and radio communications based on the maintenance programme for the coming year.
- (m) Estimates of credits to working expenses for management of Postal Insurance and Life Annuity Fund and for custody of Army Mobilisation Stores obtained from the Accountant-General.
- (n) Actual amounts of customs duty on foreign parcels and articles of the letter mail collected and military pensions paid by post offices during the previous year and the first five months of the current year obtained from the Accountant-General, Posts and Telegraphs branch.
- (o) Number of savings bank and cash certificate transactions required for preparation of estimates under Credits to working expenses for management of Post Office Savings Bank and Government Security Works and charges in connection with Postal Cash Certificates to be obtained from the Accountant-General, Posts and Telegraphs branch.

766. The Director-General will also collect particulars of items of new expenditure already approved or likely to be approved for inclusion in next year's preliminary schedule of demands.

767. As stated in rule 763 above, the Director-General will submit the complete schedule in the prescribed form to the Financial Adviser, Communications, not later than the 7th December. He will of course freely consult that officer throughout the process of preparation.

(e) *Detailed Rules for the preparation of Budget and Revised Estimates.*

#### (i) General.

768. The estimates in respect of the following heads should be prepared by the Circles. In this respect the Divisional Engineer, Telegraph Training Centre, the Accounts officers, Telephone Revenue and Telegraph Stores and Workshops, the Controller of Telegraph Stores and the Superintendent of Telegraph Workshops will be treated as Heads of Circles.

**Abstract C—General Administration**—all the detailed heads under Sub-divisions II and III.

estimates prepared by himself in respect of sub-head C, L—General charges, on the estimates received from the Financial Adviser, Communications, on the estimates submitted by the Accountant-General, (Posts and Telegraphs branch) and on other information regarding probable future developments known to him. For the purpose of determining the amounts to be included in the schedule under the Capital heads 21, 69A and 69B, as well as under certain other heads, subsidiary information as detailed below will be obtained by the Director-General from the parties concerned not later than the 15th October :—

- (a) Information as shown below in respect of telegraph, radio and telephone projects affecting heads 69A and 69B for which provision is desired in the ensuing year's budget :—
  - (i) A schedule containing details of all such projects costing over Rs. 20,000 and showing in each case whether the work has been sanctioned by competent authority together with a brief justification of the necessity for the work in the case of projects that have not already been accepted by Government, and
  - (ii) A statement of the lump sum provision required under heads 69A and 69B for office works with a note justifying the demands, due allowance being made for works in progress and repairs of plant, sale rate 800 of this Volume.
- (b) An estimate of the anticipated increase or decrease (i.e., difference between the opening and closing balances) during the ensuing year in the book value of stocks held on the books of the Controller of Telegraph Stores and Supplies, (Telegraph Workshops).
- (c) A statement showing credits to Capital for sale and abandonment of assets.
- (d) Information in respect of post office, telegraph (including radio) and telephone building works, similar to that prescribed at clause (a).
- (e) An estimate of railway charges and of the expenditure on the construction and reconstruction of railway mail vans.
- (f) Estimates obtained from the Controller of Printing and Stationery of the expenditure on stationery and printing to be done for the Department by Government of Pakistan, Presses.
- (g) Estimate of freight charges on forms despatched by Government of Pakistan Presses to Posts and Telegraphs Audit offices obtained from the Accountant-General, (Posts and Telegraphs branch).
- (h) An estimate of the cost of—
  - (i) Printing and overprinting postage stamps.
  - (ii) Manufacture of postcards, envelopes, etc.
  - (iii) Printing Post Office Cash Certificates and Pakistan Postal Orders.

**Abstract E.—Control—Circle offices—all the detailed heads.**

**Abstract F.—Engineering Expenses—all the detailed heads.**

**Abstract H.—II—Stationery and Printing—the heads “Printing done by Provincial Government presses,” “Departmental presses,” “Jail and private presses” and freight charges relating to “Supplies from Stationery Office,” and “Printing done by Government and other presses and through the Controller of Printing and Stationery.”**

**Abstract I.—Maintenance of assets—all the detailed heads.**

**Abstract J.—Postal expenses—all the detailed heads under Sub-divisions I to V, except “Other payments and Deduct Recoveries from other departments” under Sub-division V—“Couriers’ rooms.”**

**Abstract K.—Telegraph Traffic—all the detailed heads.**

**Abstract L.—Radio expenses—all the detailed heads.**

**Abstract M.—Telephone expenses—all the detailed heads.**

**Stores Suspense—Details of stores and Manufacture operations, the estimates in respect of which are prepared by the Accounts officer, Stores and Workshops, in consultation with the Controller of Telegraph Stores and Superintendent, Telegraph Workshops.**

**768-A.** The estimates under “Abstract D—Accounts and Audit” and “Abstract G—Pensionary charges I. Expenditure in Pakistan” will be framed by the Accountant-General, (Posts and Telegraphs branch) Lahore/Dacca while those relating to charges in England are reported by the High Commissioner to the Ministry of Finance which communicates the figures to the Director-General of Posts and Telegraphs.

The estimates under all the other heads excluding those mentioned above and in the preceding rule will be prepared in the Director-General's office after obtaining the information necessary for the purpose from other Departments, etc. (see rule 763). The estimates of publicity charges are prepared by the Director-General.

**768-B.** The detailed procedure to be followed in the Circle and other offices in the matter of preparation and submission of estimates is laid down in the rules following.

## (II) Procedure in Circle, etc., offices.

**768-C.** The estimates will be submitted by the Circle in two separate parts, part I in the form Bgt. 2 including only the standing budget, while part II consisting of forms Bgt. 17, 17A, 18, 18A, 19, 19A and 20 will include only the new items of expenditure.

**768-D.** For the purpose of preparing the estimates of standing budget, statements in form Bgt. 2 will be compiled separately for each Abstract in the Circle offices containing the following information:—

- (1) the actuals for the first two of the three preceding years;
- (2) the allotments against each detailed head for the current year;

(3) the actuals for the first five months of the three preceding years; and

(4) the actuals for the last seven months of the first two of the three preceding years.

These statements will be sent to the office of the Accountant-General, (Posts and Telegraphs branch) concerned to reach him by the 15th September. It has been arranged with the Accountant-General that the Audit office will fill in:—

(1) the actuals for the preceding year;

(2) the actuals for the first five months of the current year; and

(3) the actuals for the last seven months of the preceding year;

and send them to the Circles concerned to reach them by the 7th October.

768-E. On receipt back of the forms Bgt. 2 from the Audit office, Heads of Circles, &c., will arrange to fill in the blank columns of the forms suggesting the revised estimates for the current year and budget estimates of the next. It is important that full and correct explanations should be given of all variations exceeding Rs. 1,000 exhibited in columns 16 and 17 of the form. Explanations involving more than a quotation of relevant orders or the briefest of occurrences should be typed in separate sheets and connected by letters or numbers with the corresponding items in form Bgt. 2. An explanation should be given in each case in which there is a marked disproportion between the actuals of the first five months of the current year and the amount of the proposed revised estimate under the detailed head concerned. The estimates of pay and allowances of Guaranteed officers should be based on a comparison of the actual cost for each individual. On the other hand the estimates in respect of pay charges of Non-Guaranteed staff should be based on the actuals of previous years and the progress expenditure during the current year modified by such specific facts and contingent events as will affect the estimates, e.g., annual increment, abolition of posts, effect of new rates of pay and conversion of posts from higher to lower scales. A full explanatory memorandum should be given in respect of each head of charge indicating clearly how much has been provided for annual increments, what decrease has been allowed for the introduction of new rates of pay or conversion or reduction of posts and what increase has been taken into account for making temporary establishments permanent.

The forms Bgt. 2 duly completed will be forwarded with the explanatory statements so as to reach the office of the Director-General not later than the 25th October.

Any important alterations found necessary after submission of these statements should be communicated by express letter to the office of the Director-General as or before the 30th November.

## (III) Procedure in the Director-General's office.

768-F. As soon as the statements in form Bgt. 2 are received in the Director-General's office, they will be thoroughly examined and cross-checked and the all-Pakistan figures so obtained including those to be worked out in the Director-General's office (vide rule 760 above) will be utilised for the purpose of framing the six-monthly estimates for the current year and the preliminary schedule of demands for the ensuing year.

768-G. The amounts of new items proposed by the Circles should then be added to the amounts in respect of the new items proposed by the office of the Director-General and the total of the amount required under each detailed head or account of new items should then be struck. This will also be taken into account for the purpose of the preliminary schedule of demands.

768-H. All the proposals contained in the new items statements will at the same time be carefully examined by the administrative sections in Director-General's office and submitted to the Financial Adviser, Communications, not later than the 15th November for orders. Only the approved items will be taken into account for the purpose of the budget estimate.

768-I. Statements in form Bgt. 1 will again be compiled in the office of the Director-General containing the following information in respect of (1) all accounts except "D—Account and Audit" and (2) Heads 21, 692 (including the detailed accounts of Stores and Workshop Expenses), and 698 :—

- (1) the actuals for the first seven months of the three preceding years ;
- (2) the actuals for the last five months of the first two of those three years ;
- (3) the actuals for the complete year of the first two of those three years ; and
- (4) the sanctioned budget estimate of the current year.

These statements will be sent to the office of the Accountant-General to reach them by 15th November.

It has been arranged with the Accountant-General that his office will fill in—

- (1) the actuals for the first seven months of the current year ;
- (2) the actuals for the last five months of the previous year ; and
- (3) the actuals for the whole of the preceding year ;

and return the statements to the Director-General's office by the 7th December.

769. The estimates already prepared in connection with the six-monthly estimates and the preliminary schedule of demands will be re-examined in the light of later actuals thus received from the Accountant-General, (Posts and Telegraphs branch) and other information available in the office or obtained from the parties concerned as laid down below and the

revised estimates for the current and the budget estimates of the next years worked out and posted in the different abstracts in form Bgt. 1 against the respective heads.

(1) *General Administration.*

Any material modifications to the figures under "Share of cost of the Communications Branch of the Finance Department" adopted for the purpose of the six-monthly estimates and the preliminary schedule of demands will be communicated by the Communications Branch of the Finance Department.

(2) *Accounts and Audit.*

On the 10th December, the revised and budget estimates with notes under Abstract D—Account and Audit—will be received in the office of the Director-General from the office of the Accountant-General, and any material modifications to the estimates rendered necessary in the light of later actuals or other information where, even the necessity for such modifications becomes apparent, will be communicated by the Accountant-General.

(3) *Pecuniary Charges.*

Any material modifications to the estimates already furnished rendered necessary in the light of later actuals or other information are communicated by the Accountant-General whenever the necessity for such modifications becomes apparent.

(4) *Stamps, Postcards, Printing and Stationery.*

Information necessary to prepare the revised and budget estimates under "Stationery and Printing" will be obtained from other Departments etc. (see rule 763).

(5) *Charges in England.*

The revised and budget estimates of charges in England under the different heads shown in the budget are reported by the High Commissioner to the Ministry of Finance and the latter communicates the figures to the Director-General of Posts and Telegraphs for inclusion in the revised and budget estimates after taking into consideration any known special factors for which allowance has not been made in the estimates prepared in England.

(6) *Deduct Credits to Working Expenses.*

The information necessary to prepare the estimates under "Services rendered to other Governments, Departments, etc." is obtained from the Accountant-General (Posts and Telegraphs Branch) Lahore/Dacca and the Controller of Military Accounts, Lahore. The estimates on account of recovery of workshop, on-costs are prepared by the Accounts officers, Telegraph Workshops, in consultation with the officers in charge of Telegraph Workshops, while those under



"Share of revenue establishment, debitable to Capital and Renewals Reserve Fund" and "Recoveries of interest and freight charges on stores issued to works chargeable to Capital and Renewals Reserve Fund" are framed with reference to the approved capital programmes.

(7) *Interest on Debt.*

For the preparation of the revised and budget estimates under 20—Interest on Debt—a statement showing the details of the proceeds of the preceding year relating to each branch of the Department under the head 69A will be received by 20th December in the office of the Director-General from the office of the Accountant-General.

(8) *Capital Outlay.*

In respect of Capital outlay, detailed information is available in the office of the Director-General. Statements based on the latest available information will be compiled by 15th December giving details of all works of a capital nature affecting heads 21, 69A and 69B for which provision has to be made in the budget estimates for the next year and also the estimated expenditure during the current year under each detailed head of the above heads for the purpose of the revised estimates.

Provision for the annual requirements for telegraph and telephone lines and apparatus required by Railways is made in the Posts and Telegraphs Budget on the basis of forecasts forwarded by the several Railway Administrations. For this purpose, a preliminary list of works likely to be required during the ensuing year will be supplied by the Railway Administrations direct to the Heads of Circles concerned by the 15th of July and this will be followed by a final one by the 15th of September in each year. Railways will exercise special care to ensure that this final forecast is as accurate as possible, and will subsequently confirm the several demands made in the final lists in the beginning of the financial year to which the list relates. A demand which has been so confirmed cannot be cancelled without the concurrence of the Pakistan Posts and Telegraphs Department. On receipt of the confirmation, Heads of Circles should furnish the Controller of Telegraph Stores with forecasts of stores for such works.

Any work included in the forecast which is not confirmed by the 31st October, will be excluded from the Revised Estimates of the Posts and Telegraphs Department and will be undertaken thereafter only if funds can be found from unexpected savings accruing from elsewhere.

The above procedure will also be followed in the case of requirements for telegraph and telephone lines and apparatus for Canal Administrations except that in such cases the preliminary lists will be supplied by the first week of April and the final list by the 15th of July in each year.

(b) *Revenue.*

Estimates of the revenue anticipated during the current and next years from advertisements and book-stalls standing for sale of assets, recoveries of freight and indirect charges on sale of stores and contribution works, recoveries from the Civil Aviation Department will be compiled by the 15th November every year and after careful check will be forwarded to the Accountant-General for inclusion in the revenue and receipt estimates. Any proposals under consideration affecting the Revenue and Receipts will also be communicated to the Accountant-General by the above date.

Preliminary estimates of revenue and receipts for the current and next years based on the approximate actuals for seven months of the current year, will be received from the office of the Accountant-General on 30th November. Any important modifications found necessary therein in the light of seven months actuals will be intimated by the Accountant-General by the 6th December.

The revenue and receipt estimates with notes will be received from the Accountant-General by 10th January and material modifications in the estimates will be received by the 9th February.

Although the estimates of revenue shall be prepared by the Accountant-General, Posts and Telegraphs, it is considered desirable to associate Heads of Circles in the duty of watching the progress of realisations as compared with budget estimates. To enable Circles to do so it has been arranged with the Accountant-General, Posts and Telegraphs Branch, that he shall, on the 18th of each month furnish to each Head of a Circle approximate figures of revenue realised in the preceding month under the following heads:—

- (1) Sale of ordinary stamps.
- (2) Sale of service stamps.
- (3) Telegraph charges realised in cash.
- (4) Total postage and message revenue.
- (5) Receipts on account of money orders and British Postal Orders.
- (6) Rent of wires and instruments leased to Railways and Canals.
- (7) Rent of Telephones.
- (8) Telephone Call Fees.
- (9) Total Miscellaneous Revenue.
- (10) Total Revenue for the month.

These figures will be approximate in the sense that they represent the amounts ascertained by a special compilation undertaken considerably before the accounts of the month are closed. The figures for actuals, of revenue will be published in the Bulletin of Statistics. An examination of these two sets of figures alone may not be sufficient to enable Heads of Circles to

ascertain probable reasons for the variation in the realization of revenue. For this purpose, they may obtain from subordinated Post and Telegraph offices and from divisional superintendents a periodical report regarding the position of revenue and future prospects, and check the information so obtained with the figures received from the chief offices or circulated in the bulletin. In this connection attention is invited to the notes showing details of increases or decreases of revenue included in the mentioned budget estimates which are printed on the first page of each issue of the Bulletin of Statistics. This information will enable the Circles to watch how far the approximates and actuals in their Circles are in accordance with expectations. Beginning with the month of October, Heads of Circles shall also forward by the 26th of the succeeding month a brief narrative report d. o. to the Financial Adviser, Posts and Telegraphs giving his own review of the revenue position and the immediate prospects. An attempt should be made in this report to explain large fluctuations and indicate the trend of traffic with due regard to the trade position and local events.

770. As the revised and budget estimates prepared in form Bgt. I under each abstract, etc., become ready, they will be forwarded with appropriate comments to the Financial Adviser, Communications, for acceptance. The estimates of revenue and receipts with notes thereon received from the Accountant-General, (Posts and Telegraphs Branch) on 16 January [rule 769 (9)] are also to be submitted to the Financial Adviser, Communications, for approval with such comments as the Director-General may consider necessary immediately afterwards. On receipt back from the Financial Adviser, Communications, of all abstracts, etc., finally approved by him, the position of the grants and the revenue and receipts for the revised estimates of the current year and the budget estimates of the ensuing year is worked out and is brought to the notice of the Financial Adviser, Communications. Thereafter the approved estimate under each sub-head is submitted to him with draft budget notes by the Director-General. The figures thus arrived at are then consolidated in a statement and reported (on 22nd January) to the Finance Department and the Accountant-General, (Posts and Telegraphs Branch) for inclusion in their ways and means estimates.

771. In the meantime proofs of the form of (1) Demands for grants, (2) Supplement explanatory of Demands for grants, and (3) Budget notes should be kept ready by the Director-General with the figures of previous actuals and budget estimates of the current year. On receipt back of the abstracts from the Financial Adviser, Communications, the approved figures both for revised estimates and budget estimates should be filled in the proof pages of the demands and budget notes and clean copies of proofs obtained from the Press.

The proof copy of the demands for grants should at this stage include the figures of staff as on the last day of February. For this purpose, statements in the prescribed form will be received in the office of Heads

of Circles, etc., from branch audit offices by 10th December giving separately for each Circle and by abstracts the actual strengths (including those on leave) of each class of officials employed permanently or in an officiating capacity in vacant permanent posts in the Department on the 1st April and the 30th November respectively of the current year. Vacant permanent posts remaining unfilled will not be included in these figures of strengths. In these statements the numbers in all cases will be grouped according to time-scales of pay or fixed pay, as the case may be, only abnormal variations being explained in the last column of the form. On receipt of these statements of strengths, etc., the Head of each Circle (including an administrative officer directly subordinate to the Director-General) will compile and furnish by the 1st December a statement showing separately for each abstract (i) the number of staff actually employed on 30th November as indicated by the Accountant General, (Posts and Telegraphs branch) (ii) the number of permanent posts of each class created, abolished or kept vacant and likely to be created, abolished or kept vacant, (iii) the number of vacant permanent posts of each class filled up or likely to be filled up either permanently or in an officiating capacity in his Circle or office between the 30th November and the last day of February of the financial year, and (iv) the number of staff as will stand on the last day of February.

#### 772. *Duties.*

773. On receipt of orders of the Finance Department on the revised and budget estimates another edition of these estimates incorporating the modifications, if any, ordered by the Finance Department is printed by the Finance Department for distribution among the members of the Legislative Assembly. In the supplement to this edition should be incorporated the profit and loss accounts of the Postal, Telegraph, Radio and Telephone branches.

774. The proposed estimates, as approved by the Government of Pakistan, are laid before the Central Legislature as demand for grants. The grants with such modifications made by the Legislature, as are accepted are communicated by the Finance Department to the Director General with a statement showing the distribution of grants for voted and non-voted expenditure by sub-heads and demand units. The final edition of budget notes, the demands for grants and the supplement explanatory of demands for grants is then printed. The last two publications are supplied to the Heads of Circles, etc., for their guidance.

#### (f) *Adjustments to Controlling Officers.*

775. As soon as the orders of the Finance Department fixing the budget grants by sub-heads and demand units are received, funds under the heads relating to pay charges and other heads for which estimates

are prepared by Circles, etc., are allotted to them by secondary units of appropriation. These allotments will be made with due regard to the requirements of the various Circles, etc., as indicated in the estimates received from them and to other factors known at headquarters. The duplicate copy of the new items statements will also be returned to the Circles, etc., after indicating which of the items have been rejected or accepted with or without modifications. A copy of the distribution statement communicating the allotments is forwarded to the Accountant-General, (Press and Telegraphs Branch) for his information. Relevant extracts thereof are also forwarded to the branch audit offices at the same time.

(g) *Distribution of Circle allotments.*

776. As soon as the advice of Circle allotments is received from the Director-General, Heads of Circles should distribute these allotments amongst spending offices subordinate to them. Each such subordinate officer will then be informed of the grant at his disposal and will be responsible to see that the expenditure incurred by him is within the allotment.

777. In the case of works, the budget estimates contain detailed provision for specifically approved major works in each Circle and lump provision for minor works. The lump provision under minor works is distributed amongst Heads of Circles with a view to their making allotments to individual works, as required from time to time.

778. The rules regarding keeping up of allotment registers for expenditure on works and submission of returns in connection therewith to the Audit office, will be found in Articles 461 and 482 of the *Press and Telegraphs Initial Account Code, Volume II* (Provisional Issue).

(h) *Three monthly and Six-monthly Estimates.*

779. By the 15th August a report, which is called the three-monthly estimate, is submitted to the Financial Adviser, Communications, communicating important modifications that may be considered necessary in the budget estimate of the current year.

780. The report shows modification under major head (with the exception of capital head) with brief explanations of important variations anticipated between the actual expenditure of the year and the sanctioned budget. This report is based on actuals for the three preceding years and the first three months of the current year and other information and developments that may become known to the Directorate

after the issue of the final budget. The revenue portion of this estimate is prepared by the Accountant-General and communicated to the Director-General, for inclusion in the complete estimates. To enable him to prepare the estimate, the Director-General's office intimates to the Accountant-General by the 31st of July each year any schemes or other developments which are likely to affect the revenue of the Department.

782. A revised estimate of revenue and expenditure under each minor head, called the six-monthly estimate, is prepared after consideration of the actuals for the first six months of the year as well as the actuals for the three preceding years. The revenue portion of this estimate also is prepared by the Accountant-General, and submitted to the Director-General for inclusion in the six-monthly estimate. To enable the Accountant-General to prepare the estimate of revenue, the Director-General's office furnishes him by the 31st of October each year with the particulars of any scheme or other developments likely to affect the revenue of the Department. This estimate, when completed in consultation with the Financial Adviser, Communications, is submitted to the Finance Department in form Bgt. 13 by the 20th November.

#### **Control over Expenditure in relation to Budget Grants.**

782. The Director-General is ultimately responsible for controlling the whole expenditure of the Department against the assigned grants, and Heads of Circles are required to co-operate with him in the exercise of this control by watching the progress of expenditure against the portions of these grants placed at their disposal.

783. Control in relation to budget allotments, in order to be effective, must aim at the two definite objects of detecting probable excesses or savings against grants. In other words, it must secure—

- (i) That expenditure is not incurred under any head in excess of the funds allotted to that head. If the existing allotment is inadequate, this fact must be brought to the notice of higher authority and the reasons explained fully. It will then be for that authority either to increase the allotment or to accept the responsibility of refusing the increase applied for, or (in very exceptional cases) for authorising expenditure in excess of the allotment. Heads of Circles must realise that, unless their allotments are actually so increased, or unless special authority is formally conveyed to them to spend in excess of them, they will be held responsible that the funds allotted to them for expenditure under each head are not exceeded.
- (ii) That if at any time it becomes apparent that there is likely to be a surplus under any head, then (subject to the exercise by Heads of Circles of their own powers of re-appropriation) the amount of the probable excess must be promptly

surrendered. In this connection it should be noted that savings due to actual postponement or abandonment of expenditures should in no circumstances be used for re-appropriation to meet new items of expenditure. The necessity for such action becomes apparent from the fact that unless the probable amount of surplus is surrendered in time, there will not only be a lapse at the end of the year but also the unfortunate position that available funds could not be utilised on other urgent requirements. It is only, if the possibility of savings being made in one direction is promptly brought to notice, that money can advantageously be used elsewhere.

784. These two objects can be attained only by the adoption of a systematic watch over expenditure and by a monthly comparison with grants.

785. In the case of fixed charges, no regulation of expenditure against grants is possible as the amount of such charges cannot be varied by any action on the part of the Circle or Divisional staff, and an excess or saving as against the grant can only be attributable to inaccurate budgeting or allotment. The position of funds should however be reviewed monthly by Heads of Circles with reference to the progress of actuals communicated by audit and variations regarding abolition or conversion of posts arising from time to time. Savings which are found to accrue due to conversion of appointments from higher to lower scales or introduction of new rates of pay and which have not been taken into account in framing the estimates or in making the allotments should not be utilised for supplementing the grant but should be surrendered by Circles as soon as possible. Savings on account of abolition of posts in any office should also be surrendered if they are not required for the creation of similar posts in the same circle in other offices. In any case a monthly statement reporting all such unanticipated savings should be submitted so as to reach the Director-General's office on the 20th of the second month following the month to which it relates.

Cases of inter-circle transfers of staff and disbursement of leave salaries, etc., of officers in a Circle other than their own involving more expenditure in one Circle and less in another under either the voted or non-voted portion of pay charges should be promptly reported by the Circles to the Director General to enable the necessary re-appropriation of funds from one Circle to another being made to meet the needs of the situation.

786. For purposes of control every administrative officer should insist on the submission by each of his subordinate officers amongst whom he sub-divides his allotment of a regular monthly return on or about the 15th of the month following that to which it relates. This monthly return should exhibit according to the heads under which the funds have been

allotted the total allotment, expenditures including accepted liabilities, the unspent balance of the allotment at the end of the month and the estimated further requirements for the rest of the year.

NOTE 1.—"Liabilities," referred to above, include not only money due on articles ordered in the open market but also the value of articles supplied to services rendered for which a book adjustment is to be made. In the latter case, the amount should be ascertained or reckoned, as approximately as possible, and the return should not be delayed by attempting to get an accurate figure.

NOTE 2.—Amounts outstanding at the end of the month, on account of advances of travelling allowances for journeys in transfer, should be included under liabilities. Advances of travelling allowances for journeys on tour are treated as final charges and should not be reckoned as liabilities.

NOTE 3.—The officers to whom allotments are made by Heads of Circles under "Contingent-Sums," should watch the progress of expenditure against allotments with the help of the valued items rates that are sent by the Divisional Deputy to each receiving officer, vide Article 162, Federal Service Code, Volume II (Provisional Issue).

The schedule of contingencies in Form A.E.E. 13A with all the particulars completely shown therein will be prepared by the Divisional Engineer in triplicate, one copy being submitted to the Audit office along with the monthly store accounts. The second copy will be submitted to the Heads of Circles every month soon after the submission of the monthly store account to the Audit office and the third copy retained in the Divisional Office. On receipt of the copies of schedule monthly from Divisional Engineers, the Heads of Circles will be in a position to know the monthly expenditure incurred in each office and to link up this information with the monthly reports received from the Posts and Telegraph offices concerned.

787. On receipt of these monthly returns, the Head of the Circle should have a consolidated statement prepared in his own office for the whole Circle showing the grants at his own disposal under each head as revised to the end of the month, the total expenditure to the end of the month and the balance available. This statement will thus be for the Circle the counterpart of the statements received by the Head of the Circle from his own subordinate offices. In preparing this consolidated statement, the importance of noting all outstanding liabilities as explained above should be kept in view. The Head of the Circle should at once apply for additional grants, as may be necessary, or surrender surplus provision.

#### 788. *Canceled.*

789. In order that these statements may be really useful for purposes of control, it is essential that the figures contained therein should be accurate and reliable. To safeguard this it has been arranged, with the concurrence of the Accountant-General, that the several Branch Audit offices should supply the Heads of Circles with booked figures (cash and stores account figures and book debit figures separately) for each month under each detailed head immediately the monthly accounts are completed and posted to the Accountant-General. Details of all corrections made in the initial accounts and of amounts adjusted by



book transfers will also be communicated by the Branch Audit office to the several Controlling officers in order to enable them to reconcile their figures with those booked in the Audit office.

789-A. The detailed procedure for the reconciliation of departmental figures of expenditure with those booked in the Audit office will be found in Appendix No. \* to this Volume.

790. The Director-General is also kept advised by means of a monthly return received direct from the Accountant-General, of the progress of expenditure in the Department as a whole. This is a valuable aid to the Director-General in watching the progress of expenditure under both fixed and fluctuating charges. A financial review is made by the Director-General monthly on the revenue and expenditure figures communicated by the Accountant-General, (Posts and Telegraphs Branch) through this monthly return and is submitted to the Department of Communications and the Finance Department.

791. For purposes of deciding whether there is need for an additional grant or the possibility of a surrender (rule 385), estimates of probable expenditure for the year have to be made on the basis of the latest information available in respect of actuals. As regards heads of expenditure, under which it is obvious that the outlay is fairly regular throughout the year, the rate of expenditure to the end of any month corresponds fairly to the monthly budget provision for the year and fairly accurate results could thus be obtained. In the case, however, of other items of expenditure under which expenditure is commonly heavier at certain periods of the year than at others, the probable outlay for the year will be estimated by applying to the actuals a rule of proportion based on the average of the last three years' figures in respect of budget and the total expenditure for the number of months for which actuals are available for the current year.

792. Heads of Circles and subordinate officers should clearly understand that the policy of the Department is to distribute the available funds early in the year as far as possible to the fullest extent compatible with the demands upon them and that normally only relatively small sums are kept in reserve as a provision for real emergencies. It must not, therefore, be expected that additional grants can be made as a matter of course during the year, nor is it permissible to expend the moneys which are available at such a rate as to involve the assumption that additions will be forthcoming.

793. The rules regarding submission of progress reports for works by Divisional Engineers, etc., will be found in Chapter III of the *Posts and Telegraphs Manual*, Volume X. For purposes of control of expenditure Divisional Engineers should compile monthly a progressive statement of expenditure on each major work indicating whether the balance of the sanctioned amount is insufficient to cover the expenditure

\* Not printed.

to be incurred during the rest of the year or in excess of it and send it to the Head of the Circle not later than the 15th of the following month. In the case of minor works, however, the Divisional Engineers will submit to the Head of the Circle twice a year on the 15th November and 15th February statements showing the progress of expenditure to the end of October and January. Heads of Circles in turn should also send twice a year to the Director-General's office so as to reach it by the 20th November and 28th February, statements for the periods ending October and January showing the progress of expenditure against (i) each major work, (ii) minor works in lump, and (iii) each secondary unit. These reports should take into account the anticipated requirements for the remaining months of the year and for the report for the period ending January should be complete and indicate definitely the amount to be surrendered.

794. It is the duty of the Head of the Circle to watch carefully the progress of expenditure month by month and to see that probable lapses are promptly reported and additional grants, whenever necessary, asked for by Subordinate Central units. The Heads of Circles are held personally responsible for an intelligent review of expenditure, for applying for additional grants in time and for making reasonable surrenders. The practice of deferring till the end of the year the surrender of lapses that may be foreseen earlier is strongly deprecated.

NOTE 1.—The minimum amount of lapses or extra requirements to be reported to the Director-General is fixed at Rs. 50.

NOTE 2.—Copies of all orders a Foremaster should invariably be furnished to the Branch Audit office concerned. If the amount appropriated is Rs. 1,000 or more, or the surrender involves any novel or special feature, the reason for the surrender should also be intimated to the Branch Audit office concerned.

#### 794-A. Canceled.

### Re-appropriation.

795. On receipt of monthly statements from subordinate officers, Heads of Circles should examine carefully the position in respect of budget grants and see whether the probable excesses may be covered by anticipated savings elsewhere. If necessary, redistribution of grants should be made among the subordinate officers. Any excesses, which cannot be met in this way or by permissible re-appropriation within the powers of the Head of the Circle to sanction (vide rule 35 of Schedule II of the *Schedule of Financial Powers of Officers of the Public Works and Telegraphs Department*), must be reported to the Director-General.

NOTE.—Copies of all re-appropriation orders should invariably be furnished to the Branch Audit Office concerned. If the amount re-appropriated is Rs. 1,000 or more, or the re-appropriation involves any novel or special feature, the reason for the re-appropriation should also be intimated to the Branch Audit office concerned.

796. As soon as the probability of an excess which it has not been possible to meet by the Head of a Circle by re-appropriation under the powers vested in him is noticed, it should be reported to the Director-General who will arrange to transfer anticipated savings from other Circles or make the necessary provision of funds from the reserve placed at his disposal, if any. Failing either of these courses, the question of a formal re-appropriation of funds will be considered by the Director-General, and, if in any case such a re-appropriation is beyond his powers, proposals should be submitted as soon as possible for the consideration and orders of the Government of Pakistan in the Finance Department. The powers of the Director-General, in respect of re-appropriation, are set forth in paragraph 165 of the *Book of Financial Powers*, an extract from which is reproduced as Appendix No. 4 to this Volume.

796-A. Soon after the six-monthly estimates are approved (vide rule 781 above) revised allotments are issued to the Heads of Circles, etc., in December, and copies thereof communicated to the Audit offices concerned. On receipt of these revised allotments, Heads of Circles, etc., should review the position of funds and regulate the expenditures for the remaining months to keep it within the revised allotments. In case there is need for any modifications beyond their powers of re-appropriation, a report should be submitted to the Director-General for necessary action. After the issue of the revised allotments further revisions of allotments are made by the Director-General by the middle of February on the basis of the revised estimates as approved by the Finance Department and copies thereof sent to audit. Individual re-appropriation statements in respect of re-appropriations which are beyond the powers of the Director-General should at the same time be prepared and submitted to the Financial Adviser, Communications, for sanction. The allotments as they stand after this revision will be the final grants for the Circle for the year and no further modifications therein will ordinarily be made by the Director-General.

796-B. The position of funds under their control should be reviewed in the beginning of March and the anticipated final grants under the several units should be reported by Heads of Circles, etc., in the prescribed form so as to reach the Director-General's office by the 5th March. A copy of the statement showing the anticipated final grant should be furnished simultaneously to the Accountant-General, (Posts and Telegraphs Branch) concerned.

In regard to the demands for additional requirements which cannot be met from within the Circle grants by way of re-appropriation within the powers of sanction of Circles, etc., a separate statement should be prepared and submitted to the Director-General's office along with the statement of anticipated final grant showing the amount required and explaining clearly the reason for the additional grant. These figures are not to be included in arriving at the net anticipated final grant. If the additional requirements are finally approved and funds are found

available to meet them, the amounts will be taken into account by the Director-General's office in framing the final grants and for reporting the final surpluses or applying for additional appropriations in respect of non-voted expenditure, as the case may be, to the Financial Adviser, Communications, on the 15th March.

A separate communication will also be sent to the Circles, etc., allotting additional funds to the extent found possible or withdrawing savings, as the case may be, and a copy thereof forwarded to the Branch Audit office concerned.

796-G. On receipt of the anticipated final grant statements from the Circles they will be consolidated in the Director-General's office and the final grant for the Department as a whole framed for report to the Financial Adviser, Communications. The anticipated net savings for the Department will at the same time be stated. Individual re-appropriation statements in respect of re-appropriations which are beyond the powers of the Director-General will also be prepared and submitted to the Financial Adviser, Communications, for approval.

#### 797. *Canceled.*

797-A. For the purpose of appropriation audit the Director-General is required to furnish the Accountant-General, Posts and Telegraphs Branch by the 7th April each year a consolidated statement of final grants by Demand and Secondary units showing all the modifications in the grants sanctioned up to the 31st March. In order to enable him to forward the statement on the due date it should be observed as a general rule that no re-appropriations should be sanctioned by Heads of Circles after the 31st March. In the rare cases in which need for a re-appropriation of considerable magnitude from one head to another becomes manifest after that date, they should be reported to the Director-General before the close of the year. Immediately after the 31st March, a statement of re-appropriations made by the Circles between the date of submission of the anticipated final grant statements and the 31st March including the additional allotments and withdrawals made by the Director-General in March should be submitted by the Heads of Circles to the Branch Audit office concerned. It has been arranged with the Accountant-General that the statement should after verification be forwarded by the Audit office to reach the Director-General's office by 1st April.

797-B. Immediately after the close of the year the preparation of the statements in forms Bpt. 15 and 16 showing variations of expenditure from grant should be taken up by Circles. Column II of these forms under each sub-head should be filled in and sent so as to reach the Audit office by the 31st May positively. These will be returned by the Audit office after filling in column V showing the expenditure for the year booked up to the accounts for March final, so as to reach the Circle office on the 15th June positively. As soon as the forms have been received back from the Audit office, the reasons for variations between column II and V should be investigated quickly in respect of all variations exceeding Rs. 250 under each secondary unit. The

explanations for such variations should then be noted in separate sheets as usual. Columns III, IV and VI of the forms as they at present stand, should be left blank. The statements of variations thus completed under each sub-head should then be sent in convenient batches to the Audit office. The last batch of the completed statements should be sent so as to reach the Audit office not later than the 30th June positively.

The Audit office will, after taking necessary action, forward the completed statements of variations (with explanation sheets of the Circles) so as to reach the Director-General's office not later than the 15th July positively.

A report should be submitted by the Circles so as to reach Director General's office on the 30th June, intimating that the completed statements of variations with explanation sheets in respect of all the sub-heads have been sent to the Audit office. In giving reason for the variations it is important to note that the explanation given especially in connection with the larger variations should not only be accurate and intelligible but concise and illuminating. It should be brought out clearly whether the variation was inevitable and whether it could not have been foreseen.

#### **Irregularities noticed in Appropriation Audit.**

798. Some of the more frequent causes of lapses in budget grants for works are over-estimating, incorrect entries in connection with recovered stores, neglect to maintain correct valuation lists of receipts and issues of maintenance stores, and inaccurate estimation of liabilities particularly in connection with railway credit notes for carriage of stores. The disbursing officers should pay special attention to avoid these defects.

799. Another serious irregularity which is frequently complained of in appropriation audit, is the rush of expenditure in the last few months of the financial year. Rush of expenditure is attendant with many serious evils and is strongly deprecated. Expenditure should, as far as possible, be evenly distributed throughout the year. It is far more in the public interest to surrender money that cannot be profitably utilised, in order that it may be diverted to other works which would otherwise have to lie over for want of funds, than to expend money in a hurry mainly for the reason that it is at the disposal of the spending officer. Arrangements have been made to provide for regrants of amounts that may have lapsed at the end of the preceding year owing to restricted expenditure in that year (vide rule 809 below). Disbursing officers should surrender freely all money which cannot be spent economically.

#### **Regrants of lapses.**

800. In order that progress on works which cannot be finished before the end of the financial year, shall not be interrupted by the closing of the accounts on the 31st of March, lapses on capital and joint works relating to the following items will, if reported soon by the 5th of

January and thereafter by the 10th of February at the latest, be provided for in the budget estimates of the next official year :—

1. Buildings.
2. Railway Mail Vans.
3. Telegraph and Telephone Lines and Radio Communications.
4. Apparatus and Plant.

801. After reviewing the progress of works in consultation with the Controller of Telegraph Stores, Heads of Circles should surrender to the Director-General by the 5th of January each year, the amounts of grants against each secondary unit under the heads '69A' and '69B' which are not likely to be expended by them during that year. These savings should be reported separately for each major work and in lump for minor works. After further review, statement of savings on similar lines should be submitted by them so as to reach the Director-General by the 10th of February positively. Every endeavour should be made to forecast all savings for grant and to include them in this statement. In order to enable Heads of Circles to submit their lapse report on the 5th January, the Controller of Telegraph Stores should in the first week of December review all his pending indentures and report at once to Divisional Engineers cases in which he thinks it likely that stores cannot be supplied in good time for the work to be completed during the financial year. The Controller of Telegraph Stores will also make a further review of the position in the middle of January and report finally to Divisional Engineers cases in which he will not be able to issue stores before the end of the financial year so that the report to be submitted by the Heads of Circles on the 10th of February shall be as accurate and up-to-date as possible.

NOTE.—In the case of works the outlay on which is met from the Telephone Development Fund, the amounts provided in the budget estimate do not lapse at the close of the financial year but all allotments for these works do lapse at that time and there are no grants of lapses under this head. Savings in respect of these works must however, be reported to the Director-General of Posts and Telegraphs in the manner prescribed in this rule that arrangements can be made for fresh allotments from the fund during the next year.

802. In the budget estimates a new detailed head "Lump sum for grant of lapses" is opened to show this amount with a deduct entry "Deduct on account of probable lapses in the budget year" to receive the amount that may probably lapse during that financial year.

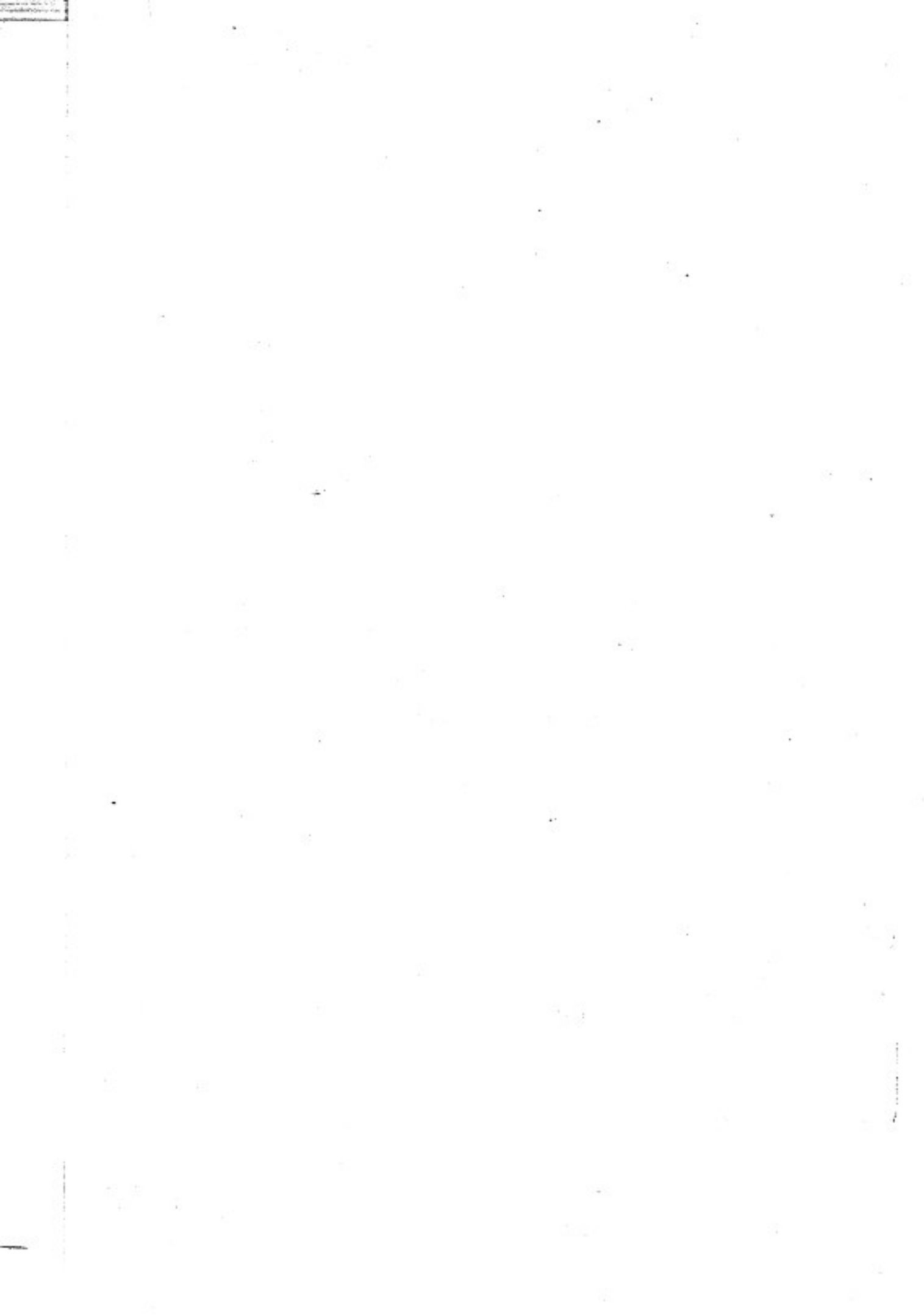
Applications for grants should be submitted so as to reach the Director-General by the 15th of April but care should be taken to ensure that the demands for grants do not exceed the amounts of savings reported in the previous year under rule 801.

803. The amounts sanctioned from the detailed head "Lump sum for grant of lapses" for works are treated as re-appropriations to the respective detailed heads under which those works are classified. Accordingly, expenditure on these works is debited to those heads and no expenditure is recorded against the head "Lump sum for grant of lapses."

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## APPENDICES.

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## APPENDIX No. 1.

[Referred to in rule 635.]

**List of Returns due from the Direction.**

| Nature of return.                                                                                                                                    | Period for which due. | Due date                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------|
| <i>(1) From the Director-General,<br/>Posts and Telegraphs, to<br/>the Government of Pakistan<br/>Department of Communications.</i>                  |                       |                                   |
| 1. Corrections to Communications Department list of Gazetted officers.                                                                               | Half-yearly . . .     | 5th July, 5th January.            |
| 2. Annual Report . . . . .                                                                                                                           | Yearly . . . . .      | 10th January.                     |
| 3. Confidential Reports on officers belonging to Central Services, Class I.                                                                          | Do. . . . .           | June.                             |
| 4. List of official publications not included in the General Catalogue of Government of Pakistan publications—printed during the last calendar year. | Do. . . . .           | 31st March.                       |
| 5. Amendments to the Reserved Posts Rules.                                                                                                           | Half-yearly . . .     | June and December.                |
| 6. List of petitions to the Governor-General in Council withheld by the Director-General.                                                            | Quarterly . . . .     | January, April, July and October. |
| 7. Statement of various kinds of wireless licenses issued by Heads of Circles.                                                                       | Monthly . . . . .     | 3rd week of every month.          |
| 8. Report on Antipiracy Work .                                                                                                                       | From time to time     | ...                               |
| <i>(2) From the Director-General,<br/>Posts and Telegraphs, to<br/>the Government of Pakistan<br/>Finance Department.</i>                            |                       |                                   |
| 1. First edition of Budget Estimate and Budget Notes.                                                                                                | Yearly . . . . .      | 22nd January.                     |
| 2. Assembly edition of Budget Estimate.                                                                                                              | Do. . . . .           | 25th February.                    |

## APPENDIX NO. 1.

| Nature of return.                                                                                                                                                                | Period for which due. | Due date.                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------|
| 3. Monthly distribution of budgeted revenue and expenditure.                                                                                                                     | Yearly . . . .        | First week of May.                                                    |
| 4. Three-monthly estimate of revenue and expenditure.                                                                                                                            | Do. . . . .           | 15th August.                                                          |
| 5. Detailed six-monthly estimate with explanation of variations from the Budget Estimate.                                                                                        | Do. . . . .           | 20th November.                                                        |
| 6. Preliminary Schedule of Demands for next year.                                                                                                                                | Do. . . . .           | 7th December.                                                         |
| 7. Statement of losses debited to General Revenues on account of Savings Bank, Government Securities and Cash Certificate frauds sanctioned by the Department of Communications. | Monthly . . . . .     | Third week of the month following that to which the sanctions relate. |
| 8. Annual statement of Financial Review of Telephone Projects.                                                                                                                   | Yearly . . . . .      | ...                                                                   |
| 9. Quarterly statement of expenditure sanctioned by Heads of Circles under Telephone Development Fund.                                                                           | Quarterly . . . . .   | ...                                                                   |
| (3) <i>From the Director-General, Posts and Telegraphs, to the Director of the International Bureau, Universal Postal Union, Berne.</i>                                          |                       |                                                                       |
| 1. Postal statistics . . . . .                                                                                                                                                   | Yearly . . . . .      | Last week of July.                                                    |
| 2. Postal statistics . . . . .                                                                                                                                                   | Triennial . . . . .   | Last week of July (in 1941, 1944, 1947 and so on).                    |
| (4) <i>From the Director-General, Posts and Telegraphs, to the Director, Bureau of the International Union of Telecommunications, Berne.</i>                                     |                       |                                                                       |
| 1. Telegraph statistics . . . . .                                                                                                                                                | Yearly . . . . .      | 30th September.                                                       |
| 2. Telephone statistics . . . . .                                                                                                                                                | Do. . . . .           | Last week of October.                                                 |
| 3. Radio statistics . . . . .                                                                                                                                                    | Do. . . . .           | 1st September.                                                        |

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**APPENDIX No. 2.**

[Referred to in rules 88 and 91.]

**The Government Servants' Conduct Rules.**

The Government Servants' Conducts Rules are under revision by the Government of Pakistan, Cabinet Secretariat, and will be incorporated as soon as the same are revised.

## APPENDIX No. 3.

(Referred to in rule 693.)

## DISTRIBUTION OF PUBLICATIONS.

1. *Modes of distribution.*—The publications issued by the Director-General are ordinarily stocked by the Central Publications Branch Karachi and Deputy Controller of Stationery, Forms and Publications, Dacca, and distributed by them according to instructions issued by the Director-General. With the exception of a few publications, copies required in a Circle for official use or for sale will be sent—in instalments, if necessary—to the Stock Depot for distribution in accordance with the lists supplied to the latter by the Head of the Circle. In addition to the number actually needed, 10 per cent. of this number will be sent for stock, wherefrom further demands, from whatever cause arising, should be met by the Stock Depot. It only when this spare stock of any publication in the Stock Depot needs replenishing, that application should be made to the Director-General through the Head of the Circle for a further supply; otherwise all correspondence in respect of a publication should be conducted with the Stock Depot. Any instances of short supply or non-supply should be brought to the notice of the Central Publications Branch Karachi and Deputy Controller of Stationery, Forms and Publications, Dacca.

The Controller of Telegraph Stores also supplies publications to officers under rule 717 of this Volume.

*Exceptions.*—Special publications, such as Parcel and Insured Letter Tableaux, Instructions and Information for the use of the staff of post offices authorised to issue Broadcast Receiver Licences, and Notes on the Possession and Working of Wireless Receiving Apparatus in Pakistan etc., which are supplied by the Direction to Heads of certain Circles only, or to some particular offices or officers, are sent with a transmitting letter in each case to the Heads of Circles concerned for themselves and for distribution, when necessary, to the offices and officers affected.

2. *Preparation of invoices.*—The despatch of any publication sent from the Direction or from the Central Publication Branch to the Stock Depot or to offices, as the case may be, will be advised by an invoice showing the full number due to the Circle. The invoices will be numbered in a consecutive annual series for each Stock Depot, and a blank invoice, closing each series, will be issued on the 31st March of every year. In the case of publications sent in more than one instalment, with each instalment, except the last, a numbered memo. will be enclosed bearing the words "Further supply will follow" and the memo. accompanying the final instalment, completing the supply, will bear a remark to that effect,

3. *Distribution Lists and Consolidated statements*.—A consolidated statement showing the number of copies of each publication required for the Circle (whether distributed by the Stock Depot or by the Central Publication Branch, Karachi) will be submitted by the Head of the Circle to the Director-General, together with a copy of each distribution list supplied to the Stock Depot. Whenever any change is necessary in the consolidated statement or in any of the *Distribution Lists*, a revised statement or list or both (as the case may require) will be forwarded to the Director-General and to the Stock Depot.

4. *Subscriptions for "L'Union Postale"*.—(1) The Head of each Circle should ascertain the number of copies of the journal "L'Union Postale" which may be required by officials in his Circle; all details regarding subscribers' names, etc., should be kept up in a register in the office of the Head of the Circle, the total number of copies of the journal required for the Circle each half year being communicated to the Director-General, together with information as to the names and addresses of only those subscribers who desire to have their copies sent to them direct by the International Bureau, Bern. Copies of the journal for subscribers other than those who desire to have their copies sent to them direct by the International Bureau will be forwarded by the Director-General to the Head of each Circle for detailed distribution.

(2) Subscriptions should be paid into the office of the Head of the Circle at the time that requests are made for copies, and, if any subscriptions are not so remitted the Head of the Circle should take steps to secure payment promptly. The total amount of subscriptions for each Circle should be remitted in one sum by *service money order* to the Director-General as early as practicable.

(3) Subscribers having once registered their names for the half year should not be allowed to cancel their subscriptions during that half year. Subscriptions for a broken period cannot be recognised, as the journal can only be ordered for each half calendar year (January—June and July—December). In no case will refunds of subscriptions once paid be allowed.

5. The lists annexed will show the publications issued for use in the Department.

#### LIST I.

##### *List of publications issued from the Direction.*

| Title of publications.                                                         | To whom supplied.                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Posts and Telegraphs Manual</b> ,<br><b>(Legislative)</b><br><b>Part I.</b> | <b>Heads of Circles.</b><br>Superintending officers (Post Office and Railway Mail Service).<br>Accountants-General, (Posts and Telegraphs Branch).<br>Controller of Telegraph Stocks.<br>Head offices.<br>Selection grade sub-offices.<br>Stock Depots.<br>Direct Letter Offices. |

| <i>Title of publications.</i>                                                                                                            | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Posts and Telegraphs Manual, Volume I (Legislative Enactments), Part II.                                                                 | <p>Heads of Circles.<br/> Divisional Engineers.<br/> Sub-divisional officers.<br/> Supervising officers.<br/> Accountants-General, (Posts and Telegraphs Branch).<br/> Divisional Engineer Telegraphs P&amp;T. Training Centre.<br/> Head offices.<br/> Selection grade sub-offices.<br/> Departmental telegraph offices.<br/> Training classes.<br/> Wireless officers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Posts and Telegraphs Manual, Volume II (General Regulations).                                                                            | <p>Heads of Circles.<br/> Divisional Engineers.<br/> Supervising officers (Post Office and Railway Mail Service).<br/> Gazetted officers of the telephone or electrical branches in charge of telephone exchanges or in technical charge of telegraph offices, respectively.<br/> Accountants-General, (Posts and Telegraphs Branch).<br/> Accounts officer, Telegraph Check office.<br/> Accounts officer, Telephone Revenue.<br/> Accounts officer, Telegraph Stores and Workshops.<br/> Sub-divisional officers.<br/> Divisional Engineer Telegraphs P&amp;T. Training Centre.<br/> Controller of Telegraph Stores.<br/> Store Depots.<br/> Superintendent of Telegraph Workshops.<br/> Departmental telegraph offices.<br/> Training classes.<br/> Wireless officers.<br/> Head offices.<br/> Sub-offices.<br/> Record offices.<br/> Stock Depots.<br/> Dead Letter Offices.</p> |
| Posts and Telegraphs Manual, Volume III (Schedule of administrative powers of officers of the Pakistan Posts and Telegraphs Department). | <p>Heads of Circles.<br/> Divisional Engineers.<br/> Supervising officers (Post Office and Railway Mail Service).<br/> Accountants-General, (Posts and Telegraphs Branch).<br/> Accounts officer, Telegraph Check Office.<br/> Accounts officer, Telephone Revenue.<br/> Sub-divisional Officers.<br/> Divisional Engineer Telegraphs P&amp;T Training Centre.<br/> Controller of Telegraph Stores.<br/> Store Depots.<br/> Superintendent of Telegraph Workshops.<br/> Departmental telegraph offices.<br/> Training classes.<br/> Wireless officers.<br/> Head offices.<br/> Selection grade sub-offices.<br/> Record offices.<br/> Stock Depots.<br/> Dead Letter Offices.</p>                                                                                                                                                                                                    |



## APPENDIX NO. 3.

| <i>Title of publications.</i>                                                                      | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Posts and Telegraphs Manual, Volume IV (Establishments).                                           | <p>Heads of Circles.</p> <p>Divisional Engineers.</p> <p>Assistant Engineers, Telephone, or Deputy Assistant Engineers, Telephone, in charge of telephone exchanges.</p> <p>Supervising officers (Post Office and Railway Mail Service).</p> <p>Accountants-General, (Posts and Telegraphs Branch).</p> <p>Accounts officer, Telegraph Check Office.</p> <p>Accounts officer, Telephone Revenue.</p> <p>Accounts officer, Telegraph Stores and Workshops.</p> <p>Sub-divisional officers.</p> <p>Divisional Engineer, Telegraphs, P&amp;T Training Centre.</p> <p>Controller of Telegraph Stores.</p> <p>Stock Depots.</p> <p>Superintendent of Telegraph Workshops.</p> <p>Departmental telegraph offices.</p> <p>Training classes.</p> <p>Wireless offices.</p> <p>Head offices.</p> <p>Sub-offices.</p> <p>Record offices.</p> <p>Stock Depots.</p> <p>Dead Letter Offices.</p> |
| Posts and Telegraphs Manual, Volume V (Post Office and Railway Mail Service, General Regulations). | <p>Heads of Circles.</p> <p>Supervising officers (Post Office and Railway Mail Service).</p> <p>Accountants-General, (Posts and Telegraphs Branch).</p> <p>Accounts officer, Telegraph Check Office.</p> <p>Accounts officer, Telegraph Stores and Workshops.</p> <p>Head offices.</p> <p>Sub-offices.</p> <p>Record offices.</p> <p>Stock Depots.</p> <p>Dead Letter Offices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Posts and Telegraphs Manual, Volume VI (Post Office), Parts I and II.                              | <p>Heads of Circles.</p> <p>Supervising officers, (Post Office and Railway Mail Service).</p> <p>Accountants General (Posts and Telegraphs Branch).</p> <p>Accounts officer, Telegraph Check Office.</p> <p>Accounts officer, Telegraph Stores and Workshops.</p> <p>Head offices.</p> <p>Sub-offices.</p> <p>Stock Depots.</p> <p>Dead Letter offices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Posts and Telegraphs Manual, Volume VII (Railway Mail Service).                                    | <p>Heads of Circles.</p> <p>Supervising officers (Post office and Railway Mail Service).</p> <p>Accountants General, (Posts and Telegraphs Branch).</p> <p>Accounts officer, Telegraph Check Office.</p> <p>Accounts officer, Telegraph Stores and Workshops.</p> <p>Head offices.</p> <p>Record offices.</p> <p>Stock Depots.</p> <p>Dead Letter Offices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## APPENDIX NO. 3

| <i>Title of publications.</i>                                                                       | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Posts and Telegraphs Manual, Volume VII (Post Office and Railway Mail Service Supervising offices). | Heads of Circles.<br>Supervising officers (Post Office and Railway Mail Service).<br>Accountants-General, (Posts and Telegraphs Branch).<br>Accounts officer, Telegraph Check Office.<br>Accounts officer, Telegraph Stores and Workshops.<br>Head offices.<br>Stock Depots.<br>Dead Letter Offices.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Posts and Telegraphs Manual, Volume IX (Telegraph Traffic).                                         | Heads of Circles.<br>Divisional Engineers.<br>Accountants-General, (Posts and Telegraphs Branch).<br>Accounts officer, Telegraph Check Office.<br>Divisional Engineer, Telegraphs, P & T. Training Centre.<br>Accounts officer, Telegraph Stores and Workshops.<br>Controller of Telegraph Stores.<br>Store Depots.<br>Superintendent of Telegraph Workshops.<br>Departmental telegraph offices.<br>Training classes.<br>Wireless offices.<br>Offices of Superintendents and inspectors of post offices.                                                                                                                                                                                                                                             |
| Posts and Telegraphs Manual, Volume X (Telegraph Engineering).                                      | Heads of Circles.<br>Divisional Engineers.<br>Accountants-General, (Posts and Telegraphs Branch).<br>Sub-divisional officers.<br>Gazetted officers in charge of telephone exchanges.<br>Gazetted officers in technical charge of telegraph offices.<br>Gazetted officers in charge of Wireless offices.<br>Divisional Engineer, Telegraphs P. & T. Training Centre.<br>Controller of Telegraph Stores.<br>Superintendent of Telegraph Workshops.<br>Store Depots.<br>Accounts officer, Telephone Revenue.<br>Accounts officer, Telegraph Stores and Workshops.<br>Accounts officer, Telegraph Check Office.<br>Departmental telegraph offices in charge of Chief Superintendents and Superintendents.<br>Offices of Superintendents of post offices. |
| Posts and Telegraphs Manual, Volume XI (Traffic Instructions), Parts I and II, and Part III.        | Heads of Circles.<br>Divisional Engineers.<br>Accountants-General, (Posts and Telegraphs Branch).<br>Accounts officer, Telegraph Check Office.<br>Supervising officers, Post Office and Railway Mail Service (except inspectors, R. M. S.).<br>Sub-divisional officers.<br>Controller of Telegraph Stores.<br>Store Depots.<br>Departmental telegraph offices.<br>Combined offices.<br>Training classes.<br>Wireless offices.                                                                                                                                                                                                                                                                                                                        |

## APPENDIX NO. 3.

| <i>Title of publications.</i>                                           | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Posts and Telegraphs Manual, Volume XI (Traffic Instructions), Part IV. | <p>Heads of Circles.</p> <p>Superintendents of Post and Telegraph offices and R.M.S.</p> <p>Divisional Engineers.</p> <p>Accountants-General, (Posts and Telegraphs Branch).</p> <p>Accounts officers, Telegraph Check Office.</p> <p>Sub-divisional officers.</p> <p>Controller of Telegraph Stores.</p> <p>Store Depots.</p> <p>Departmental telegraph offices.</p> <p>Combined offices which deal with Foreign messages and which are provided with the publication "Nomenclature des Bureaux Télégraphiques."</p> <p>Training classes.</p> <p>Wireless offices.</p> |
| Extracts from the Posts and Telegraphs Manual for Licensed Stations.    | <p>Heads of Circles.</p> <p>Accountants-General, (Posts and Telegraphs Branch).</p> <p>Accounts officer, Telegraph Check office.</p> <p>Licensed Telegraph Administrations.</p>                                                                                                                                                                                                                                                                                                                                                                                         |
| Rules for Branch Offices.                                               | <p>Heads of Circles.</p> <p>Supervising officers Post Office and Railway Mail Service (except Inspectors, R.M.S.).</p> <p>Accountants-General, (Posts and Telegraphs Branch).</p> <p>Head offices.</p> <p>Sub-offices which have branch offices or offices in account with them.</p> <p>Head record offices.</p> <p>Stock Depots.</p> <p>Dead Letter Offices.</p> <p>All branch offices in charge of English-knowing branch postmasters.</p>                                                                                                                            |
| Rules for Resolving Offices for Telegrams.                              | <p>Heads of Circles.</p> <p>Supervising officers (Post Office and Railway Mail Service).</p> <p>Accountants-General, (Posts and Telegraphs Branch).</p> <p>Accounts officer, Telegraph Check Office.</p> <p>Head offices.</p> <p>Sub-offices.</p> <p>Stock Depots.</p> <p>Dead Letter Offices.</p> <p>Branch offices authorised to resolve telegrams.</p>                                                                                                                                                                                                               |
| Collection of Post Office Inspection Report Forms.                      | <p>Heads of Circles.</p> <p>Supervising officers, Post Office and Railway Mail Service (except Inspectors, R. M. S.).</p> <p>Accountants-General, (Posts and Telegraphs Branch).</p> <p>Head offices.</p>                                                                                                                                                                                                                                                                                                                                                               |
| Collection of Railway Mail Service Inspection Report Forms.             | <p>Heads of Circles.</p> <p>Supervising officers, Post Office and Railway Mail Service, (except Inspector of Post office.)</p> <p>Accountants-General, (Posts and Telegraphs Branch).</p>                                                                                                                                                                                                                                                                                                                                                                               |
| Pamphlet of the Rules regarding Dead Letter Offices.                    | All Dead Letter Office clerks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## APPENDIX No. 3.

| <i>Title of publications</i>                                                                                               | <i>To whom supplied</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pamphlet of the Rules regarding Overseers.                                                                                 | Overseers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Pamphlet of the Rules for the treatment of Mobilization and Reserve soldiers.                                              | All branch offices in charge of English-knowing branch Postmasters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Telegraphic Message Code and Classified List of Pakistan Post Offices and R. M. S. offices and sections (with Appendices). | Heads of Circles.<br>Supervising officers (Post Office and Railway Mail Service).<br>Stock Depots.<br>Dead Letter Offices.<br>Head offices.<br>Sub-offices.<br>Branch offices in charge of English-knowing branch postmasters.<br>Record offices for themselves and for all sets of mail offices and sections (sorting and transit) attached to them.<br>Departmental telegraph offices.                                                                                                                                                                                                                                                                                                                                         |
| Classified list of Pakistan Post Offices.                                                                                  | Record offices for themselves and for all sets of mail offices and sections (sorting and transit) attached to them.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Post and Telegraph Guide.                                                                                                  | Heads of Circles.<br>Divisional Engineers.<br>Supervising officers (Post Office and Railway Mail Service).<br>Accountants-General, (Posts and Telegraphs Branch).<br>Accounts officer, Telegraph Check Office.<br>Accounts officer, Telephone Revenue.<br>Accounts officer, Telegraph Stores and Workshops.<br>Sub-divisional officers.<br>Divisional Engineer Telegraphs, P. & T. Training Centre.<br>Controller of Telegraph Stores.<br>Store Depots.<br>Stock Depots.<br>Superintendent of Telegraph Workshops.<br>Departmental telegraph offices.<br>Training classes.<br>Wireless offices.<br>Dead Letter Offices.<br>Head offices.<br>Sub-offices.<br>Mail offices.<br>Other offices as the Head of the Circle may select. |
| Alphabetical list of Pakistan Post and Telegraph offices.                                                                  | Sets of sorting sections and officials who receive Classified list of Pakistan post offices and R.M.S. offices and sections (with Appendices), but not Post and Telegraph Guide.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Post and Telegraph Pocket Guide (in English).                                                                              | Heads of Circles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## APPENDIX No 3.

| <i>Title of publications</i>                                                                                                                                                                                                 | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pamphlet entitled " Air Mail "                                                                                                                                                                                               | Heads of Circles and all postal officials                                                                                                                                                                                                                                                                                                                                                              |
| Foreign Post Manuals, Volumes I and II.                                                                                                                                                                                      | Heads of Circles,<br>Accountants-General, (Posts and Telegraphs Branch),<br>Superintendents holding jurisdiction over offices of foreign exchange,<br>All Head post offices,<br>Dead Letter Offices.                                                                                                                                                                                                   |
| Pamphlet containing rules for guidance of depositors in Post Office Savings Bank.                                                                                                                                            | Accountants-General, (Posts and Telegraphs Branch),<br>All posts offices authorized to transact Savings Bank business.                                                                                                                                                                                                                                                                                 |
| (N. B. - This pamphlet is issued only when any important change is made in these rules. Translations of the pamphlet in local Pakistan languages sh. ald be issued only when a fresh edition of it in English is published.) |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Abstract of Postal Information (Pamphlet).                                                                                                                                                                                   | Branch postmasters (including extra-departmental agents), postmen and village postmen, who know English.                                                                                                                                                                                                                                                                                               |
| Code Names of all Departmental and Principal Combined Offices and Index Letters.                                                                                                                                             | { Heads of Circles,<br>{ Accountants-General, (Posts and Telegraphs Branch),<br>{ Accounts officer, Telegraph Check Office.<br>{ Divisional Engineers,<br>{ Controller of Telegraph Stores,<br>{ Store Depots,<br>{ Superintendent of telegraph Workshops,<br>{ Departmental telegraph offices,<br>{ Combined offices,<br>{ Wireless offices.                                                          |
| Telegraph Circulation Book.                                                                                                                                                                                                  | { Heads of Circles,<br>{ Accountants-General, (Posts and Telegraphs Branch),<br>{ Accounts officer, Telegraph Check Office,<br>{ Departmental telegraph offices,<br>{ Combined offices which deal with more than 4,000 messages a year,<br>{ Wireless offices.                                                                                                                                         |
| Official and Press Abbreviated Addresses.                                                                                                                                                                                    | Heads of Circles,<br>Accountants-General, (Posts and Telegraphs Branch),<br>Accounts officer, Telegraph Check Office,<br>Divisional Engineers,<br>Controller of Telegraph Stores,<br>Store Depots,<br>Superintendent of Telegraph Workshops,<br>Departmental telegraph offices,<br>Combined offices which deal with 4,000 messages a year,<br>Wireless offices,<br>Licensed Telegraph Administrations. |

## APPENDIX NO. 3.

| <i>Title of publications.</i>                                       | <i>Persons supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| List of Officers of the Department of Posts and Telegraphs.         | <p>Heads of Circles.</p> <p>Accountants-General, (Posts and Telegraphs Branch).</p> <p>Accounts officer, Telegraph Check Office.</p> <p>Accounts officer, Telephone Revenue.</p> <p>Accounts officer, Telegraph Stores and Workshops.</p> <p>Divisional Engineers.</p> <p>Sub-divisional officers.</p> <p>Controller of Telegraph Stores.</p> <p>Stores Depots.</p> <p>Superintendent of Telegraph Workshops.</p> <p>Departmental telegraph offices.</p> <p>Wireless offices.</p> <p>Superintendents and other officers of the Post Office and Railway Mail Service whose minimum pay is Rs. 100 a month and upwards.</p>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Report on the work of the Pakistan Posts and Telegraphs Department. | <p>Heads of Circles.</p> <p>Accountants-General, (Posts and Telegraphs Branch).</p> <p>Accounts officer, Telegraph Check Office.</p> <p>Accounts officer, Telephone Revenue.</p> <p>Accounts officer, Telegraph Stores and Workshops.</p> <p>Divisional Engineers.</p> <p>Divisional Engineer, Telegraphs, P. &amp; T. Training Centre.</p> <p>Controller of Telegraph Stores.</p> <p>Stores Depots.</p> <p>Superintendent of Telegraph Workshops.</p> <p>Departmental telegraph offices in charge of Chief Superintendents and Superintendents.</p> <p>Superintendents of post offices and Railway Mail Service.</p> <p>First class postmasters.</p>                                                                                                                                                                                                                                                                                                                                                                                                 |
| Post Office Cash Certificates Rules (Pamphlet).                     | Heads of Circles, for free distribution to the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Technical Instructions on Baudot Printing Telegraph System.         | <p>Heads of Circles.</p> <p>Directors of Telegraphs.</p> <p>Personal Assistants (Engineering).</p> <p>Divisional Engineers, Telegraphs.</p> <p>Sub-divisional officers.</p> <p>Assistant Electrical Engineers.</p> <p>Dy. Assistant Electrical Engineers.</p> <p>Divisional Engineer Telegraphs P. &amp; T. Training Centre.</p> <p>Controller of Telegraph Stores.</p> <p>Assistant Controller of Telegraph Stores.</p> <p>Deputy Assistant Engineers, Telegraphs, attached to Stores Depots.</p> <p>Superintendent, Telegraph Workshops.</p> <p>Assistant Superintendent, Telegraph Workshops.</p> <p>Engineering supervisors, General.</p> <p>Electrical supervisors.</p> <p>Baudot superiors.</p> <p>Telegraph offices (large) with Baudot.</p> <p>Training classes.</p> <p>Director-General.</p> <p>Chief Engineer.</p> <p>Deputy Director-General, (Staff and Establishment).</p> <p>Deputy Chief Engineer.</p> <p>Assistant Chief Engineer (Telegraphs), Library, and Engineering Administration Section of the Director-General's office.</p> |

## APPENDIX NO. 3.

| <i>Title of publications.</i>                                                                                            | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Line Construction Codes, Volumes I and II.                                                                               | Heads of Circles.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Controller of Telegraph Stores.<br>Store Depots.<br>Divisional Engineer, Telegraphs P. & T. Training Centre.<br>Superintendent of Telegraph Workshops.<br>Accountant-General, (Posts and Telegraphs Branch).<br>Deputy Assistant Engineers (Construction and Telephones).<br>Engineering supervisors (General and Telephones).<br>Training classes.                                                                                                                          |
| Field Service Diagrams.                                                                                                  | Heads of Circles.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Engineering supervisors (General, Telephones and Electrical).<br>Divisional Engineer Telegraphs, P. & T. Training Centre.<br>Controller of Telegraph Stores.<br>Superintendent of Telegraph Workshops.                                                                                                                                                                                                                                                                       |
| Book of Standing Orders, Regulations and Instructions for Inspectors and sub-inspectors [in English, Urdu, and Bengali]. | Heads of Circles.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Engineering supervisors.<br>Line staff.<br>Divisional Engineer Telegraphs P. & T. Training Centre.<br>Controller of Telegraph Stores.<br>Superintendent of Telegraph Workshops.                                                                                                                                                                                                                                                                                              |
| (N.B.—Copies in English and in local languages to be supplied according to needs.)                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Foreign Tariff Book                                                                                                      | The Postmaster-General, East Bengal, Dacca.<br>The Accounts officer, Telegraph Check Office, Dacca.<br>The Superintendent-in-charge, C. T. O., Karachi.<br>The Officer-in-charge, telegraph office, Peshawar.<br>The Officer-in-charge, telegraph office, Quetta.<br>The Manager, Cables, Karachi.<br>The Assistant Chief Engineer.<br>The Officer-in-charge, wireless station, Karachi.<br>The Officer-in-charge, telegraph office, Chittagong.<br>The Financial Advisor, Communications.<br>The Minister of Posts, Telegraphs and Telephones, Kabul. |
| General Instructions for Baudot and Teleprinter working.                                                                 | Heads of Circles.<br>Divisional Engineers.<br>Divisional Engineer Telegraphs P. & T. Training Centre.<br>Baudot and Teleprinter offices.                                                                                                                                                                                                                                                                                                                                                                                                               |
| Postage Charges                                                                                                          | Heads of Circles.<br>Departmental telegraph offices.<br>Combined offices.<br>Wireless offices.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## APPENDIX NO. 3.

| <i>Title of publications.</i>                                                 | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Abbreviated Address.                                                   | Chief Superintendents, Superintendents and telegraph masters in charge of telegraph offices.<br>Accounts officer, Telegraph (East Office).<br>Managers, Poona Presses.<br>Managers, D. L. Co., Karachi, Lahore and Dacca.                                                                                                                                                                                                                                                                                                                                            |
| Seniority List of Telegraphists.                                              | Heads of Circles.<br>Divisional Engineers.<br>Departmental telegraph offices.<br>Training classes.<br>Accountant-General, (Post and Telegraphs Branch).                                                                                                                                                                                                                                                                                                                                                                                                              |
| Handbook of Elementary Telegraphy, Part I.<br>Elementary Telegraphy, Part II. | Heads of Circles.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Engineering supervisors (General).<br>Assistant and Deputy Assistant Electricians.<br>Electrical supervisors (Part II, only).<br>Divisional Engineer Telegraphs P. & T. Training Centre.<br>Controller, of Telegraph Stores.<br>Superintendent of Telegraph Workshops.<br>Departmental telegraph offices.<br>Training classes.<br>Wireless offices (Part II only).<br>Technical offices* (for use of Technical officers).                                                                  |
| Telephone Operating Instructions for local and trunk exchanges.               | Heads of Circles.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Assistant and Deputy Assistant Engineers, and engineering supervisors (Telephones).<br>Engineering supervisors (Telegraphs).<br>Divisional Engineer, Telegraphs, P. & T. Training Centre.<br>Controller of Telegraph Stores.<br>Superintendent of Telegraph Workshops.<br>Telephone systems with switch-boards of 50 lines or over, and telephone exchanges owned and worked by Department.<br>Telephone operators in telephone exchanges owned and worked by Department. (One copy each.) |
| Practical Hints on Handset Printing Telegraphs.                               | Divisional Engineers.<br>Sub-divisional officers.<br>Assistant and Deputy Assistant Electricians.<br>Divisional Engineer, Telegraphs, P. & T. Training Centre.<br>Controller of Telegraph Stores.<br>Superintendent of Telegraph Workshops.<br>Departmental telegraph offices in charge of Chief Superintendents and Superintendents.<br>Training classes.<br>Technical offices* (for use of Technical officers).                                                                                                                                                    |

\*The term "Technical offices" means departmental telegraph offices where an electrical supervisor or an officer of higher rank is in charge of the technical arrangements.



## APPENDIX NO. 3.

| <i>Title of publications.</i>                                      | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technical Instructions on cables and cable laying.                 | <p> Heads of Circles.<br/> Directors of Telegraphs.<br/> Personal Assistants to above.<br/> Circle offices.<br/> Divisional Engineers, Telegraphs.<br/> Divisional offices.<br/> Assistant Divisional Engineers — attached (one copy per Division).<br/> Sub-divisional officers, Telegraphs.<br/> Deputy Assistant Engineers, Telephones.<br/> Assistant Engineers, Telephones.<br/> Engineering supervisors, General.<br/> Engineering supervisors, Telephones.<br/> Cable supervisors.<br/> Divisional Engineer, Telegraphs, P. &amp; T. Training Centre.<br/> Controller of Telegraph Stores (4 copies).<br/> Superintendent of Telegraph Workshops.<br/> Director-General of Posts and Telegraphs.<br/> Chief Engineer, Posts and Telegraphs.<br/> Deputy Director-General, Development.<br/> Deputy* Chief Engineer.<br/> Assistant Chief Engineer, Telegraphs.<br/> Library and Engineering Administration Section of the office of the Director-General of Posts and Telegraphs. </p> |
| Technical Instructions on Dynamics and Motors.                     | <p> Heads of Circles.<br/> Divisional Engineers.<br/> Sub-divisional officers.<br/> Assistant and Deputy Assistant Engineers.<br/> Engineering supervisors (Telephones), if concerned.<br/> Divisional Engineer Telegraphs, P. &amp; T. Training Centre.<br/> Superintendent of Telegraph Workshops.<br/> Departmental telegraph offices in charge of Chief Superintendents and Superintendents.<br/> Technical offices* (for use of Technical officers).<br/> Wireless offices. </p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Technical Instruction on fitting of signal office instrument room. | <p> Heads of Circles.<br/> Divisional Engineers.<br/> Sub-divisional officers.<br/> Engineering supervisors (General).<br/> Divisional Engineer Telegraphs, P. &amp; T. Training Centre.<br/> Controller of Telegraph Stores.<br/> Superintendent of Telegraph Workshops.<br/> Departmental telegraph offices.<br/> Wireless offices.<br/> Technical offices* (for use of Technical officers). </p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

\*The term "Technical offices" means departmental telegraph offices where an electrical supervisor or an officer of higher rank is in charge of the technical arrangements.

## APPENDIX NO. 3.

| <i>Title of publications.</i>                                                                        | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technical Instruction on Inductive Interference on Telephone Circuits.                               | <p>Heads of Circles.<br/>           Divisional Engineers.<br/>           Sub-divisional officers.<br/>           Assistant and Deputy Assistant Engineers, Telephones.<br/>           Assistant and Deputy Assistant Electrical Engineers.<br/>           Engineering supervisors, General and Telephones.<br/>           Electrical supervisors.<br/>           Divisional Engineer, Telegraphs, P.&amp;T. Training Centre.<br/>           Controller of Telegraph Stores.<br/>           Superintendent of Telegraph Workshops.<br/>           Assistant Superintendent (Instrument branch, Telegraph Workshops).</p>            |
| Technical Instruction on oil Engines.                                                                | <p>Heads of Circles.<br/>           Divisional Engineers.<br/>           Sub-divisional officers.<br/>           Assistant and Deputy Assistant Engineers and engineering supervisors (Telephones), if concerned.<br/>           Divisional Engineer Telegraphs P. &amp; T. Training Centre.<br/>           Controller of Telegraph Stores.<br/>           Superintendent of Telegraph Workshops.<br/>           Departmental telegraph offices in charge of Chief Superintendents and Superintendents.<br/>           Telegraph offices with Engine Plant.<br/>           Wireless offices.</p>                                   |
| Technical Instruction on Primary Batteries and simple testing.                                       | <p>Heads of Circles.<br/>           Divisional Engineers.<br/>           Sub-divisional officers.<br/>           Assistant and Deputy Assistant Engineers, Telephones.<br/>           Engineering supervisors, Telegraphs and Telephones.<br/>           Divisional Engineer Telegraphs, P. &amp; T. Training Centre.<br/>           Controller of Telegraph Stores.<br/>           Superintendent of Telegraph Workshops.<br/>           Departmental telegraph offices.<br/>           Training classes.<br/>           Technical offices.*</p>                                                                                  |
| Technical Instruction on secondary cells standard accumulator and standard power plant arrangements. | <p>Heads of Circles.<br/>           Divisional Engineers.<br/>           Sub-divisional officers.<br/>           Assistant and Deputy Assistant Engineers and engineering supervisors, Telephones (if in charge of C.B. systems with Accumulators).<br/>           Divisional Engineer, Telegraphs, P. &amp; T. Training Centre.<br/>           Controller of Telegraph Stores.<br/>           Superintendent of Telegraph Workshops.<br/>           Departmental telegraph offices.<br/>           Wireless offices.<br/>           Telephone system with switchboard of 10 lines over only for exchanges using accumulators.</p> |

\*The term "Technical offices" means departmental telegraph offices where an electrical supervisor or an officer of higher rank is in charge of the technical arrangements.

| <i>Title of publications.</i>                                                                   | <i>Persons supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technical Instruction on Telegraph transmission on aerial Telegraph circuits with Earth Return. | <p>Heads of Circles.<br/>Divisional Engineers.<br/>Divisional Engineers, Telegraphs, P. &amp; T. Training Centre.<br/>Controller of Telegraph Stores.<br/>Superintendent of Telegraph Workshops.<br/>Technical officers* (for use of Technical officers).</p>                                                                                                                                                                                                                                                                                                                                                            |
| Technical Instructions on Telephony, Parts I to IV and (A) to IV(A) Diagrams.                   | <p>Heads of Circles.<br/>Directors of Telegraphs.<br/>Personal Assistants (Engineering).<br/>Divisional Engineers, Telegraphs.<br/>Sub-divisional officers.<br/>Deputy Assistant Engineers, Telegraphs.<br/>Deputy Assistant Electrical Engineers.<br/>Divisional Engineer, Telegraphs, P &amp; T. Training Centre.<br/>Senior Electrical Engineer.<br/>Controller of Telegraph Stores.<br/>Assistant Controller of Telegraph Stores.<br/>Superintendent of Telegraph Workshops.<br/>Assistant Superintendent of Telegraph Workshops.<br/>Engineering Supervisors, General.<br/>Engineering Supervisors, Telephones.</p> |
| Technical Instruction on Simultaneous Telegraphy and Telephony over a single circuit.           | <p>Heads of Circles.<br/>Divisional Engineers.<br/>Sub-divisional officers.<br/>Assistant and Deputy Assistant Engineers, Telephones.<br/>Engineering Supervisors, Telegraphs and Telephones.<br/>Divisional Engineer, Telegraphs, P &amp; T Training Centre.<br/>Controller of Telegraph Stores.<br/>Superintendent of Telegraph Workshops.<br/>Telephone systems dealing with composite working.</p>                                                                                                                                                                                                                   |
| Technical Instruction on Testing Lines and Cables.                                              | <p>Heads of Circles.<br/>Divisional Engineers.<br/>Sub-divisional officers.<br/>Assistant and Deputy Assistant Engineers, Telephones.<br/>Engineering Supervisors, Telegraphs and Telephones.<br/>Divisional Engineers, Telegraphs, P &amp; T Training Centre.<br/>Superintendent of Telegraph Workshops.<br/>Departmental telegraph offices.<br/>Technical officers* (for use of Technical officers).</p>                                                                                                                                                                                                               |
| Technical Instruction on Time and Clocks.                                                       | <p>Heads of Circles.<br/>Divisional Engineers.<br/>Sub-divisional officers.<br/>Divisional Engineer Telegraphs, P &amp; T Training Centre.<br/>Superintendent of Telegraph Workshops.<br/>Departmental telegraph offices at KM, LH and DA.<br/>Wireless offices.</p>                                                                                                                                                                                                                                                                                                                                                     |

\*The term "Technical officers" means departmental telegraph offices where an electrical supervisor or an officer of higher rank is in charge of the technical arrangements.

## APPENDIX NO. 3.

| <i>Title of publications.</i>                                                                                      | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technical Instruction on<br>Wireless Telegraphy as<br>applied to stations in<br>Pakistan.                          | Heads of Circles.<br>Divisional Engineer Telegraphs P.&T. Training Centre.<br>Controller of Telegraph Stores.<br>Superintendent of Telegraph Workshops.<br>Wireless offices.                                                                                                                                                                                                                                                                    |
| Technical Instruction on<br>Internal wiring of Elec-<br>tric Light Fittings and<br>of Telephone sub-sta-<br>tions. | Heads of Circles.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Supervisors (General, Electrical and Phones).<br>Assistant Electricians and Deputy Assistant Electricians.<br>Divisional Engineer, Telegraphs, P.&T. Training Centre.<br>Controller of Telegraph Stores.<br>Superintendent of Telegraph Workshops.<br>Departmental telegraph offices.<br>Wireless offices.<br>Telephone exchanges owned and worked by the Department. |
| Telephone Traffic Statistics.                                                                                      | Heads of Circles.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Assistant and Deputy Assistant Engineers and Engineering Supervisors, Telephones.<br>Telephone exchanges owned and worked by Department.                                                                                                                                                                                                                              |
| Useful Tables . . .                                                                                                | Heads of Circles.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Assistant and Deputy Assistant Engineers, Telephones.<br>Engineering Supervisors, Telegraphs and Telephones.<br>Divisional Engineer Telegraphs, P&T Training Centre.<br>Controller of Telegraph Stores.<br>Store Depots.<br>Superintendent of Telegraph Workshops.<br>Departmental telegraph offices.<br>Training classes.<br>Wireless offices.                       |

## APPENDIX NO. 3.

| <i>Title of publications</i>                                                                                 | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Traffic Chart of Principal Main circuits.                                                                    | Heads of Circles,<br>Divisional Engineer Telegraphs, P. & T. Training Centre<br>Certain departmental telegraph offices,<br>Wireless offices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Book of Standard Printed Forms.                                                                              | Heads of Circles,<br>Divisional Engineers,<br>Sub-divisional officers, Telegraphs,<br>Supervising officers (Post Office and Railway Mail Service),<br>Accountant-General, (Posts and Telegraphs Branch),<br>Accounts officer, Telegraph Check Office,<br>Accounts officer, Telephone Revenue,<br>Accounts officer, Telegraph Stores and Workshops,<br>Store Depots,<br>Superintendent of Telegraph Workshops,<br>Assisted officers of the Telephone or Electrical branch in charge of telephone exchanges or in technical charge of telegraph offices, respectively,<br>Departmental telegraph offices,<br>Wireless offices,<br>Training offices,<br>Head offices, sub-offices, record offices, Stock Depots,<br>Dead Letter Offices. |
| Code for use in service telegrams.                                                                           | Heads of Circles,<br>Divisional Engineers,<br>Sub-divisional officers,<br>Departmental telegraph offices,<br>Combined offices,<br>Wireless offices,<br>Telephone exchanges,<br>Repeater office,<br>Accountant-General, (Posts and Telegraphs Branch),<br>Accounts officer, Telegraph Check Office,<br>Store Depots,<br>Superintendent of Telegraph Workshops,<br>Electrical Supervisors,<br>Construction Officers.                                                                                                                                                                                                                                                                                                                    |
| Catalogue of articles supplied.                                                                              | Heads of Circles,<br>Superintendents of post offices and Railway Mail Service,<br>Inspectors of post offices,<br>Head offices,<br>Stock Depots,<br>Dead Letter Offices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| General rules and Departmental Instructions for Wireless Telegraph Stations in Pakistan (5th Edition, 1939). | All Postmasters-General,<br>Divisional Engineer, Telegraphs, P. & T. Training Centre,<br>Divisional Engineers, Telegraphs, Dacca, Karachi.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Particulars of Wireless Telegraph stations in Pakistan (18th Edition, 1939).                                 | Wireless stations,<br>Aeronautical stations—Karachi, Chittagong,<br>Shipping stations—Karachi,<br>"Other services" stations—Punjab, Orissa, Baluchistan, Peshawar, and Kashmir,<br>Accounts officer, Telegraph Check Office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| <i>Title of publications.</i>                                                                         | <i>To whom supplied.</i>                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Standing orders for aeronautical wireless services in Pakistan (Pamphlet No. P-30/40 old No. W-4647). | <div style="display: inline-block; vertical-align: middle;">           { All Postmasters-General.<br/>           Divisional Engineers, Telegraphs, Dacca, Lyallpur, Karachi<br/>           Wireless stations.<br/>           Aeronautical stations—Karachi, Chittagong.         </div> |

## LIST II.

*List of publications issued by the Auditor-General and the Accountant-General.  
(Posts and Telegraphs Branch).*

| <i>Title of publications.</i>                                                                                                              | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| History of services of the Gazetted officers (including Accounts officers) of the Telegraph Branch of the Posts and Telegraphs Department. | <div style="display: inline-block; vertical-align: middle;">           { Heads of Circles.<br/>           Controller of Telegraph Stores.<br/>           Chief Controller of Telegraph Stores.<br/>           Director of Telegraph Workshop.<br/>           Divisional Engineer, Telegraphs, P. &amp; T. Training Centre.         </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| History of services of Gazetted and other Postal officers.                                                                                 | <div style="display: inline-block; vertical-align: middle;">           { Heads of Circles         </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules                                                                | <div style="display: inline-block; vertical-align: middle;">           Heads of Circles.<br/>           Supervising officers, Post Office and Railway Mail Service.<br/>           Divisional Engineers.<br/>           Sub-divisional officers.<br/>           Divisional Engineer, Telegraphs, P. &amp; T. Training Centre.<br/>           Controller of Telegraph Stores.<br/>           Store Depots.<br/>           Stock Depots.<br/>           Superintendent of Telegraph Workshops.<br/>           Accounts officer, Telephone Revenue.<br/>           Accounts officer, Telegraph Stores and Workshops.<br/>           Accounts officer, Telegraph Check Office.<br/>           Departmental telegraph offices.<br/>           Head offices.<br/>           Sub-offices.<br/>           Record offices.<br/>           Training classes.<br/>           Wireless offices.<br/>           Dead Letter Offices.         </div> |

## APPENDIX NO. 3.

| <i>Title of publications.</i>                                                                            | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Posts and Telegraphs Com-<br/>pilation of the President<br/>Fund Rules.</b>                           | Heads of Circles.<br>Supervising Officers, Post Office and Railway Mail<br>Service.<br>Divisional Engineers.<br>Sub-Divisional Officers.<br>Divisional Engineer, Telegraphs, P.&T. Training Centre.<br>Heads of Telephone Districts.<br>Chief Controller of Telegraph Stores.<br>Director of Telegraph Workshops.<br>Controller of Telegraph Stores.<br>Store Depots.<br>Stock Depots.<br>Superintendent of Telegraph Workshops.<br>Chief Accounts Officer, Telegraph Stores & Workshops.<br>Accounts Officer, Telephone Revenue.<br>Accounts Officer, Telegraph Check Office.<br>Departmental Telegraph Offices.<br>Head Offices.<br>Sub-Offices.<br>Record Offices.<br>Training Classes.<br>Wireless Offices.<br>Dead Letter Offices.                                               |
| <b>Posts and Telegraphs Ini-<br/>tial Account Code,<br/>Volume I (General Ac-<br/>count Code).</b>       | Heads of Circles.<br>Supervising officers, Post Office and Railway Mail<br>Service.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Divisional Engineer, Telegraphs, P.&T. Training Centre.<br>Controller of Telegraph Stores.<br>Accounts officer, Telephone Revenue.<br>Accounts officer, Telegraph Stores and Workshops.<br>Accounts officer, Telegraph Check Office.<br>Store Depots.<br>Stock Depots.<br>Superintendent of Telegraph Workshops.<br>Departmental telegraph offices.<br>Head offices.<br>Sub-offices.<br>Head Record offices.<br>Training classes.<br>Wireless offices.<br>Dead Letter Offices.<br>Gazetted officers of the Telephone or Electrical<br>branch in charge of telephone exchange or in<br>technical charge of telegraph offices respectively. |
| <b>List of Heads of Accounts<br/>of the Posts and Tele-<br/>graphs receipts and dis-<br/>bursements.</b> | Heads of Circles.<br>Supervising officers, Post Office and Railway Mail<br>Service.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Controller of Telegraph Stores.<br>Store Depots.<br>Stock Depots.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## APPENDIX NO. 3.

| <i>Title of publications.</i>                                                                 | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| List of Heads of Accounts of the Posts and Telegraphs receipts and disbursements—contd.       | Superintendent of Telegraph Workshops.<br>Departmental telegraph offices.<br>Head offices.<br>Head Record offices.<br>Training classes.<br>Wireless offices.<br>Dead Letter Offices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Book of Initial Account Partus.                                                               | Heads of Circles.<br>Supervising officers, Post Office and Railway Mail Service.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Controller of Telegraph Stores.<br>Store Depots.<br>Stock Depots.<br>Superintendent of Telegraph Workshops.<br>Departmental telegraph offices.<br>Head offices.<br>Sub-offices.<br>Head record offices.<br>Training classes.<br>Wireless offices.<br>Dead Letter Offices.<br>Gazetted officers of the Telephone or Electrical branch in charge of telephone exchanges or in technical charge of telegraph offices, respectively.<br>Accounts officer, Telephone Revenue.<br>Accounts officer, Telegraph Stores and Workshops. |
|                                                                                               | } One copy each.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Schedule of Financial Powers of the Officers of the Pakistan Posts and Telegraphs Department. | Heads of Circles.<br>Supervising officers, Post Office and Railway Mail Service.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Divisional Engineer, Telegraphs, P. & T. Training Centre.<br>Controller of Telegraph Stores.<br>Store Depots.<br>Superintendent of Telegraph Workshops.<br>Departmental telegraph offices.<br>Head offices.<br>Head record offices.<br>Wireless offices.<br>Dead Letter Offices.<br>Gazetted officers of the Telephone or Electrical branch in charge of telephone exchanges or in technical charge of telegraph offices, respectively.                                                                                       |
| Posts and Telegraphs Initial Account Code, Volume II (Engineering Account Code).              | Heads of Circles.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Divisional Engineer, Telegraphs, P. & T. Training Centre.<br>Controller of Telegraph Stores.<br>Store Depots.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



## APPENDIX No. 3.

| <i>Title of publications.</i>                                                                      | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Posts and Telegraphs Initial Account Code, Volume II (Engineering Account Code)—contd.             | Superintendent of Telegraph Workshops.<br>Accounts officer, Telegraph Stores and Workshops.<br>Accounts officer, Telephone Revenue.<br>Departmental telegraph offices in charge of Chief Superintendents and Superintendents.<br>Wireless offices.<br>Gazetted officers of the Telephone or Electrical branch in charge of telephone exchanges or in technical charge of telegraph offices, respectively.<br>Officers of the Electrical branch in technical charge of telegraph offices.                                                                   |
| Post and Telegraphs Initial Account Code, Volume III (Message Revenue Account Code).               | Heads of Circles.<br>Divisional Engineers.<br>Supervising officers, Post office.<br>Sub-divisional officers.<br>Controller of Telegraph Stores.<br>Accounts officer, Telegraph Check office.<br>Store Depots.<br>Departmental telegraph offices.<br>Training classes.<br>Wireless offices.<br>Combined offices.                                                                                                                                                                                                                                            |
| Manual of Appointments and Allowances of Officers of the Pakistan Posts and Telegraphs Department. | Heads of Circles.<br>Supervising officers, Post office and Railway Mail Service.<br>Divisional Engineers.<br>Sub-divisional officers.<br>Divisional Engineer Telegraphs P.&T. Training Centre.<br>Controller of Telegraph Stores.<br>Store Depots.<br>Stock Depots.<br>Superintendent of Telegraph Workshops.<br>Departmental telegraph offices.<br>Heads offices.<br>Selection-grade sub-offices other than selection-grade town sub-offices.<br>Head record offices and selection-grade sub-record offices.<br>Dead Letter Offices.<br>Wireless offices. |

## LIST III.

*List of publications stocked by the Controller of Telegraph Stores.*

| <i>Title of publications.</i>          | <i>To whom supplied.</i>                                                                                                     |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Nomenclature and Rate List, Volume I—  | Heads of Circles.<br>Divisional Engineers.                                                                                   |
| Class I—Posts, Masts and Fittings.     | Sub-divisional officers.<br>Store Depots.                                                                                    |
| Class II—Insulators, Wires and Cables. | Accounts officer, Telegraph Stores and Workshops.<br>Wireless offices.<br>Accountant-General, (Posts and Telegraphs Branch). |

## APPENDIX NO. 3

| <i>Title of publications.</i>                                                            | <i>To whom supplied.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nomenclature and Rate List, Volume I— <i>encl.</i>                                       | Engineering supervisors at places other than the headquarters of the Sub-divisional officers.                                                                                                                                                                                                                                                                                                                                                                                                             |
| Nomenclature and Rate List, Volume II—                                                   | Heads of Circles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Class III—Tools, Tents, Boxes, Oils and Paints.                                          | Divisional Engineers.<br>Sub-divisional officers.<br>Store Depots.<br>Accounts officers, Telephone Revenue, and Telegraph Stores and Workshops.                                                                                                                                                                                                                                                                                                                                                           |
| Class IV—Stationery and Saleable Books.                                                  | Accountant-General, (Posts and Telegraphs Branch).<br>Engineering supervisors at places other than the headquarters of Sub-divisional officers.                                                                                                                                                                                                                                                                                                                                                           |
| Class V—Stationery general furniture, medicines, badges, etc.                            | Departmental telegraph offices.<br>Wireless offices.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Nomenclature and Rate List, Volume II—                                                   | Heads of Circles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Class VI—Telegraph Apparatus.                                                            | Divisional Engineers.<br>Sub-divisional officers.<br>Store Depots.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Class VII—Telephone Apparatus.                                                           | Accounts officers, Telephone Revenue, and Telegraph Stores and Workshops.<br>Accountant-General, (Posts and Telegraphs Branch).<br>Engineering supervisors at places other than the headquarters of Sub-divisional officers.<br>Telephone exchanges at places other than Divisional and Sub-divisional headquarters.<br>Technical branches of all departmental telegraph offices in charge of Assistant or Deputy Assistant Electrical Engineers.<br>Departmental telegraph offices.<br>Wireless offices. |
| Nomenclature and Rate List, Volume IV—                                                   | Heads of Circles.<br>Divisional Engineers.<br>Sub-divisional officers.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Class VIII—Power Plant, Lights and fans, clocks, surveying and mathematical instruments. | Store Depots.<br>Accounts officers, Telephone Revenue, and Telegraph Stores and Workshops.<br>Accountant-General, (Posts and Telegraphs Branch).<br>Engineering supervisors at places other than the headquarters of Sub-divisional officers.                                                                                                                                                                                                                                                             |
| Class IX—Batteries and wiring materials.                                                 | Telephone exchanges at places other than Divisional or Sub-divisional headquarters.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Class X—Packing materials.                                                               | Technical branches of all departmental telegraph offices in charge of Assistant or Deputy Assistant Electrical Engineers.<br>Departmental telegraph offices.<br>Wireless offices.                                                                                                                                                                                                                                                                                                                         |
| International Telegraph Convention.                                                      | Heads of Circles.<br>Departmental telegraph offices (except local offices), namely, K.R., R.P. and L.H.<br>Controller of Telegraph Stores.<br>Accountant-General, (Posts and Telegraphs Branch).<br>Accounts officer, Telegraph Check Office.                                                                                                                                                                                                                                                             |

## LIST IV.

*List of publications issued by Heads of Circles.*

| <i>Title of publications.</i>                                                         | <i>To whom supplied.</i>                                                                                                                        |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Translations in local Pakistan Languages of the following.                            |                                                                                                                                                 |
| Rules relating to postmen, village postmen, mail posts, letter-box posts and pouches. | Head, sub and branch offices—for issue to postmen, village postmen, mail posts, letter-box posts and pouches attached to the offices.           |
| Rules relating to treatment of Mobilisation and Reserve Covers.                       | Branch offices in charge of branch postmasters who do not know English; and head, sub and branch offices—for issue to village postmen.          |
| Rules for Branch offices                                                              | Branch offices in charge of branch postmasters who do not know English.                                                                         |
| Rules relating to Overseers.                                                          | Overseers.                                                                                                                                      |
| Rules for the guidance of depositors in Post Office Savings Bank.                     | All post offices authorised to transact savings bank business.                                                                                  |
| Abstract of Postal Information.                                                       | Branch postmasters (including extra-departmental agents), postmen and village postmen who do not know English.                                  |
| Hours of business (Notice)                                                            | All post offices.                                                                                                                               |
| Hours of despatch and delivery of mails (Notice).                                     | All post offices.                                                                                                                               |
| Post Office Cash Certificate Rules.                                                   | Post offices for distribution to the public.                                                                                                    |
| Rules for Receiving offices for Telegrams (Part II).                                  | Head, sub and branch offices—for issue to branch postmasters who do not know English (including extra-departmental agents) and village postmen. |

## LIST V.

*List of non-departmental publications that are distributed by the Director.*

| <i>Title of publications.</i>                                                                              | <i>To whom supplied.</i>                                                      |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Dictionnaire des Bureaux de poste.                                                                         | Heads of Circles.<br>Postmasters of important post offices.                   |
| Recueil (Convention, Partiel Post and Insurance).                                                          | Heads of Circles under whom there are foreign offices or offices of exchange. |
| Recueil des taxes intérieures.                                                                             | Heads of Circles under whom there are foreign offices or offices of exchange. |
| Recueil de renseignements sur l'organisation des Administrations de l'Union et sur leur services internes. | Heads of Circles under whom there are foreign offices or offices of exchange. |
| Liste des objets interdits.                                                                                | Heads of Circles under whom there are foreign offices or offices of exchange. |
| Liste des lignes de paquebots.                                                                             | Heads of Maritime Circles.                                                    |
| Liste des lignes aériennes, des pays desservies des aéroports aériennes.                                   | Heads of Circles.                                                             |

| <i>Title of publications.</i>                                                                                        | <i>To whom supplied.</i>                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tableaux indiquant les<br>sema et qu'elle's des<br>chefs des Administrations<br>de l'Union postale Uni-<br>verselle. | Heads of Circles.                                                                                                                                                                    |
| Liste des lignes aériennes<br>des pays desservis et des<br>services aériens.                                         | Heads of Circles.                                                                                                                                                                    |
| L'Union Postale.                                                                                                     | Heads of Circles, Subscribers to the Journal.                                                                                                                                        |
| Official List of Telegraph<br>Offices (Nomenclature<br>des Bureaux Télégraphi-<br>ques).                             | Accounts officer, Telegraph Chief Officers,<br>Departmental telegraph offices,<br>Commercial offices which deal with ten or more foreign<br>messages per month,<br>Wireless offices. |
| British Post Office Guide<br>and Supplement.                                                                         | Heads of Circles.                                                                                                                                                                    |
| Journal des Télécommuni-<br>cations.                                                                                 | Accounts-General, (Posts and Telegraph Branch),<br>Heads of Circles.                                                                                                                 |
| Printed and Insured Letter<br>Tableaux.                                                                              | Superintendent, Foreign Post, Karachi and Dacca.<br>Accounts officer, Telephone Revenue.                                                                                             |
| Universal Postal Conven-<br>tion.                                                                                    | Heads of Circles managed.                                                                                                                                                            |
| Postal Post Agreement of<br>the Universal Postal<br>Union.                                                           | Heads of Circles.<br>Accounts-General, (Posts and Telegraphs Branch),<br>Offices of foreign exchange and Officers controlling<br>them.                                               |
| Agreement of the Universal<br>Postal Union concerning<br>the exchange of insured<br>letters and boxes.               | Heads of Circles.<br>Accounts-General, (Posts and Telegraphs Branch),<br>Offices of foreign exchange and Officers controlling<br>them.                                               |

## APPENDIX No. 3-A.

[Referred to in Rule 453 (B)]

Below is given a list of Posts and Telegraph Publications and other Codes to be supplied free of cost as personal copies to Accountants (excluding Probationers) of the Posts and Telegraphs Accounts Service. The Accountants who are eligible for free supply, as well as the probationers, should apply to the Heads of the offices in which they are employed, who, after satisfying themselves as regards the eligibility of the applicants, and that a free supply had not already been made to them either by this Department or by other Departments to which they were formerly employed will arrange for the supply from the sources from which they normally obtain departmental and other publications for use in their offices:—

1. Posts and Telegraphs Compilation of Fundamental Rules and Supplementary Rules. Volumes I and II.
2. Civil Service Regulations with Appendices.
3. Posts and Telegraphs Account Code.
4. Posts and Telegraphs Initial Account Code-volumes I, II, and III.
5. Appendix 4 to the Posts and Telegraphs Initial Account Code. Volume I.
6. Treasury Rules.
7. Posts and Telegraphs Manuals, Volumes, II, III, IV, V, VI (both parts), VIII, IX, X and XII.
8. Books of Financial Powers.
9. Schedule of Financial Powers of Officers of the Posts and Telegraphs Department.
10. Manual of Appointments and Allowances of Officers of the Posts and Telegraphs Department.
11. Books of Initial Accounts Form.

**APPENDIX No. 4.**

[Referred to in rule 796.]

[EXTRACT, PARAGRAPH 105, FROM THE BOOK OF FINANCIAL POWERS.]

*Re-appropriation.*

The Director-General may re-appropriate funds from any primary unit of appropriation to any other such unit, subject to the provisions of rule 9 and to the following conditions, namely:—

Except with the previous consent of the Finance Department, no re-appropriation shall be made—

- (i) between the allotments upon revenue and upon capital account,
- (ii) between units allotted for expenditure in England and units allotted for expenditure in Pakistan.
- (iii) to meet any expenditure which would involve an increase in the balance of stores estimated in the budget proposals, or
- (iv) from or to the units allotted under the following heads:—

Pay of permanent establishments.

Pay of temporary establishments.

Allowances, honoraria, etc.

Audit charges.

Portion of capital outlay financed from revenue account.

Loss by exchange on stores purchased in England.

**APPENDIX No. 5.**

[Referred to in Note below rule 743.]

The following is a list of items in the Pakistan Budget which are not to be submitted to the vote of the Legislature. [See Section 23 (3) of the Government of India Act 1935 (as adapted by the Pakistan (Provisional Constitution) Order, 1947.)]

(a) the salary and allowances of the Governor-General and other expenditure relating to his office for which provision is made by or under the Third Schedule to the Govt. of India Act 1935 as adapted.

(b) debt charges for which the Federation is liable, including interest, sinking fund charges and redemption charges, and other expenditure relating to the raising of loans and the service and redemption of debt;

(c) the salaries and allowances of ministers, of the Advocate-General and of Chief Commissioners;

(d) the salaries, allowances and pensions payable to or in respect of judges of the Federal Court, and the pensions payable to or in respect of judges of any High Court;

All other items of expenditure are subject to the vote of the Legislature.

## APPENDIX NO. 6.

[Referred to in rule 766.]

1. All memoranda for the Standing Finance Committee must be drafted on the lines of the statement given below in which the proposals for consideration are to be stated concisely and in the form of replies to a questionnaire. If, however, it is necessary to elaborate the arguments in support of the proposals, or, to give further details which cannot be satisfactorily included in this form, supplementary notes can be appended to it.

FORM TO BE USED FOR DEPARTMENTAL MEMORANDA  
SUBMITTED FOR THE CONSIDERATION OF THE  
STANDING FINANCE COMMITTEE.

No. ....

..... DEPARTMENT.

Dated the .....

## MEMORANDUM TO THE STANDING FINANCE COMMITTEE.

Subject :—

Demand No.

Title of Demand

- (1) Concise statement of the proposal and reasons therefor.
- (2) Is the proposal in respect of a new service?
- (3) Has the proposal or any part of it been considered already by the Standing Finance Committee? If so, with what result?
- (4) Financial effect of the proposal :—
  - (a) total actual expenditure involved—
    - (i) non-recurrent (Head of Account to which the expenditure is chargeable should be shown in each case).
    - (ii) recurrent during first and subsequent years.
  - (b) Receipts or recoveries anticipated in respect of the proposal.
- (5) Is the proposal final and complete in itself, or will it involve further expenditure in subsequent years? If so, what is the nature and extent of further commitments?
- (6) Has any expenditure already been incurred in respect of the proposal in anticipation of the approval of the Standing Finance Committee? If so, how much and for what reasons?
- (7) In what manner is it proposed to meet the expenditure?
- (8) Supplementary information, if any, required to elucidate the proposal further.

*N.B.*—The above form merely indicates the various heads under which information should concisely be given. Each head should be copied on each memorandum intended for the Standing Finance Committee and the necessary information given thereunder on the lines of answers to a questionnaire.

2. In submitting proposals to the Standing Finance Committee involving additions to the capital assets of the Department, statement, showing the financial effects of the same must be enclosed as in the form below.

## APPENDIX NO. 6.

| Proposal. | ESTIMATED INITIAL EXPENDITURE. |                  |                                                       |                  |                       |                  | Estimated annual recurring expenditure. | Estimated annual recurring receipts and savings. | REMARKS.                                                             |
|-----------|--------------------------------|------------------|-------------------------------------------------------|------------------|-----------------------|------------------|-----------------------------------------|--------------------------------------------------|----------------------------------------------------------------------|
|           | 60-A.—Capital outlay.          |                  | 60-B.—Expenditure debitable to Renewals Reserve Fund. |                  | XIX-Working Expenses. |                  |                                         |                                                  |                                                                      |
|           | Total.                         | During the year. | Total.                                                | During the year. | Total.                | During the year. |                                         |                                                  |                                                                      |
|           |                                |                  |                                                       |                  |                       |                  |                                         |                                                  | *Interest...<br>Maintenance...<br>Depreciation...<br>Operation ..... |

3. The following points must be borne in mind in preparing the statement :—

- (i) In calculating the amounts under 69-A and 69-B, the freight, establishment and Stores Indirect Charges must be added and the total (Cash and Stores) shown in the statement.
- (ii) The amount to be shown under XIX.—Working Expenses is generally a series figure representing the establishment charges under 69-A.—Capital Outlay. Where a proposal involves expenditure under Working Expenses, it is to be deducted from the establishment charges and the net amount shown as a series figure. Where, however, the estimated expenditure under Working Expenses is more than the establishment charges the net amount will be a plus figure.
- (iii) The 'estimated annual recurring expenditure' will be the sum total of Interest, Maintenance and Depreciation charges at the prevailing rates including the cost of Operation, if any. These charges must be distinctly shown in the 'Remarks' column.
- (iv) If a proposal forms part of the omnibus memorandum relating to the capital programme of the Department, explanatory remarks in justification thereof should be given at the foot of the statement.

4. All memoranda to the Standing Finance Committee must be shown to the Financial Adviser, Communications, and the Director-General at least a fortnight before they are due to be sent to the Finance Department to enable them to examine and, if necessary, to revise the drafts.

5. Where proposals relate to a Department or organization of which members of the Committee can hardly be expected to have much knowledge, a brief note explaining its functions or sphere of operations should be given as an introductory and various items in the proposals explained with reference to that note.

6. In the case of building programmes or proposals, it should be clearly stated whether the demand covers the whole scheme, or an instalment, and, if so, the total cost of the scheme, the amount already spent, and the balance to be found in future years should be clearly shown. It should also be stated whether plans and estimates for the building have been prepared and if any buildings already in existence are vacated in consequence of the new scheme, how it is proposed to utilize the buildings so vacated. If the new buildings are intended for the location of offices at present being held in rented buildings, details as regards the rent, etc., should also be furnished. In housing schemes, the number of men in different grades for whom accommodation has to be found should be stated, and whether under the rules rent is recovered or not. Copies of plans and estimates should not be enclosed with the memorandum. It will suffice, if, in the case of new important building, e.g., institutes, the plans could be brought for inspection by the officers appearing before the Committee.



## APPENDIX NO. 6.

| Proposed. | ESTIMATED INITIAL EXPENDITURE. |                  |                                                       |                  |                       |                  | Estimated annual recurring expenditure. | Estimated annual recurring receipts and savings. | REMARKS.                                                                 |
|-----------|--------------------------------|------------------|-------------------------------------------------------|------------------|-----------------------|------------------|-----------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------|
|           | 69-A.—Capital outlay.          |                  | 69-B.—Expenditure debitable to Renewals Reserve Fund. |                  | XIX-Working Expenses. |                  |                                         |                                                  |                                                                          |
|           | Total.                         | During the year. | Total.                                                | During the year. | Total.                | During the year. |                                         |                                                  |                                                                          |
|           |                                |                  |                                                       |                  |                       |                  |                                         |                                                  | *Interest, ...<br>Maintenance, ...<br>Depreciation...<br>Operation ..... |

3. The following points must be borne in mind in preparing the statement—

- (i) In calculating the amounts under 00-A and 00-B, the freight, establishment and Stores Indirect Charges must be added and the total (Cash and Stores) shown in the statement.
- (ii) The amount to be shown under XIX—Working Expenses is generally a minus figure representing the establishment charges under 00-A, Capital Outlay. Where a proposal involves expenditure under Working Expenses, it is to be deducted from the establishment charges and the net amount shown as a minus figure. Where, however, the estimated expenditure under Working Expenses is more than the establishment charges, the net amount will be a plus figure.
- (iii) The "estimated annual recurring expenditure" will be the sum total of Interest, Maintenance and Depreciation charges at the prevailing rates including the cost of Operation, if any. These charges must be distinctly shown in the 'Remarks' column.
- (iv) If a proposal forms part of the omnibus memorandum relating to the capital programme of the Department, explanatory remarks in justification thereof should be given at the foot of the statement.

4. All memoranda to the Standing Finance Committee must be shown to the Financial Adviser, Communications, and the Director-General at least a fortnight before they are due to be sent to the Finance Department to enable them to examine and, if necessary, to revise the drafts.

5. Where proposals relate to a Department or organization of which members of the Committee can hardly be expected to have much knowledge, a brief note explaining its functions or sphere of operations should be given as an introductory and various items in the proposals explained with reference to that note.

6. In the case of building programmes or proposals, it should be clearly stated whether the demand covers the whole scheme, or an instalment, and, if so, the total cost of the scheme, the amount already spent, and the balance to be found in future years should be clearly shown. It should also be stated whether plans and estimates for the building have been prepared, and if any buildings already in existence are vacated in consequence of the new scheme, how it is proposed to utilize the buildings so vacated. If the new buildings are intended for the location of offices at present being held in rented buildings, details as regards the rent, etc., should also be furnished. In housing schemes, the number of men in different grades for whom accommodation has to be found should be stated, and whether under the rules rent is recovered or not. Copies of plans and estimates should not be enclosed with the memorandum. It will suffice, if, in the case of new important building, e.g., institutes, the plans could be brought for inspection by the officers appearing before the Committee.

7. Analogous information should be given in respect of all other schemes of which the proposals before the Committee refer only to instalments.

8. In all cases, the financial effect of the proposals should be summarised, the distinction between recurring and non-recurring expenditure being clearly marked and all direct or contingent savings or economies or receipts from fees or other sources indicated. It should also be stated whether the cost can be met out of the existing budget provision or whether a supplementary grant would be necessary and, if so, of what amount.

9. Lump sum provisions should be avoided as far as possible, except where the necessity for providing for expenditure in advance of detailed estimates can be clearly shown.

10. Reference to previous opinions expressed by the Committee, if any, should invariably be given and copies of the earlier memoranda and proceedings enclosed when a case has been before the Committee on a former occasion.

11. All memoranda must be addressed to the Chairman and Members of the Standing Finance Committee and are to be signed by or on behalf of the Secretary.

#### APPENDIX No. 7.

[Referred to in para 161.]

**Rules for the guidance of various authorities in Pakistan in disposing of claims for compensation for loss of property by civil officers.**

*(Government of India, Finance Department, letter No. F. 5(1)-Ex. II/55, dated the 11th June 1932.)*

All cases in which it is proposed to grant compensation to civil officers for the accidental loss of their property should be referred to the Government of Pakistan, Finance Department, through the Administrative Department concerned.

2. Compensation will not ordinarily be granted to an officer for any loss to his property which is caused by an Act of God as, e.g., earthquakes, floods, etc., or which is due to an ordinary everyday accident, which may occur to any citizen, e.g., loss by theft or as the result of a railway accident, fire etc. The mere fact that, at the time of the accident, the officer is technically on duty or is living in Government quarters in which he is forced to reside for the performance of his duties, will not be considered as a sufficient ground for the grant of compensation. These points should be borne in mind while submitting proposals to the Government of Pakistan.

3. This supersedes the orders contained in the Government of India, Finance Department, Resolution No. 39-E. B., dated the 7th January 1919.

**APPENDIX No. 8.**

(Referred to in rule 183)

**Rules regarding the use of uniform by officers in civil employ.**

[The rules regarding the use of uniforms by officers in civil employ are under revision by the Ministry of Interior and will be incorporated as soon as the same are revised.]

## APPENDIX No. 9.

**List of officers to whom copies of G. Os. should be supplied.**

*Officers to whom copies of all G. Os. should be supplied.*

- (1) Heads of Circles.
- (2) The Accounts officer, Telephone Revenue, Dacca.
- (3) Controller, Telegraph Stores.
- (4) Superintendent, Telegraph Workshops.
- (5) Accounts officer, Telephone Revenue and Stores, Karachi.
- (6) Accounts officer, Telephone Revenue and Workshop, Lahore.
- (7) Accountants-General (Posts and Telegraphs Branch.)

*Officers to whom copies of G. Os. relating to Post Office and R. M. S. should be supplied.*

- (8) Superintendents of post offices and R. M. S. in charge of Divisions.
- (9) First class postmasters, 2nd class postmasters and sub-postmasters in the selection grade except those in charge of no-delivery sub-offices.
- (10) Inspectors of post offices and R. M. S.
- (11) Head record clerks, record or sub-record clerks in the selection grade.

*Officers to whom copies of G. Os. relating to the Traffic Branch should be supplied.*

- (12) Officers of the Telegraph Traffic Service, Classes I and II, and other officers in charge of department telegraph offices.

*Officers to whom copies of G. Os. relating to the Engineering and Wireless branches should be supplied.*

- (13) Divisional Engineers, Telegraphs.
- (14) Officers in charge of Engineering Sub-divisions.
- (15) Assistant and Deputy Assistant Engineers, Phones and Electrical.
- (16) Engineering supervisors, General and Phones.
- (17) Officers in charge of wireless stations.
- (18) Aeronautical Wireless Superintendent, Karachi.

## APPENDIX No. 10.

[Referred to in rule 580.]

Statement showing different classes of fire extinguishers and the characteristics of each class.

|                                                                                             | Soda and Acid type—Of two types<br>(A) Brought into use by inverting the extinguisher<br>(B) by striking a piston head. | Compressed gas type.                                                                                                                   | Wet type.                              | Carbon Tetrachloride type— Of two kinds which operate<br>(A) By means of a pump embodied in the extinguisher.<br>(B) By means of a cartridge of compressed carbon dioxide gas.                                                                                                                       |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                             | 1                                                                                                                       | 2                                                                                                                                      | 3                                      | 4                                                                                                                                                                                                                                                                                                    |
| 1. Nature of combustion.<br>(i) Wood, Textiles, Paper, Rubbish and general household risks. | Very suitable—Inexpensive and reliable if inspected regularly.                                                          | Comparatively expensive but very suitable especially when chemical action of the solution might damage valuable and delicate articles. | Not specially suitable.                | Not adapted and should not be installed to cover general domestic risks.                                                                                                                                                                                                                             |
| (ii) Spirits, Oils, Varnishes.                                                              | Not well adapted.                                                                                                       | Not well adapted.                                                                                                                      | Best available for this class of fire. | Not very well adapted but more efficient than the Soda pressed gas type.                                                                                                                                                                                                                             |
| (iii) Electrical machinery.                                                                 | Not specially suitable.                                                                                                 | Not specially suitable.                                                                                                                | Not specially suitable.                | Best available and particularly suitable as the liquid is a non-conductor and will not damage delicate electrical machinery such as switchboards, motor windings, etc. Note however that the gases given off when the liquid comes in contact with heated surfaces are dangerous in confined spaces. |
| (iv) Motor cars, lorries and petrol engines.                                                | Do.                                                                                                                     | Do.                                                                                                                                    | Very efficient.                        | Very efficient specially for a carburetor fire or petrol or oil burning round an engine.                                                                                                                                                                                                             |

## APPENDIX NO. 10.

|                                             | Soda and Acid type—Of two types (A) Brought into use by inverting the extinguisher (B) by striking a piston head.                                                                                                                                                                                                                                                                                                                                 | Uncompressed gas type.                                                   | Foam type.                                                                                                                                                                                                                                                                                                 | Carbon Tetrachloride type.—Of two kinds which operate (A) By means of a pump embodied in the extinguisher (B) By means of a cartridge of compressed carbon dioxide gas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2                                                                        | 3                                                                                                                                                                                                                                                                                                          | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2. Attention required.                      | Should be recharged at least once in 24 months and inspected regularly to see that they are not partially or wholly discharged. If extinguishers in Sub-Division 'A' are knocked over, they must be recharged at once. Occasionally a control valve is fitted specially to 3, 4 & 5 gallon types. This is valuable as it conserves liquid while the appliance is being moved to attack other parts of fire, but valve and seating need attention. | Requires practically no attention. Will remain efficient for many years. | Contents require stirring about every 2 months and recharging once in 12 months. Requires regular inspection to see that it is not wholly or partially discharged. If knocked over must be recharged at once. Flow of liquid can be made intermittent by closing needle aperture with the finger or thumb. | A.—If outer casing of this type is damaged or dented, apparatus may be rendered inoperative; otherwise requires no attention and will remain efficient for years. Actual quantity required to extinguish fire is easily controlled and this is a good feature as liquid is somewhat expensive. Not very easy to direct jet while working pump handle.<br>B.—Requires no attention whatever, will remain efficient for years. If put into operation, the whole of the liquid is used even if fire is mastered with a part thereof. Very easy to direct jet, but flow of liquid cannot be made intermittent as with the Sub-Division 'A' type. |
| 3. Most common sizes.                       | 2 gallons, but made up to 5 gallons hand size and 70 gallons on wheeled carriage.                                                                                                                                                                                                                                                                                                                                                                 | 2 to 5 gallons.                                                          | 2 gallons, but made up to 50 gallons on wheeled carriage.                                                                                                                                                                                                                                                  | 1 quart.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4. Nature of principal extinguishing agent. | Liquid (soda solution).                                                                                                                                                                                                                                                                                                                                                                                                                           | Liquid (any solution).                                                   | Foam (a mass of tenacious bubbles filled with carbonic acid gas).                                                                                                                                                                                                                                          | Free gas, volume of which is increased as liquid becomes vaporized by heat of fire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## APPENDIX No. 11.

[Referred to in rule 610-B.]

**Rules for the occupation of inspection quarters of the Pakistan Posts and Telegraphs Department.**

1. The quarters are directly under the officer-in-charge of the buildings in which they are situated, or such other officer as may be nominated by the Head of the Circle.

A list of the quarters is given in the Annexure to these rules.

2. Gazetted officers of the Department, including those belonging to Posts and Telegraphs Audit offices, and any other departmental officers specially authorised by the Head of the Circle, may occupy the quarters while on tour in their official capacity for a period not exceeding 10 days at a time. The period of 10 days may, however, be extended with the previous permission of the Head of the Circle.

Officials of Departments of the Central Government, Provincial Governments and Local Administrations may also be permitted to occupy departmental inspection quarters when these can be spared without inconvenience to officials of the Pakistan Posts and Telegraphs Department. Such officials will be required to pay the full charges at the rates in force from time to time and their stay will be limited to a maximum period of ten days at a time. Quarters occupied in this way by officials of other Departments will have to be vacated at 24 hours' notice if required by Posts and Telegraphs officials on duty.

3. No officer is permitted to occupy the inspection quarters of his own headquarters, but when an officer is transferred to or from a Station or is returning from long leave to a station where there are inspection quarters, he may occupy them for a period not exceeding seven days, provided in the case of officers returning from long leave that the quarters are not required by any other officer of the Department on Government duty.

Note.—An officer occupying an authorised hill station may during his visit to his Headquarters occupy inspection quarters, provided they are not required by any other officer of the Department on tour or on transfer.

3 A. Gazetted Officers of the Posts and Telegraphs Department who are on leave or who have retired from service, may occupy inspection quarters so long as these are not required for Departmental officers on tour in their official capacity. Quarters so occupied will have to be vacated at 24 hours' notice if required by a Departmental Officer on duty. Rent will be charged from Officers on leave, on the basis of the pay drawn by them before proceeding on leave, while from retired officers, this will be done on the basis of the pay last drawn.

4. Applications for occupation of quarters should ordinarily be submitted to the officer-in-charge, at least seven days prior to the date on which the quarters are required.



## APPENDIX NO. II.

5. In cases where two or more officers require quarters for the same or overlapping periods, the accommodation should be reserved for the officers strictly according to priority of receipt of application *irrespective of rank*. In cases where requisitions are received at the same time from two officers for the reservation of quarters, priority should be given to the junior officers.

6. (i) Departmental inspection quarters shall be classified with the prior sanction of the Director-General as follows:—

- (a) First class, i.e., quarters which provide ample accommodation and good furniture in an expensive locality ;
- (b) Second class, i.e., quarters which provide fairly good accommodation and furniture in stations where an officer could obtain cheap accommodation ; and
- (c) Third class, i.e., quarters which provide a single room.

(ii) Officers occupying inspection quarters will be charged rent at the following scale:—

*Rent per diem.*

|                                                | 1st class. | 2nd class. | 3rd class. |
|------------------------------------------------|------------|------------|------------|
|                                                | Rs. A.     | Rs. A.     | Rs. A.     |
| Officers drawing pay up to Rs. 300 . . .       | 0 8        | 0 6        | 0 4        |
| Officers drawing pay Rs. 301—500 . . .         | 0 12       | 0 9        | 0 6        |
| Officers drawing pay Rs. 501—1,000 . . .       | 1 6        | 1 2        | 0 12       |
| Officers drawing pay Rs. 1,001—2,000 . . .     | 2 0        | 1 8        | 1 0        |
| Officers drawing pay exceeding Rs. 2,000 . . . | 3 0        | 2 4        | 1 8        |

(iii) An additional charge of 4 annas a day will be levied for lighting and electric fans or *puukhas*. Heating where necessary should be paid for separately at the rates to be fixed by the Heads of Circles.

(iv) A day's rent will be charged for an occupation of over 12 hours and up to 24 hours, half a day's rent will be charged for an occupation of over 7 hours and up to 12 hours, and a quarter of a day's rent for an occupation of 7 hours and less.

7. A register in form Genl-28 should be kept at the quarters, in which all officers in occupation of the accommodation shall be required to enter their names, designation, date and time of arrival and departure, and the rent due and paid.

8. All officers are required to pay in cash without fail to the officer-in-charge the rent and other charges due before they vacate the quarters. Any case of failure on their part to do so should be brought to the notice of the Head of the Circle. The amount recovered should be credited in the accounts of the post and telegraph offices, but in cases where the

buildings belong to the Telegraph Engineering branch, the amount of the rent should be remitted to the Divisional Engineers concerned for entry in the Divisional accounts. A note should be made by the officer-in-charge in the register showing the date of credit of the amount and the office in which it is credited.

9. The officer-in-charge should also maintain a list of furniture and other articles in the quarters and a copy of it should be hung up in the quarters.

10. The register maintained by the officer-in-charge of the quarter should be inspected by the Head of the Circle or Audit officer, on the occasion of their visit to the station for inspection purposes, when the stock of furniture, crockery, etc., should also be verified.

11. All officers occupying the quarters shall be responsible for any damage they or their servants may cause to the quarters, fittings, furniture, etc. No part of the quarters should be used for any purpose for which it is not intended.

12. Any complaints regarding the quarters should be addressed to the Head of the Circle.

13. These rules should be exhibited in the quarters for the information and guidance of touring officers.

#### ANNEXURE.

*List of departmental inspection quarters and their classification.*

| Circle.      | 1st Class. | 2nd Class.                                                                                                        | 3rd Class.       |
|--------------|------------|-------------------------------------------------------------------------------------------------------------------|------------------|
| East Bengal. |            | Lahmichast (sub-record office).<br>Santahoy (sub-record office).<br>Lahmuli (sub-record office).<br>Raima (Dacca) | Barisal (R.M.S.) |

## APPENDICES Nos. 11 &amp; 12.

## ANNEXURE—contd.

| Circle.             | 1st Class. | 2nd Class.                                        | 3rd Class.                                                                     |
|---------------------|------------|---------------------------------------------------|--------------------------------------------------------------------------------|
| Punjab and N. W. P. | Muree      | Rawalpindi (attached to Central Telegraph Office) | Minimarg<br>Guzer<br>Mastuj<br>Rasool<br>Rawalpindi R.S.<br>(R.M.S. Ins. qrs.) |
| Sind and Bolustan.  |            | Quetta                                            | Gondur (two sets of quotations)<br>Phari-Orissa                                |

## APPENDIX No. 12.

[Referred to in rules 269-B and 269-C.]

**Model rules governing the maintenance, etc., of inventories of Government Stores.***(Issued under Government of India, Finance Department, letter No. D. 3271-F., dated the 19th May 1930.)*

1. A reliable list, inventory or account of all stores in the custody of Government servants must be maintained, in a form prescribed by the competent authority, to enable a ready verification of stores and check of accounts at any time, and transactions must be recorded in it as they occur.

2. Priced lists, recording both quantities and values, must be maintained in cases where the stores are intended to be converted into money or where it is desired to distribute their cost over the works, items or objects on which they are actually used. In such cases, the expenditure on stores must be charged to a stores suspense head in the first instance.

3. Purely numerical inventories, recording quantities only, will suffice in cases when the stores are intended solely for the service of the Department keeping them and it is not desired to distribute their cost. In such cases the expenditure on stores must be charged off finally to the service concerned.

Note.—In some cases it may be found necessary to show prices against some articles, say, when, for facility of identification or other reason, it is desirable to distinguish costly articles from cheap articles bearing the same general description. Such articles should not be treated as priced articles if the requirements of this rule are otherwise satisfied.

4. The lists, inventories, or accounts of stores will in all cases be subject to such internal check as may be prescribed by the competent authority whether or not they are subject to any check by the Audit officer.

5. A physical verification of all stores must be made at least once in every year under rules prescribed by the competent authority and subject to the condition that the verification is not entrusted to a person—

- (i) who is the custodian, the ledger keeper, or the accountant of the stores to be verified, or, who is a nominee of, or is employed under, the custodian, the ledger keeper, or the accountant,

or

- (ii) who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.

The verification must never be left to low-paid subordinates, and in the cases of large and important stores, it should be, as far as possible, entrusted to a responsible officer who is independent of the superior executive officer in charge of the stores.

6. In making a physical verification, the following instructions must invariably be observed :—

- (a) Verification must always be made in the presence of the officer responsible for the custody of the stores or of a responsible person deputed by him.
- (b) All discrepancies noticed must be brought to account immediately, so that the stores account may represent the true state of the stores.
- (c) Shortages and damages, as well as unserviceable stores, must be reported immediately to the authority competent to write off the loss.

7. Balances of stores must not be held in excess of the requirements of a reasonable period. In order to ensure the observance of this rule, periodical inspection must be made by a responsible officer, who must submit a report of surplus and obsolete stores to the authority competent to issue orders for their disposal. The inspection must be made six-monthly in the case of perishable stores and once a year in the case of other stores unless there be good reason to the contrary. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise.

8. The previous sanction of the competent authority should be obtained to the sale of stores regarded as surplus or obsolete and to the write-off of the value of stores.

9. Where a priced inventory is maintained, it is essential that the values recorded therein shall not be materially in excess of the market value of the stores. The Head of the Department concerned must issue instructions to govern—

- (a) the fixation of prices with reasonable accuracy;
- (b) the periodical review and revision of rates; and
- (c) the agency to be employed in periodical re-valuation.

*Note*—The 'market value' of an article, for this purpose, means the most per unit of which the article, or an article of a similar description, can be procured at a given time, from some suitable public markets. It should be inclusive of savings and incidental charges, and may even include a reasonable provision for wastage, breakage and deterioration, when these are inevitable.

10. All losses must be duly recorded and formal sanction of the competent authority must be obtained in respect of them even though no formal correction or adjustment of accounts is involved.

11. (a) Losses due to depreciation must be analysed and recorded under the following heads, according as they are due to:—

- (1) Normal fluctuation of market prices.
- (2) Fair wear and tear.
- (3) Lack of foresight in regulating purchases.
- (4) Neglect after purchase.

(b) Losses not due to depreciation should be grouped under the following heads:—

- (1) Losses due to theft.
- (2) Losses due to neglect.
- (3) Losses due to an act of God.

(4) Anticipated losses on account of surplage of obsolete stores or of purchases in excess of requirements.

### APPENDIX No. 13.

#### *Central Services (Medical Attendance) Rules, 1944.*

[Notification of the Department of Education, Health and Lands, No. P-16-2/38-II, dated the 1st January 1944].

In exercise of the powers conferred by sub-section (2) of section 241, read with sub-section (3) of section 313, of the Government of India Act, 1935, Governor-General in Council is pleased to make the following rules, namely:—

1. (1) These rules may be called the Central Services (Medical Attendance) Rules, 1944.

(2) They shall apply to all Government servants other than (i) those in railway service, (ii) those in inferior service and (iii) those of non-gazetted rank stationed in or passing through Calcutta, whose conditions of service are prescribed by rules made or deemed to be made by the Central Government, when they are on duty or on leave in British India or on service in India.

2. In these rules, unless there is anything repugnant in the subject or context:—

(a) "authorised medical attendant" means—

(i) in respect of a Government servant who belongs to Central Service, Class I, or whose pay is not less than Rs. 500 per mensem, the principal medical officer of the district appointed by the Government to attend its officers in the district;

(ii) in respect of a Government servant not belonging to a Central Service, Class I, whose pay is less than Rs. 500, but more than Rs. 150, per mensem, an Assistant Surgeon, or other medical officer of rank not inferior to that of an Assistant Surgeon, appointed by the Government to attend its officers in the district;

(iii) in respect of any other Government servant, a Sub-Assistant Surgeon, or other medical officer of rank not inferior to that of a Sub-Assistant Surgeon, similarly appointed;

(b) "district" means the district in which the Government servant falls ill;

(c) "the Government" means—

(i) in respect of the Province of Delhi—the Central Government,

(ii) in respect of any other Chief Commissioner's Province—the Chief Commissioner, and

(iii) in respect of a Governor's Province—the Provincial Government;

(d) "Government hospital" includes a British Military hospital subject to the provisions of Appendix 32 to the regulations for the Medical Services of the Army in India, 1937, a hospital maintained by a local authority and any other hospital with which arrangements have been made by the Government for the treatment of Government servants.

(e) "medical attendance" means—

(i) in respect of a Government servant specified in sub-clause (i) of clause (a), attendance in hospital or at the residence of the Government servant, including such pathological, bacteriological, radiological or other methods of examination for the purposes of diagnosis as are available in any Government hospital in the district, and are considered necessary by the authorised medical attendant, and such consultation with a specialist or other medical officer in the service of the Crown stationed in the Province as the authorised medical attendant certifies to be necessary, in such extent and in such manner as the specialist or medical officer may, in consultation with the authorised medical attendant, determine;

(ii) in respect of any other Government servant, attendance at a hospital or in case of illness which compels the patient to be confined to his residence, at the residence of the Government servant, including such methods of examination for the purposes of diagnosis as are available in the nearest Government hospital and such consultation with a specialist or other medical officer of the Crown stationed in the district as the authorised medical attendant certifies to be necessary, in such extent and in such manner as the specialist or medical officer may in consultation with the authorised medical attendant, determine;

(f) "patient" means a Government servant to whom these Rules apply and who has fallen ill;

(g) "Province" means the Province in which a patient has fallen ill;

(h) "Treatment" means the use of all medical and surgical facilities available at the Government hospital in which a Government servant is treated, and includes—

(i) the employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant;

(ii) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;

(iii) the supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorised medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition, of the Government servant;

(iv) such accommodation as is ordinarily provided in the hospital and is suited to his status;

(v) such nursing as is ordinarily provided to in-patients by the hospital; and

(vi) the specialist consultation described in clause (v) but does not include diet, or provision at the request of the Government servant of accommodation superior to that described in sub-clause (iv).

3. (1) A Government servant shall be entitled, free of charge to medical attendance by the authorised medical attendant.

(2) Where a Government servant is entitled under sub-rule (1) free of charge, to receive medical attendance, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be re-imbursed to him by the Central Government.

4. (1) When the place at which a patient falls ill is not the headquarters of the authorised medical attendant—

(a) the patient shall be entitled to travelling allowance for the journey to and from such headquarters; or

(b) if the patient is too ill to travel, the authorised medical attendant shall be entitled to travelling allowance for the journey to and from the place where the patient is.

(2) Applications for travelling allowance under sub-rule (1) shall be accompanied by a certificate in writing by the authorised medical attendant stating that medical attendance was necessary, and, if the application is under clause (b) of that sub-rule, that the patient was too ill to travel.

5. (1) If the authorised medical attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires anti-rabic treatment, he may, with the approval of the Chief Administrative Medical Officer of the Province (which shall be obtained beforehand unless the delay involved entails danger to the health of the patient),

(a) send the patient to the nearest specialist or other medical officer as provided in clause (c) of rule 2, by whom, in his opinion, medical attendance is required for the patient or in the case of anti-rabic treatment, to the nearest place in the Province where such treatment is available; or

(b) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.

(2) A patient sent under clause (a) of sub-rule (1) shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the headquarters of the specialist or other medical officer or to the place where he is sent for anti-rabic treatment.

(3) A specialist or other medical officer summoned under clause (b) of sub-rule (1) shall, on production of a certificate in writing by authorised medical attendant in this behalf be entitled to travelling allowance for the journey to and from the place where the patient is.

6. (1) A Government servant shall be entitled, free of charge,  
(i) to treatment,

(a) in such Government hospital at or near the place where he falls ill as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment, or

(b) if there is no such hospital as is referred to in sub-clause (a), in such hospital, other than a Government hospital, at or near that place as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment;

(2) to anti-rabic treatment at the nearest Government hospital in the Province providing such treatment.

(3) Where a Government servant is entitled under sub-rule (1) free of charge, to treatment or anti-rabic treatment in a hospital any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be reimbursed to him by the Central Government.

7. (1) If the authorised medical attendant is of opinion that owing to the absence or remoteness of a suitable hospital or to the severity of the illness, a Government servant cannot be given treatment as provided in Clause (1) of sub-rule (1) of rule 6, the Government servant may receive treatment at his residence.



(2) A Government servant receiving treatment at his residence under sub-rule (1) shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment as he would have been entitled, free of charge, to receive under these rules if he had not been treated at his residence.

(3) Claims for sums admissible under sub-rule (2) shall be accompanied by a certificate in writing by the authorised medical attendant, stating:—

- (a) his reasons for the opinion referred to in sub-rule (1);
- (b) the cost of similar treatment referred to in sub-rule (2).

8. (1) Charges for services rendered in connection with, but not included in, medical attendance on, or treatment of, a patient entitled, free of charge, to medical attendance or treatment under these rules, shall be determined by the authorised medical attendant and paid by the patient.

(2) If any question arises as to whether any service is included in medical attendance or treatment, it shall be referred to the Government and the decision of the Government shall be final.

9. The Controlling Officer of a patient may require that any certificate required by these rules to be given by the authorised medical attendant for travelling allowance purposes shall be countersigned:—

- (a) in the case of certificate given by the principal medical officer of a district, by the Chief Administrative Medical Officer of the Province; and
- (b) in the case of a certificate given by any other medical officer, by the principal medical officer of the district.

#### APPENDIX No. 14.

##### The Special Medical Attendance Rules, 1950.

*(Published in the Ministry of Health and Works, (Health Division) Notification No. F. 7-3/49.M., dated the 19th October, 1950)*

1. (1) These Rules may be called the Special Medical Attendance Rules 1950.

(2) They shall apply to any person, other than a person recruited for service on the Railways, when on duty or on leave in Pakistan—

- (a) appointed to any of the civil services, appointments to which were made before 15th August 1947 by the Secretary of State, in-Council or the Secretary of State; or

- (f) who not being a person appointed as aforesaid holds a civil post in Pakistan to which he was appointed before the 15th August 1947, and was when he was first appointed to such post;
  - (g) an officer holding a permanent commission in His Majesty's Land Forces other than a Departmental officer of the Indian Unattached List or the Indian Medical Department; or
  - (h) an officer holding a permanent commission in His Majesty's Indian Land Forces, other than a Viceroy's Commissioned officer, or
  - (i) an officer of the Royal Indian Navy other than an officer of the Royal Indian Naval Reserve, the Royal Indian Naval Volunteer Reserve or a Commissioned Warrant officer; or
- (3) to whom these Rules are made applicable either by general or specific orders.

2. In these Rules, unless there is anything repugnant in the subject of context—

- (a) "authorised medical attendant" means the principal medical officer appointed by the Government to attend its officers in the district in which the Government servant falls ill, and includes a military medical officer or other physician or surgeon with whom arrangements have been made by the Government to attend its officers in the area in which the Government servant falls ill;
- (b) "family" means the wife, legitimate children and step-children of a Government servant, residing with and wholly dependent upon him;
- (c) "the Government" means the Governor-General in the case of Government servants employed in connection with the affairs of the Federation and the Governor of the Province in the case of Government servants employed in connection with the affairs of a Province;
- (d) "Government hospital" includes a Military Hospital, a hospital maintained by a local authority and any other hospital with which arrangements have been made by the Government for the treatment of its officers, but does not include a railway hospital;
- (e) "medical attendance" means attendance in hospital or at the residence of a Government servant, and includes—
- (i) such pathological, bacteriological, radiological or other methods of examination for the purposes of diagnosis as are available in any Government hospital or laboratory in the Province and are considered necessary by the authorised medical attendant; and

- (ii) such consultation with a specialist or other medical officer in the service of the Government as the authorized medical attendant certifies to be necessary, to such extent and in such manner as the specialist or medical officer may in consultation with the authorized medical attendant determine ;
- (i) " nurse " means a qualified nurse holding a certificate or diploma recognized by the Chief Administrative Medical Officer of the Province or a registered nurse in a Province in which there is statutory provision for the registration of nurses ;
- (g) " patient " means a Government servant, to whom these Rules apply or a member of his family, who has fallen ill ;
- (h) " Province " means the Province in which a patient falls ill ; and
- (i) " treatment " means the use of all medical and surgical facilities available at the Government hospital in which a Government servant is treated, and includes—
  - (a) the employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the Authorized medical attendant ;
  - (ii) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in Government hospital in the Province ;
  - (iii) the supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorized medical attendant may certify in writing to be essential for the recovery, or for the prevention of serious deterioration in the condition, of the Government servant ;
- (iv) such accommodation as is ordinarily provided in the hospital to which the Government servant is admitted and is suited to his status ;
- (v) the services of such nurses as are ordinarily employed by the hospital to which the Government servant is admitted ;
- (vi) such special nursing as the authorized medical attendant may certify in writing to be essential for the recovery, or for the prevention of serious deterioration in the condition, of the Government servant ; and
- (vii) the medical attendance described in sub-clause (ii) of clause (e) ; but does not include diet, or provision at the request of the Government servant of accommodation superior to that described in sub-clause (iv).

3. A Government servant shall be entitled, free of charge, to medical attendance by the authorised medical attendant.

4. (1) When the place at which a patient falls ill is not the headquarters of the authorised medical attendant—

- (a) the patient shall be entitled to travelling allowance for the journey to and from such headquarters; or
- (b) if the patient is too ill to travel, the authorised medical attendant shall be entitled to travelling allowance for the journey to and from the place where the patient is.

(2) Applications for travelling allowance under sub-rule (1) shall be accompanied by a certificate in writing by the authorised medical attendant stating that medical attendance was necessary and, if the application is under clause (b) of that sub-rule, that the patient was too ill to travel.

5. (1) If the authorised medical attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires anti-colic treatment, he may, with the approval of the Chief Administrative Medical Officer of the Province (which shall be obtained beforehand) unless the delay involved entails danger to the health of the patient—

- (a) send the patient to the nearest specialist or other medical officer in the Province by whom, in his opinion, medical attendance is required for the patient, or in the case of anti-colic treatment, to the nearest station in the Province where such treatment is available; or
- (b) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.

(2) A patient sent under clause (a) of sub-rule (1), shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the headquarters of the specialist or other medical officer, or as the case may be, the place of anti-colic treatment.

(3) A specialist or other medical officer summoned under clause (b) of sub-rule (1) shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the place where the patient is.

6. (1) A Government servant shall be entitled, free of charge, to treatment—

- (a) in such Government hospital in the district in which he falls ill, as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment; or
- (b) if there is no such hospital as is referred to in clause (a), in such hospital, other than a Government hospital, in that district as can, in the opinion of the authorised medical attendant provide the necessary and suitable treatment; or

- (c) if there is no such hospital as is referred to in clauses (a) and (b), in such hospital in the Province as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment.

(2) Where a Government servant is entitled, under sub-rule (1), free of charge, to treatment in a hospital, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be reimbursed to him.

7. (1) If the authorised medical attendant is of opinion that, owing to the absence or remoteness of a suitable hospital or to the severity of the illness, a Government servant cannot be given treatment as provided in sub-rule (1) of Rule 6, the Government servant may receive treatment at his residence.

(2) A Government servant receiving treatment at his residence under sub-rule (1) shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment as he would have been entitled, free of charge, to receive under these Rules if he had not been treated at his residence.

(3) Claims for sums admissible under sub-rule (2) shall be accompanied by a certificate in writing by the authorised medical attendant, stating—

- (a) his reasons for the opinion referred to in sub-rule (1);
- (b) the amount of the cost of similar treatment referred to in sub-rule (2).

8. (1) Charges for services rendered in connection with, but not included in, medical attendance on, or treatment of, a patient entitled, free of charge, to medical attendance or treatment under these Rules shall be determined by the authorised medical attendant and paid by the patient.

(2) If any question arises as to whether any service is included in medical attendance or treatment, it shall be referred to the Government and the decision of the Government shall be final.

9. Nothing in these Rules shall be deemed to entitle a patient—

- (a) to travelling allowance for a journey—
  - (i) for attendance by a dentist or oculist; or
  - (ii) outside the Province; or

- (b) to reimbursement of costs incurred in respect of medical services obtained by him, or to travelling allowance for any journey performed by him, otherwise than as expressly provided in these Rules.

10. The Government may, by general or special order, direct that any certificate required by these Rules to be given by the authorised medical attendant, and the controlling officer, for travelling allowance purposes, of a patient may, by special order, direct that any certificate so required for such purposes, shall be countersigned by the Chief Administrative Medical Officer of the Province.

11. No Government servant shall be transferred to foreign service unless the foreign employer undertakes to afford to him, so far as may be, privileges not inferior to those which he would have enjoyed under these rules if he had been employed in the service of Pakistan.

12. Nothing in these rules shall be construed as preventing the Government from granting to any person to whom they apply any concession relating to medical treatment or attendance which is not authorised by these rules.

#### APPENDIX No. 15.

[Referred to in rule 610-C.]

##### **List of Posts and Telegraphs Recreation Clubs.**

###### *Sind and Baluchistan Circle.*

- (1) Telegraph Recreation Club at Karachi.
- (2) Posts and Telegraphs Recreation Club at Quetta.
- (3) Posts and Telegraphs Recreation Club at Hyderabad, (Sind).

###### *Punjab and North-West Frontier Circle.*

- (1) Telegraph Recreation Club, Lahore.
- (2) Telegraph Recreation Club, Rawalpindi.
- (3) Post Office Tennis Club, Multan.
- (4) Postal Recreation Club, Lahore.

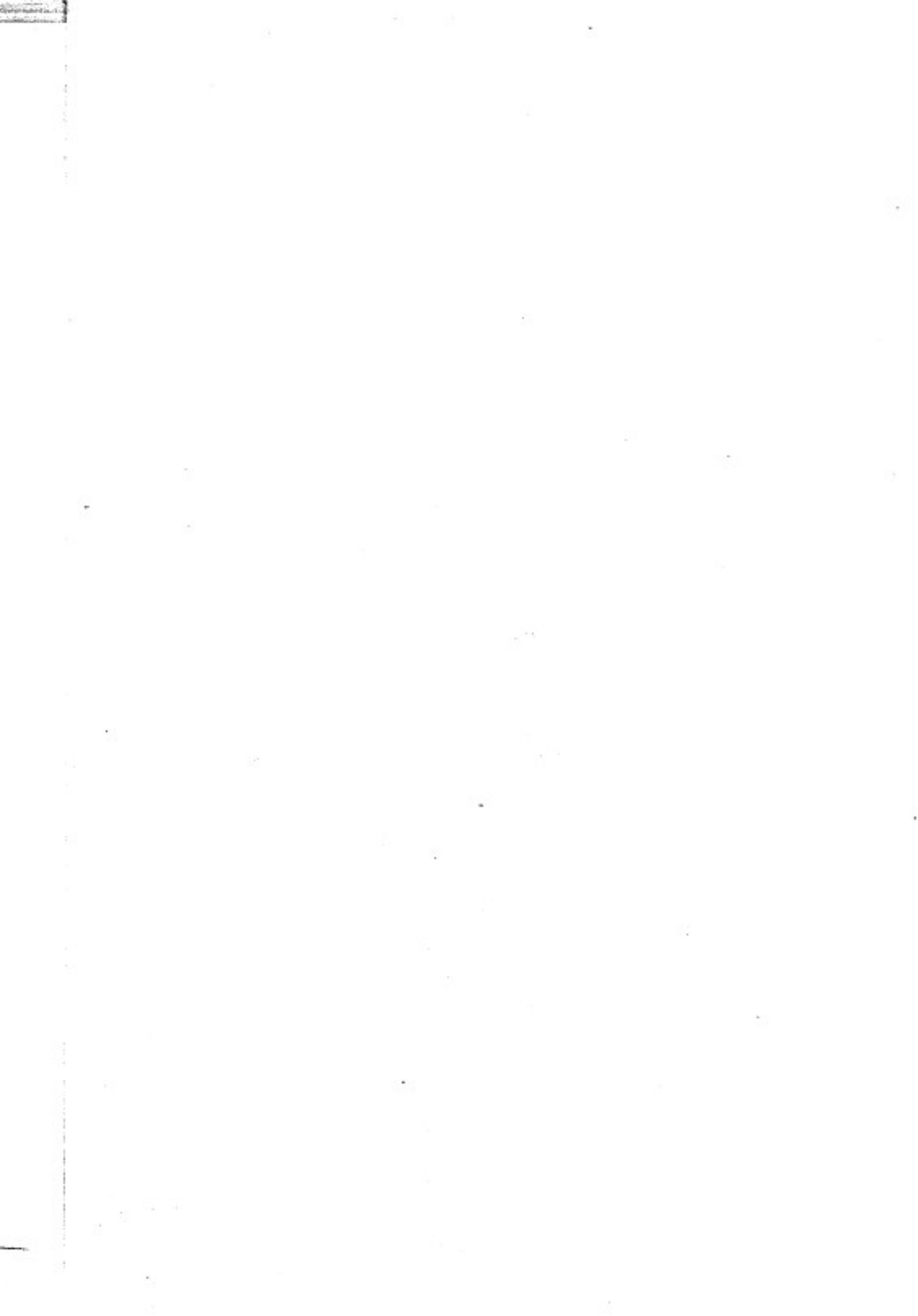
###### *East Bengal Circle.*

- (1) Telegraph Recreation Club, Saidpur.

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## INDEX.

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## INDEX.

This index has been compiled solely for the purpose of assisting reference. No expression used in it should be considered in any way as interpreting the rules.

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