

# India Registration Receipt

Part A : 1850's to 1900  
Pre Independence

REGISTERED LETTER RECEIPT.

No. 2896  
1857.

Post Office, Dated 27 April 68

Received from *Ponnall*  
the undermentioned Letter for despatch

Address *Shresthadas Goudan*


Destination *Lalchanganj*

Weight *1/2 tola*

Postage *Stamp & Co*

*Stamp*

H. SMITH, at the Government Press.



by *Rajesh Pamnani*



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A SERIES *PHILATELIC* HANDBOOK OF INDIAN POSTAL FORMS (AND THEIR VALUES).

Final (V.2021-12-02)

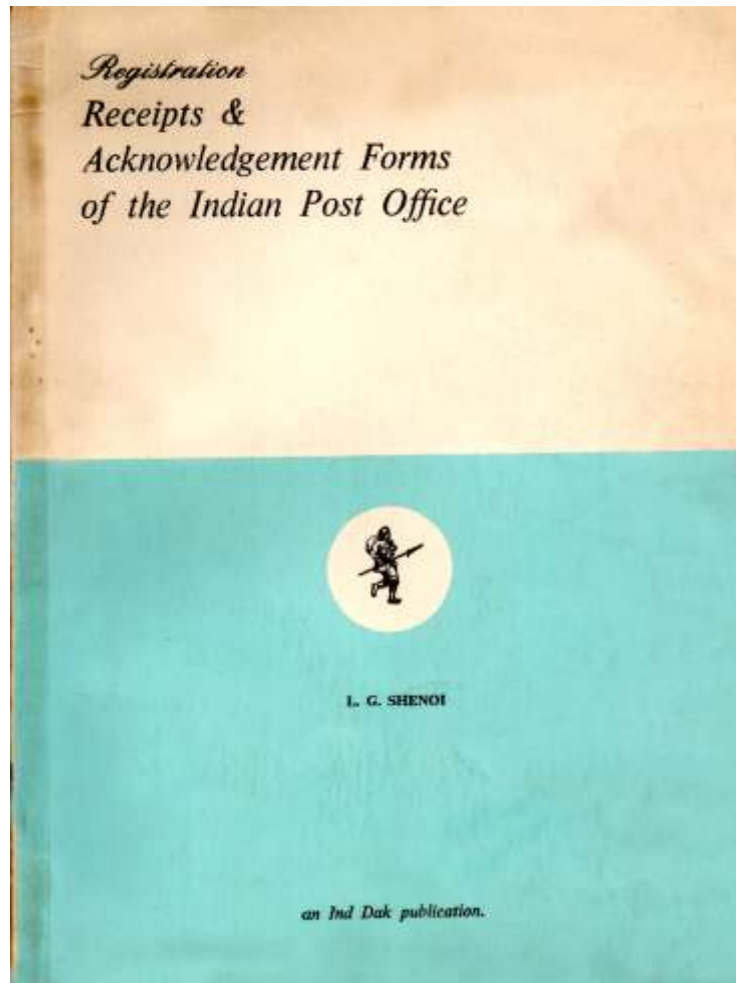
*The 1st Reference book on the same subject...*

*“This is a reprint, in limited number, of the articles which appeared in the philatelic journal Ind Dak during the period 1985 to 1988. Registration Receipts and Acknowledgement Forms used by the Indian Post Office from circa 1857 to 1914 are covered in this study. Both have been classified under various type : ten in the case of Receipts and five in the case of Forms.*

*The main types have further divided into sub-types.*

*These Receipt and Acknowledgement Forms are relevant documents in a Postal History collection ; perhaps they are also legitimate items for collection as Postal Stationery.*

*But-future-who know ?”*



**SPECIAL NOTE:**

*“Since the publication of the first instalment of this article, Messrs. G. Madan Mohan Das, Rajesh Pamnani, S. Ranjan, Fredun P. Seervai and A.R. Singhee sent information, together with Xerox copies of the Registration Receipts in their possession.*

*These have been incorporated in the articles, necessitating additions to the earlier instalment. Such additions may continue to be necessary if, and as, more information is received.”*

Col. L.G.Shenoi

In area of specialization of registration system in India, this is an attempt to chronicle the “Registration Receipts” issued by the Post Office .

To segregate the voluminous data & illustration.

Part A - Period Covered from 1850's to 1900

Part B - Period covered from 1900's to 1950

Part C - Manually Written - Period Covered from 1947s to 2020

Part D - Machine Receipts ( & Meghdoot)- (1990's to 2020)

This book is confirmed ‘as an’ second attempt of Pre-Independence Registration Receipt; the first being done by Col. L.G.Shenoi in the 1990's , about 30 years ago.

An appeal - to please do have a second look at your collection again , you may discover something new ...

In case you would to add to this listing ,you may communicate the same to me ; with Hi-Resolution images at my mail ID given below

Your effort & Images will be acknowledged appropriately.

These essays are always going to be work-in-progress as are newer varieties/variation are discovered from time to time.

Rajesh Pamnani

Email : [rajesh\\_pamnani@hotmail.com](mailto:rajesh_pamnani@hotmail.com).

Hyderabad .India

Date : 2021-11

### Questions that need to answering

1. When was the first receipt printed ?
2. Postal rates & notifications affecting Registration.
3. Reason for change in Reg. form no's.
4. Printer's - Who were authorised to print these receipts ?
5. How many languages are found on these receipts ?



Rajesh Pamnani  
[www.pamnani.info](http://www.pamnani.info)

## Preface

Many times I have thought about compiling my blog writings into a book.

This time I have finally made an attempt at doing that.

I believe the internet is, and well continued to be, a technology that will help us promote, grow and enjoy philately.

However, this will only happen if the unscrupulous, unfriendly and unethical of the world are not allowed to take advantage of collectors or undermine stamp sellers around the world.

The opportunities for stamp collectors and genuine sellers with integrity are many but with any success comes the opportunity for the less than honest to take advantage.

Knowledge is the key.

That is life - we all know it - in all walks of life.

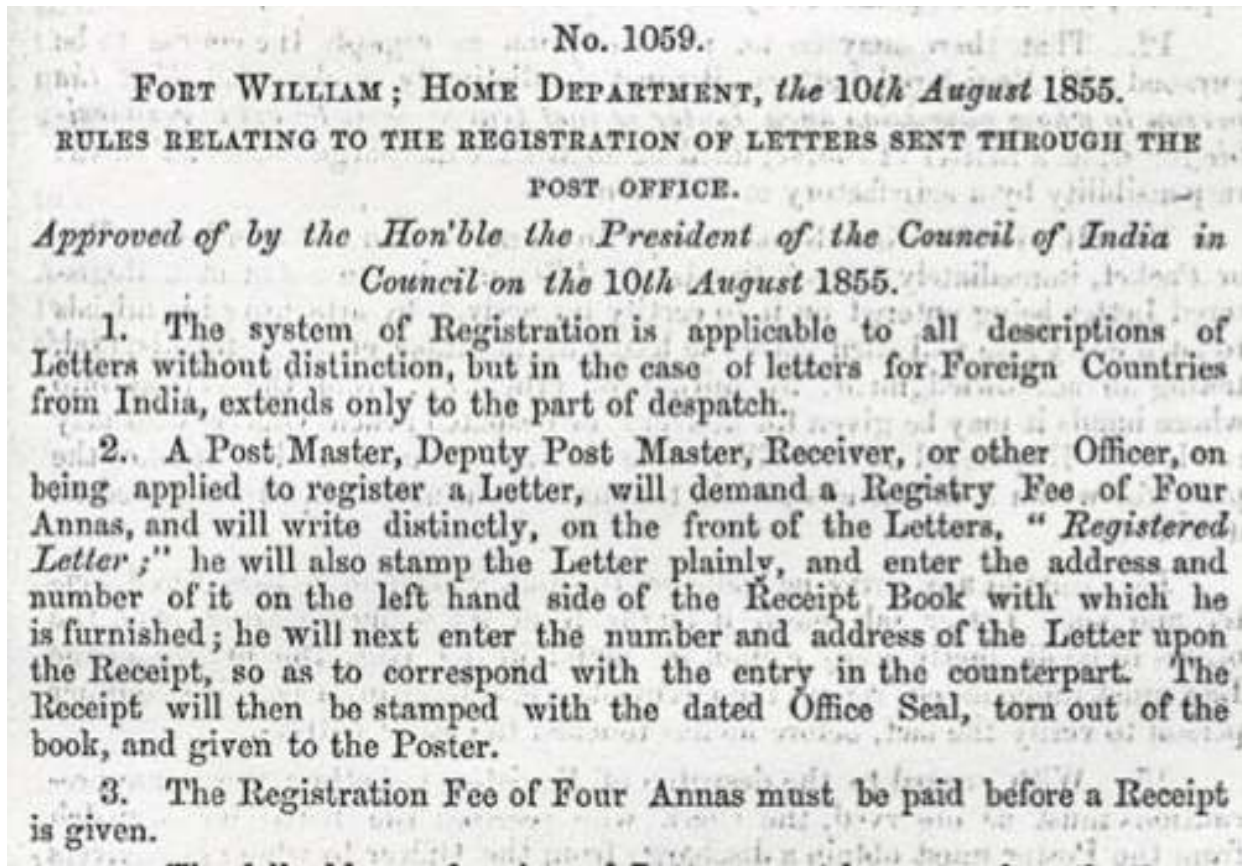
So I am writing these chapters and my blog in the hope that collectors and sellers can take some benefit from my small experiences and that we can all enjoy our philatelic activities honestly and with respect for each other and in our dealings with each other.

Information is the gateway to building better and greater collection of our Rich 'Postal History' of India.

Rarity Index	
Common	\$
Difficult	\$\$
Rare	\$\$\$
Very Rare	\$\$\$\$

## Time Line of Important Events affecting Registration System

Year : 1855



On the general subject of registration, a fee (8 annas) was first introduced in 1849 and was reduced to 4 annas under the Act of October 1854. The rules for registration were formalised for the first time and broadcast throughout India in August 1855 and an extract from the opening paragraphs is below. ....

*(Extract courtesy from India Post (ISC))*

Year : 1878

Start of Insurance of Letter &amp; Parcel Services

Year : 1898

Indian Post Office Act of 1898 passed.

## Registration Receipts

By (Late) L.G. Sheno

*“Registration means the ‘act of registering or recording in a precise manner’ (in a Register). In this sense all letters tendered to the Post Office for dispatch used to be ‘registered’ as a normal routine until 1852 or 1853. The persons tendering the letters were required to put their names on a piece of paper or a book and, perhaps, indicate the destination of the letter etc. The Post Office applied the office date stamp against the entry, so that the sender had a receipt for the letter tendered. By about 1852 this system of recording all the letters was given up in many post offices and a system of special registration, on payment of 8 annas as registration fee, was introduced.*

*The Act No. XVII of 1854 for the Management of the Post Office instituted throughout India the system of Registration of letters as is current even today.*

*Section 38 of the Act stated:-*

*“Any person posting a letter or other article shall be entitled to require that it shall be registered at the receiving Post Office and that a receipt shall be granted for such registered letter or article, and it shall be lawful for the Governor General in Council to direct, that, in addition to any rates of postage payable under this Act, a fee not exceeding **four annas** shall be charged on any letter or other article which the sender thereof shall require to be so registered, and such registration fee shall be paid on the letter or other article being delivered at the Post Office.*

*The ‘Rules’ passed by the Governor General in Council on August 1854 had this to say on registration:-*

*“XXIV. Letters will be registered on payment of a fee of 4 annas, and parties posting such letters will be furnished with a receipt bearing the address of the letter and the office stamp. The fee must in all cases be paid in money. On the delivery of a registered letter, a receipt for the same must be given to the delivery peon.*

*XXV. Receipts will not be granted for any letters or papers received at any Post Office for dispatch, except in the case of registered letters, and will be granted for parcels only when presented ready written, either in books or on separate slips of paper along with the parcels. **Receipts so presented will be duly stamped.**”*

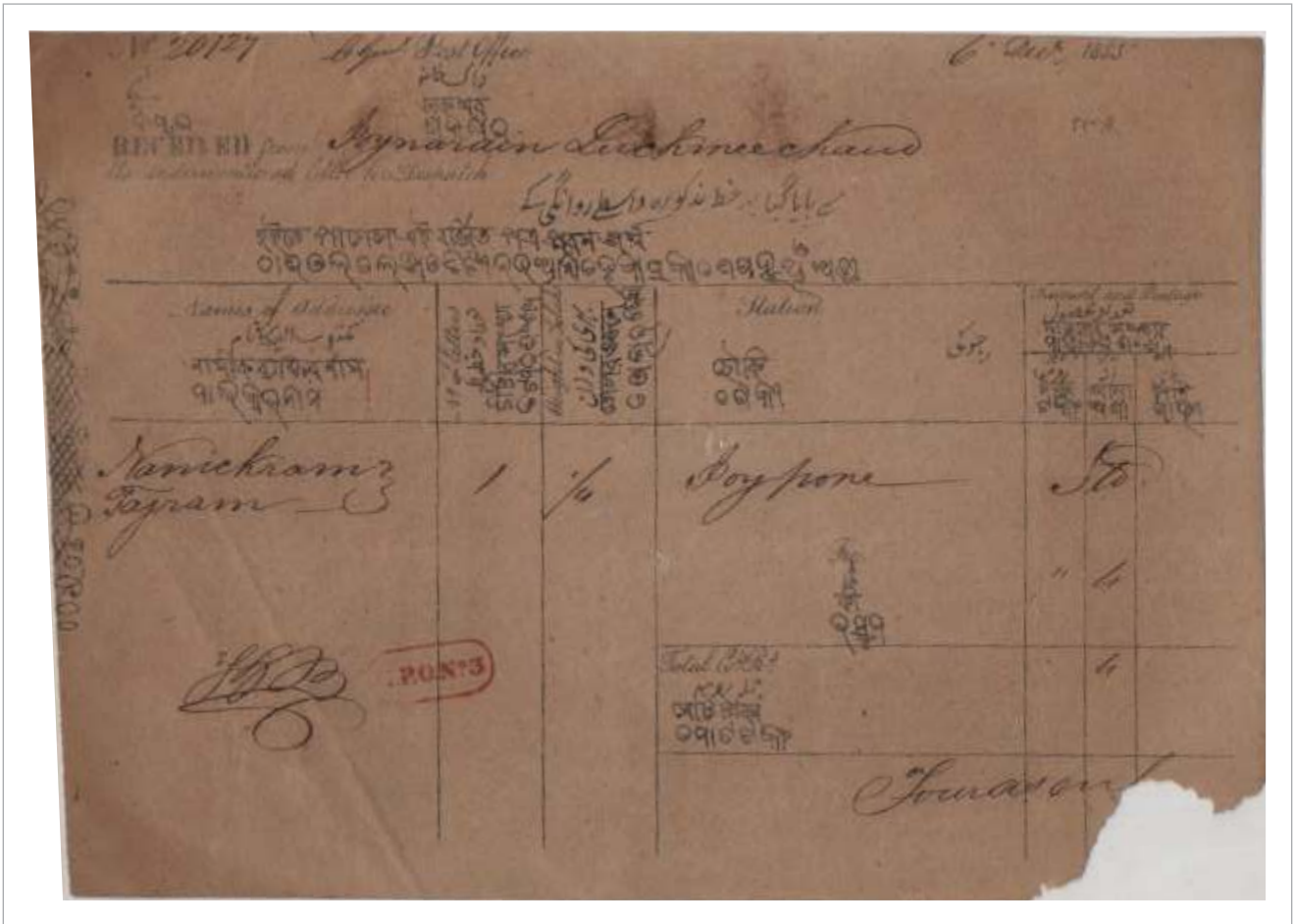
*From this time onwards, therefore, one would not find receipts given on senders’ dispatch books by the Post Office for letters, such receipts were confined to parcels only.*

*Effective 1st February 1859, the payment of **registration fee of 4 annas in cash ceased**, and it became necessary to pay the fee by stamps to that value being affixed to the article.”*

## Registration Receipts

Index

Series	lxb (Size in mm)	215x155	Year -1855	\$\$\$\$
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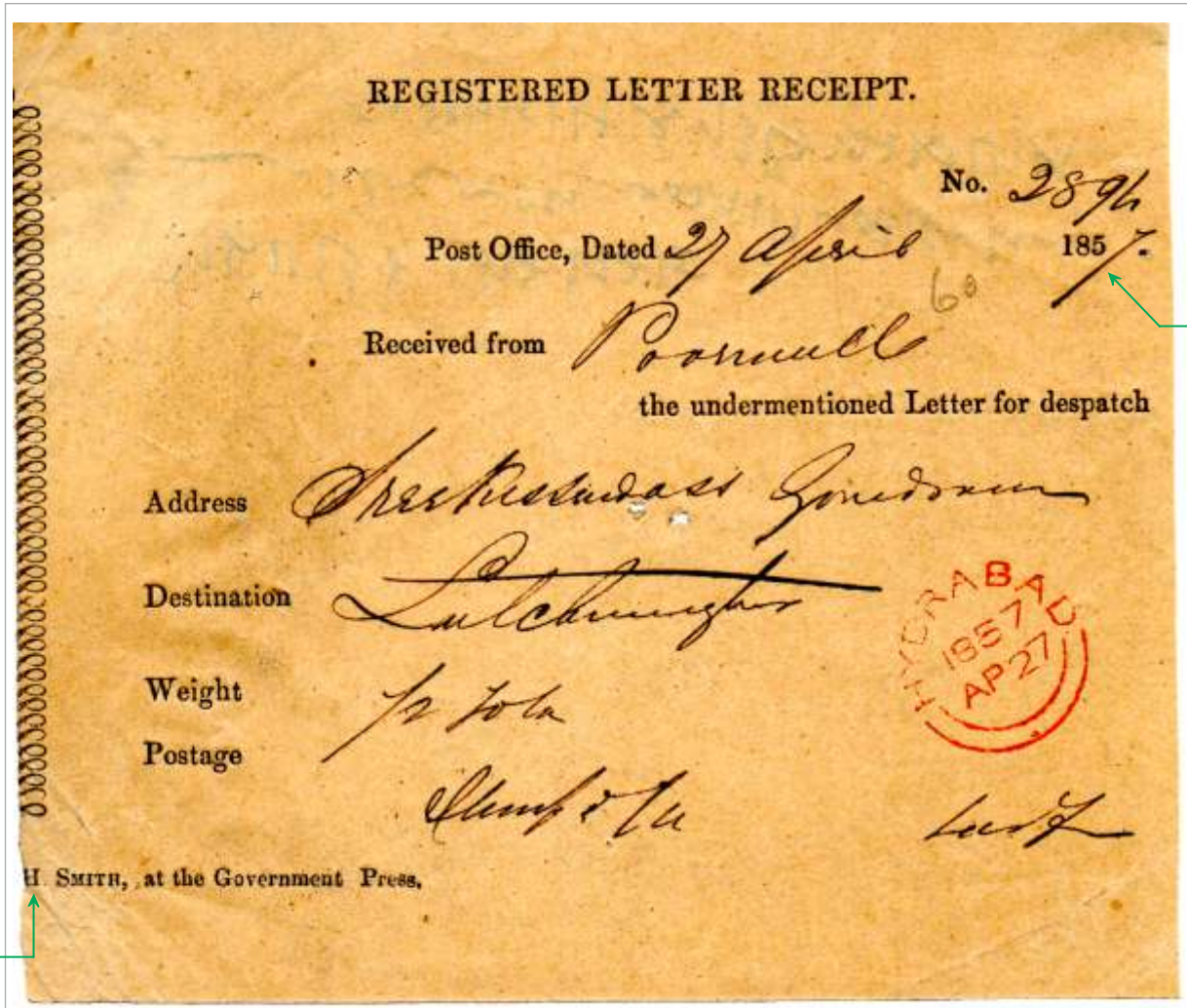
Pic. Courtesy : A.K.Bayanwala

Notes:	
1.	Multi-lingual - English, Bengali, Odiya & Urdu.
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Calcutta GPO	06/12/1855	
2.			
3.			
4.			
5.			



Series	lxb (Size in mm)	160x135	Year -1857	\$\$\$
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①  
Printer  
name

Notes:

1.	Printed by ** H. Smith, at the Government Press
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Hyderabad	27/04/1857	
2.			
3.			
4.			
5.			

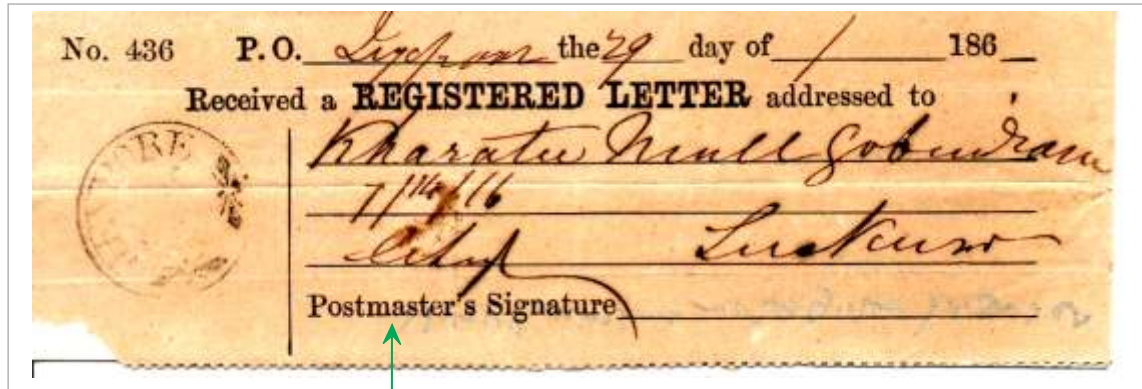
Series	lxb (Size in mm)	140x100 145x100	Year - 1857	\$\$\$
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Notes:	
1.	Hand written, manuscript receipt
2.	Found on papers of different colours & shades.
3.	Provisional Use (?)
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Hyderabad	26/08/1857	06/09/1857
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	145 x 48	Year - 1860	\$\$
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①

Notes:	
1.	“Post Master’s Signature”
2.	Is it issued for smaller post offices under a bigger PO?
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Jeypore	29/?/186?	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	215x155	Year -1860	\$\$\$\$
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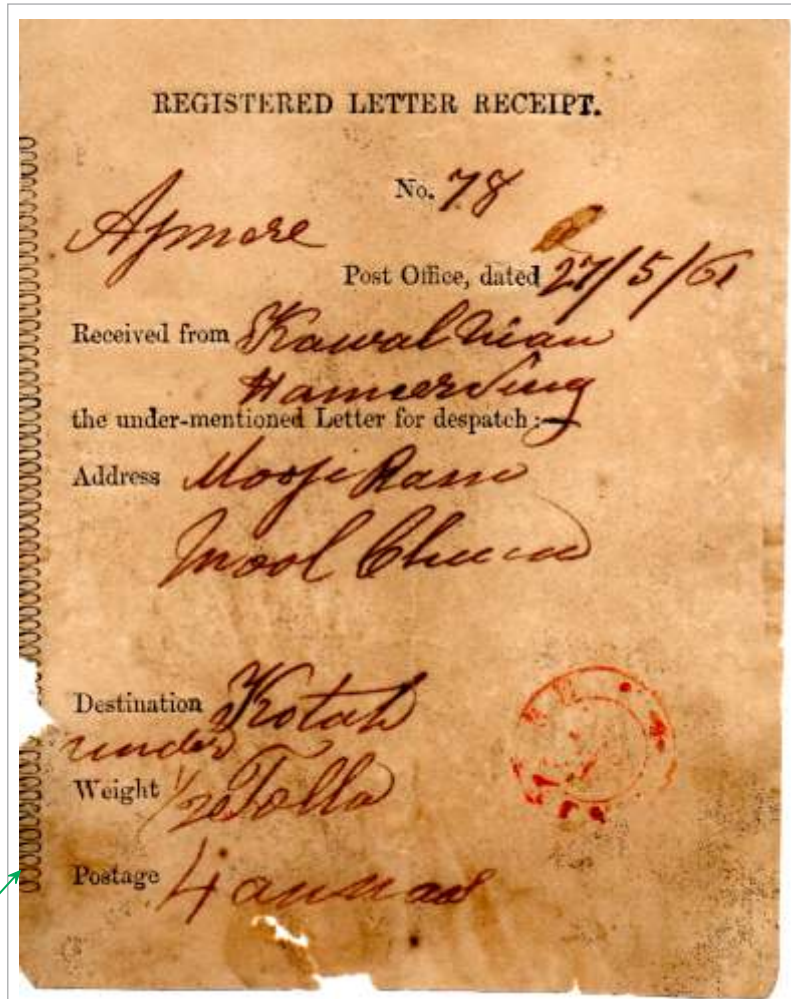


Pic. Courtesy : A.K.Bayanwala

Notes:	
1.	Multi-lingual - English,Urdu Bengali & Odiya.
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Poona	13/7/1860	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	100x130	Year - 1861	\$\$
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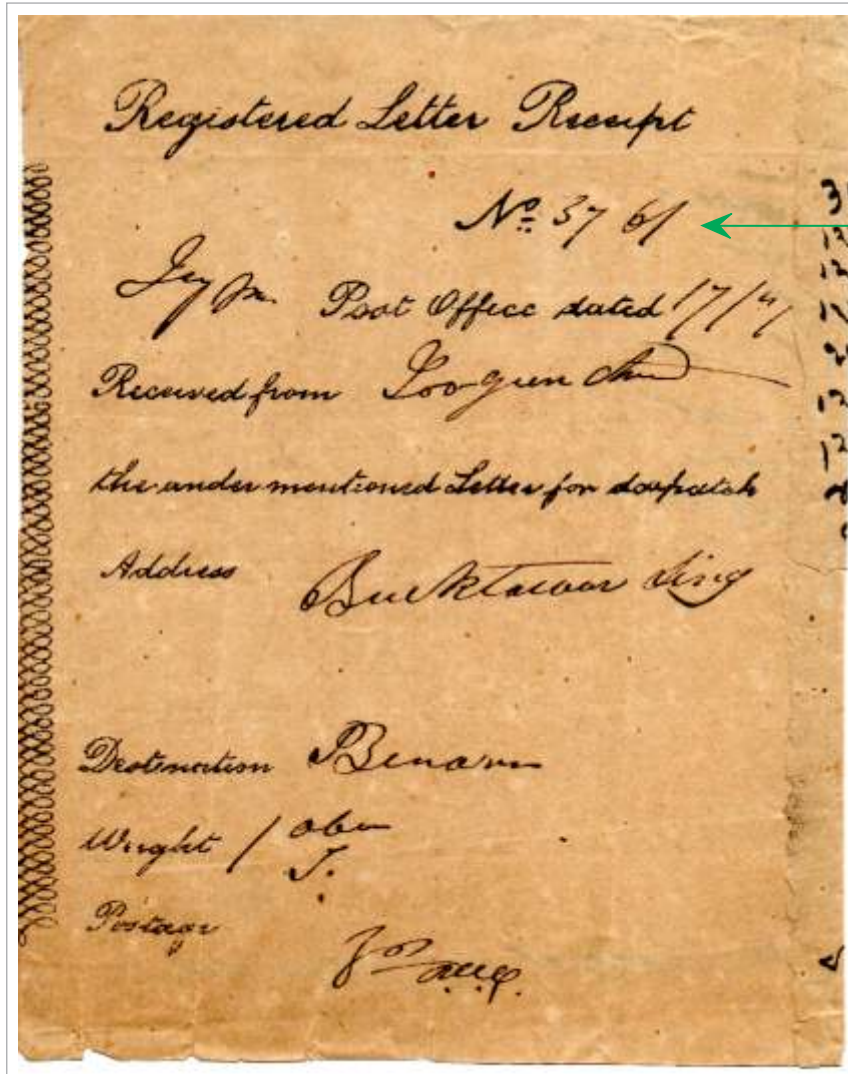


Notes:

1.	
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Ajmere	27/05/1871	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	110x140	Year - 1864	\$\$
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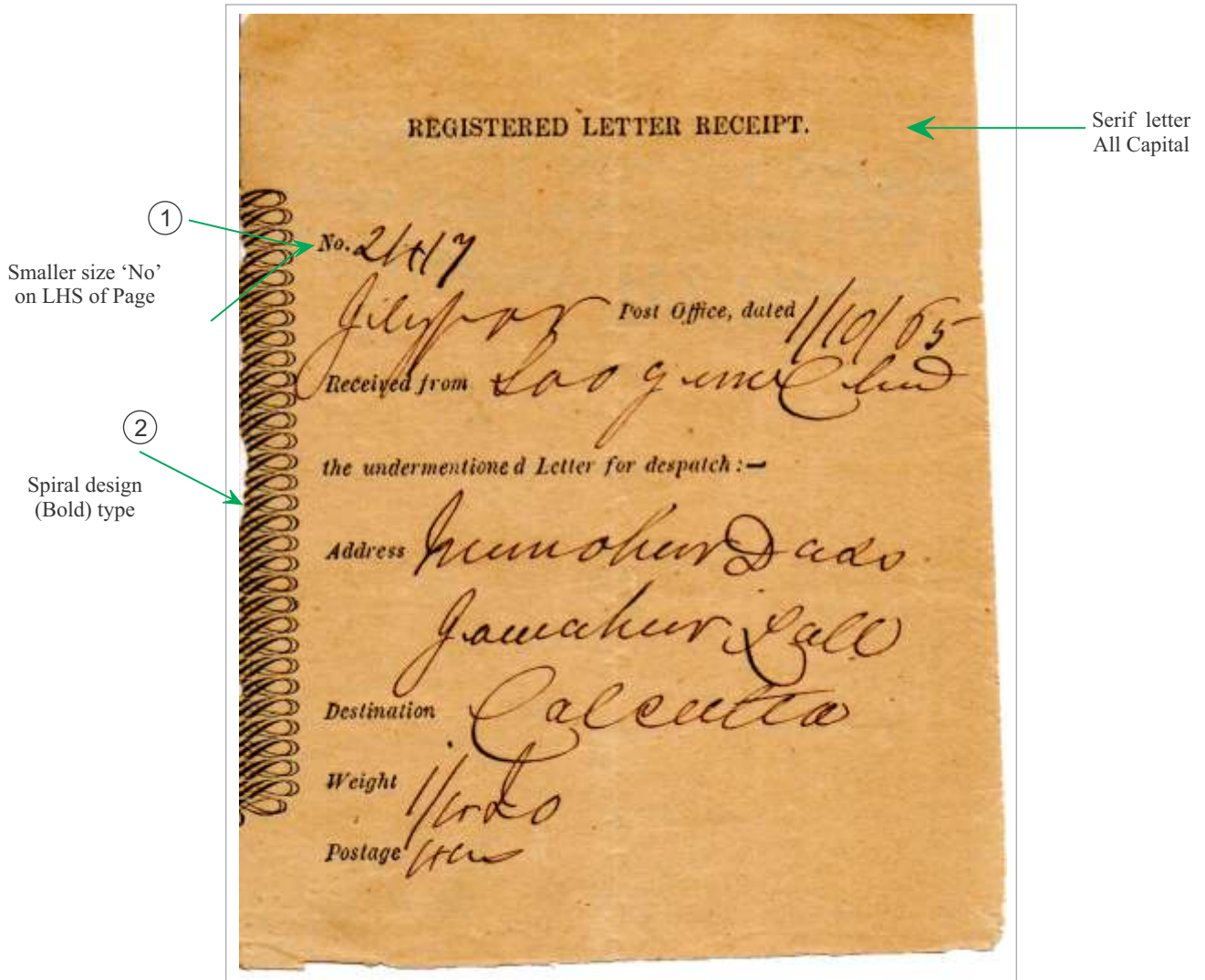
Position of 'No'  
RHS of page

Notes:

1.	
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Jeypore	17/04/1864	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	110x140	Year - 1865	\$\$
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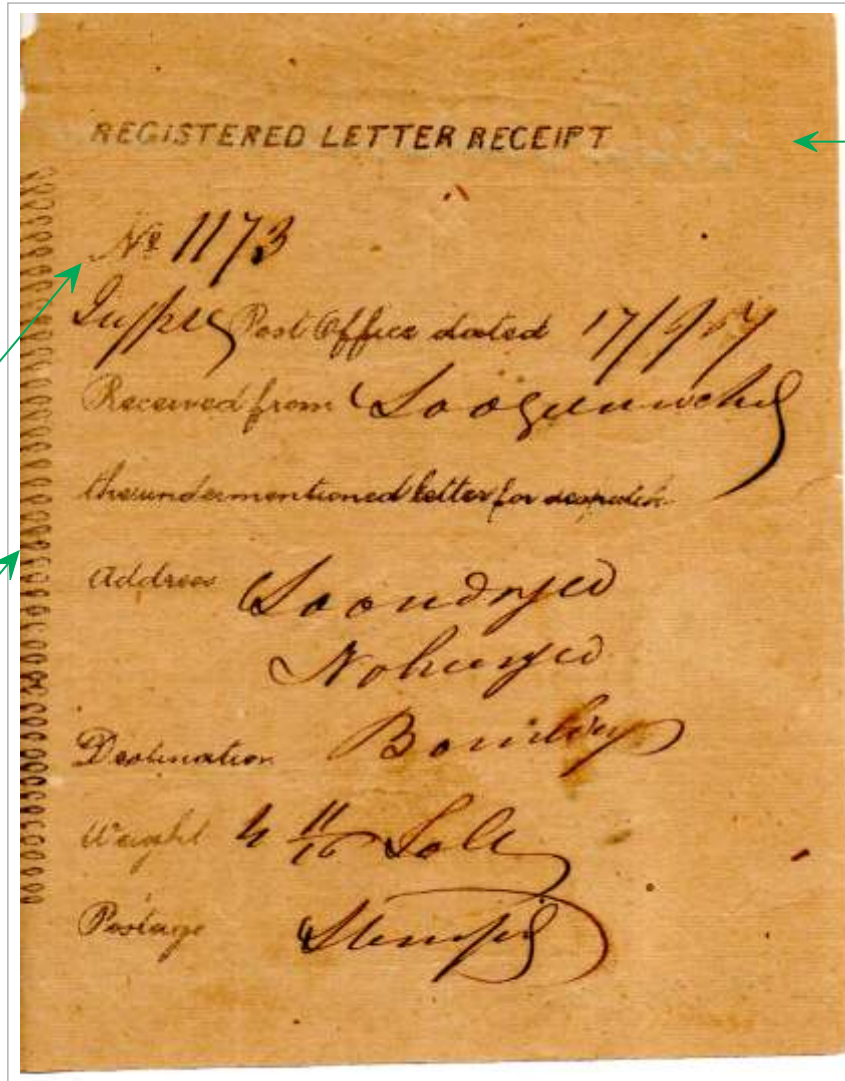


Notes:

1.	
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Jeypore	01/10/1865	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	110x140	Year - 1867	\$\$
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'No' LHS of page

①

Spiral design (smaller type)

②

San serif letter  
All Capital

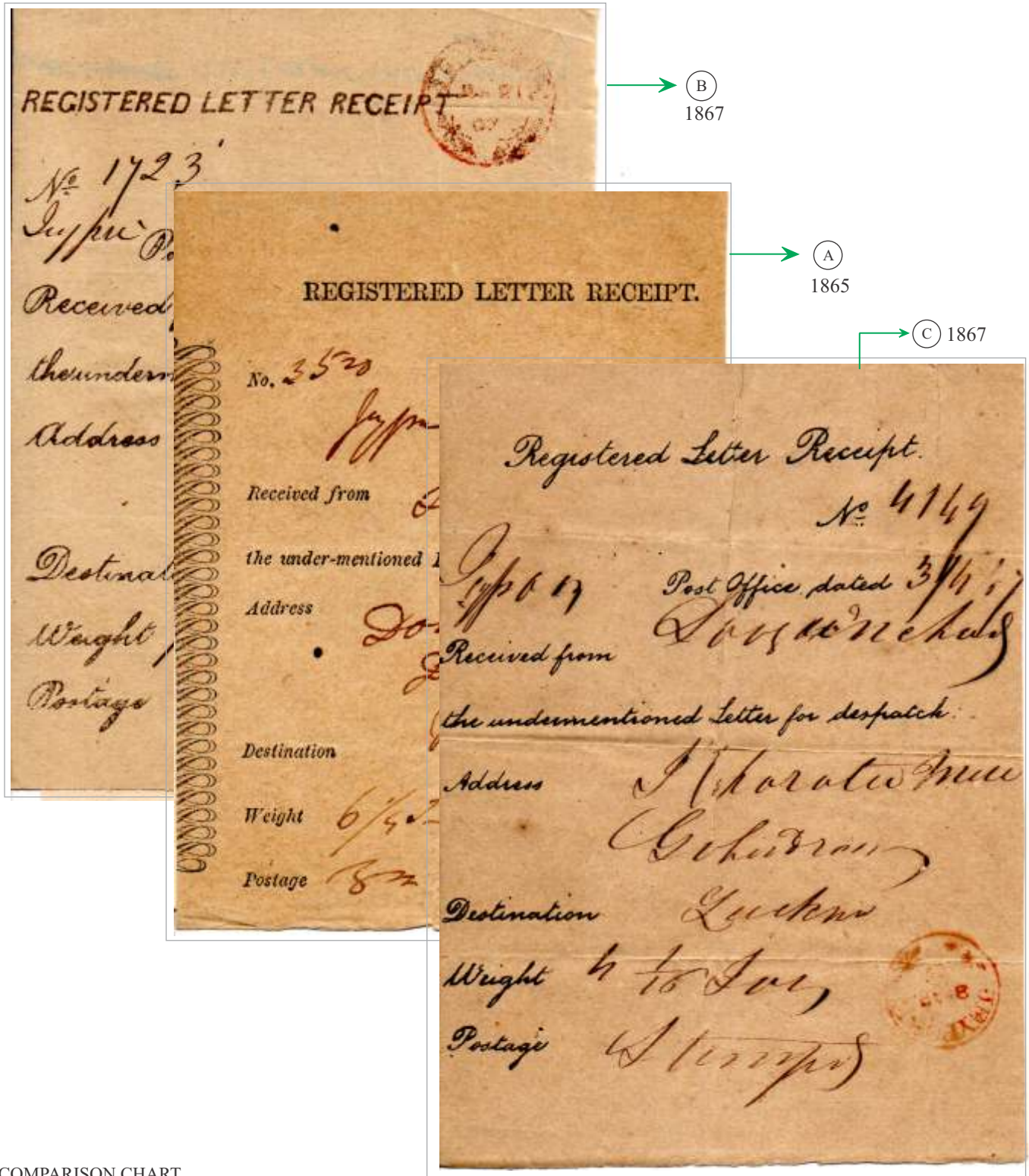
Notes:

1.	PO name (?)
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	(?)	17/06/1867	
2.			
3.			
4.			
5.			



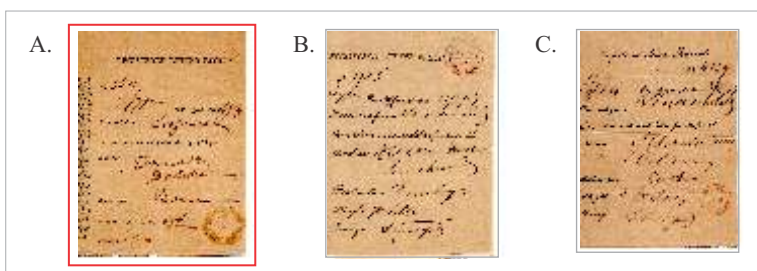
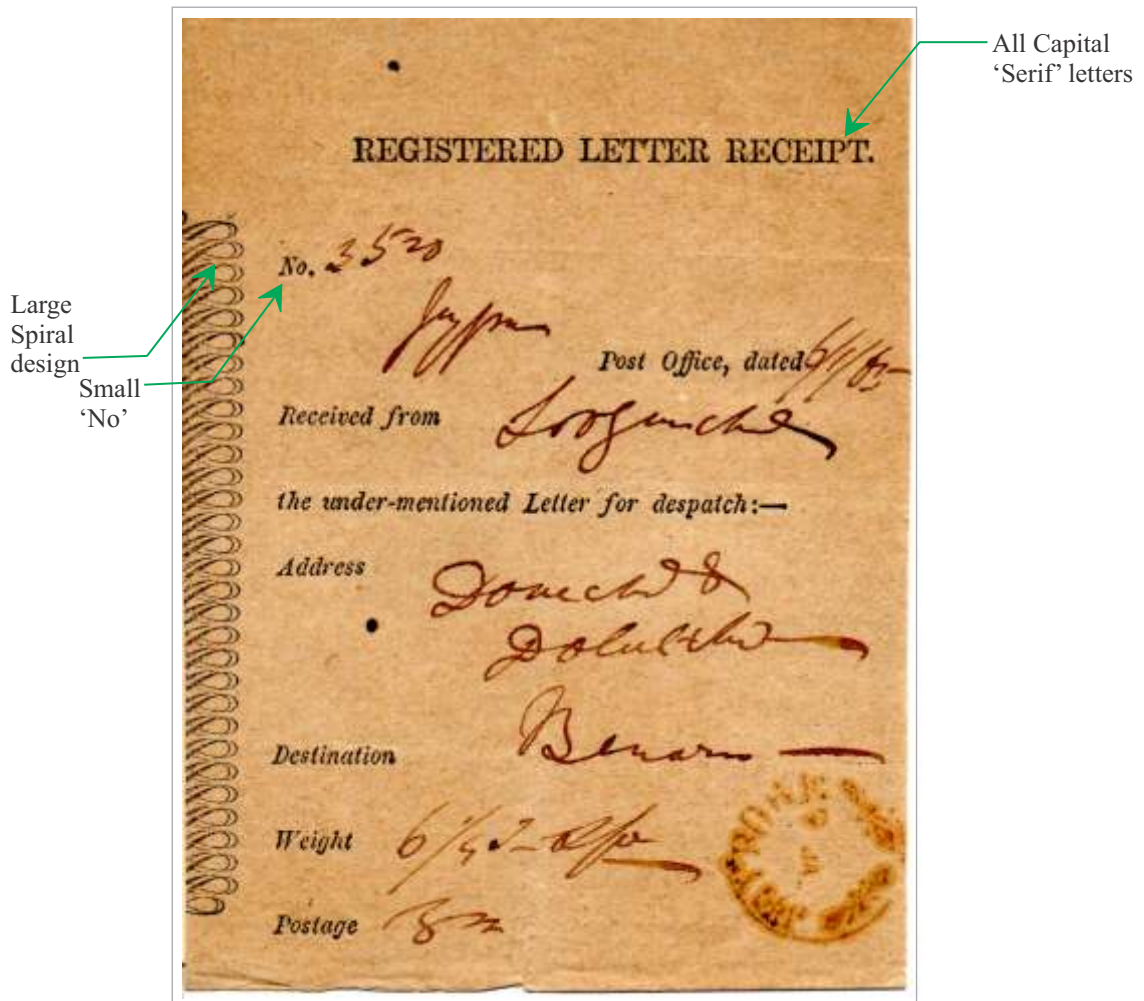
Series		Year - 1867
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COMPARISON CHART

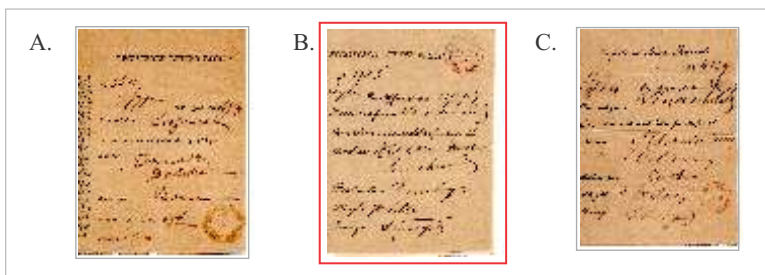
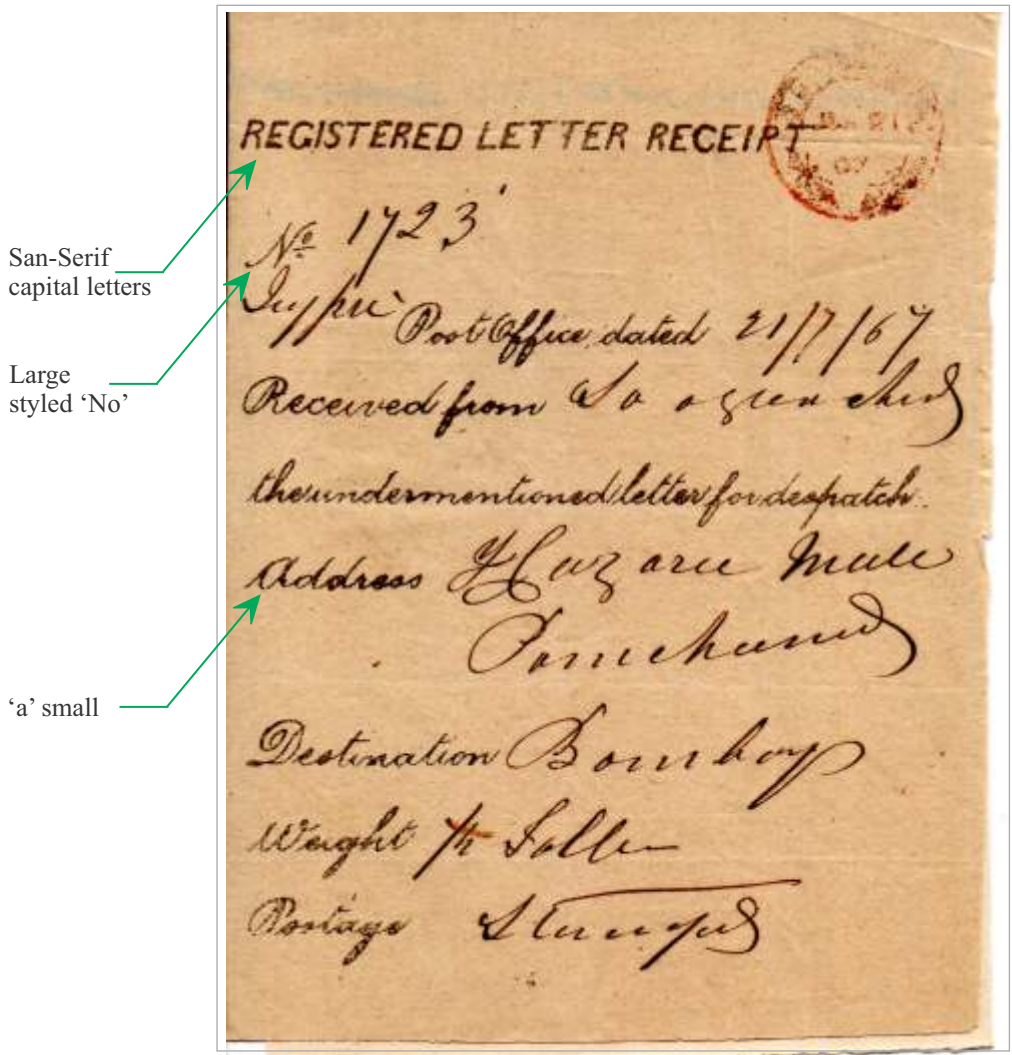
	A.	B.	C.	Post Office	Earliest Date	Latest Date
1.						
2.						
3.						
4.						
5.						

Series	Ixb (Size in mm)	110 x 140	Year - 1865	\$\$
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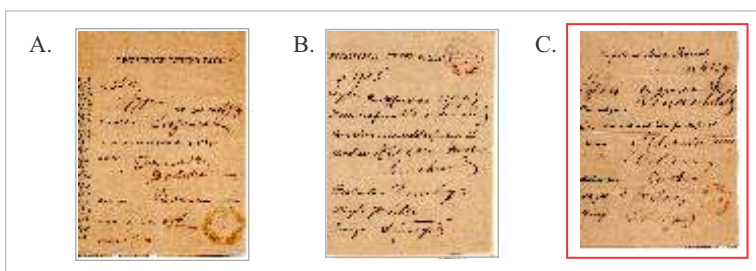
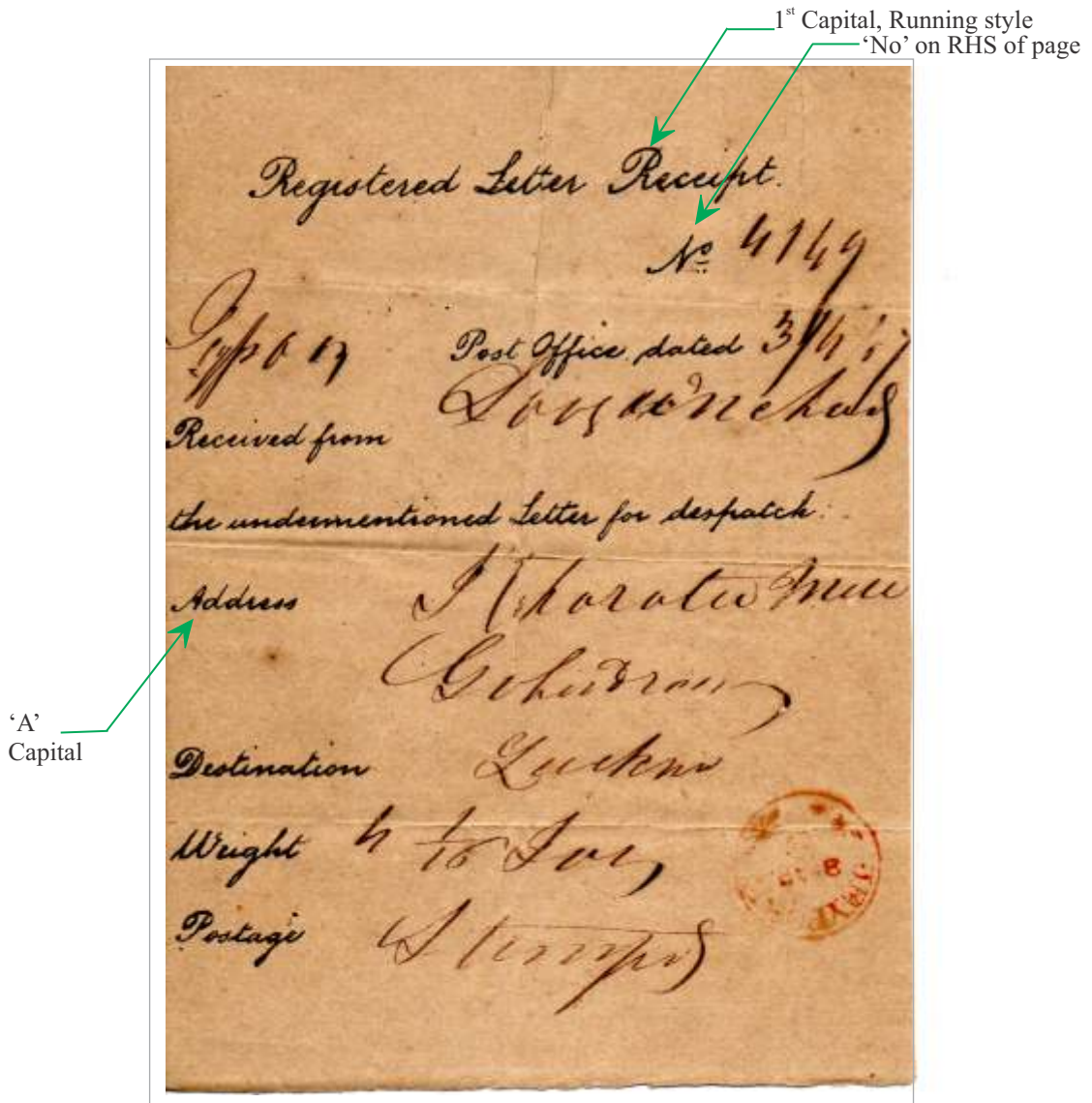
	Post Office	Earliest Date	Latest Date
1.	Jeypore	06/01/1865	
2.			
3.			
4.			
5.			

Series	Ixb (Size in mm)	100x140	Year - 1867	\$\$
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	Post Office	Earliest Date	Latest Date
1.	Jeypore (?)	21/07/1867	
2.			
3.			
4.			
5.			

Series	Ixb (Size in mm)	100x140	Year - 1867	\$\$
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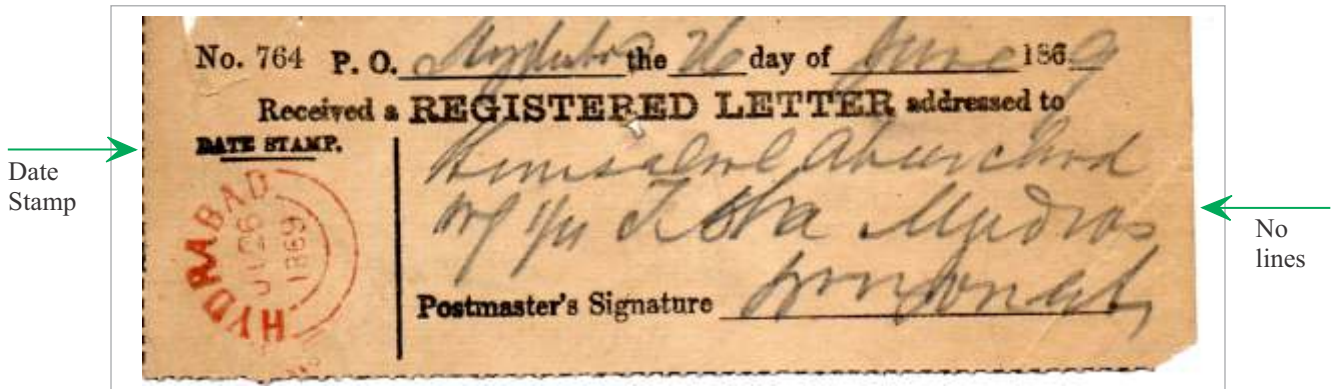
	Post Office	Earliest Date	Latest Date
1.	Jeypore (?)	03/04/1867	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	142x43 Perf (3 sides)	Year - 1869	\$\$
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Type I



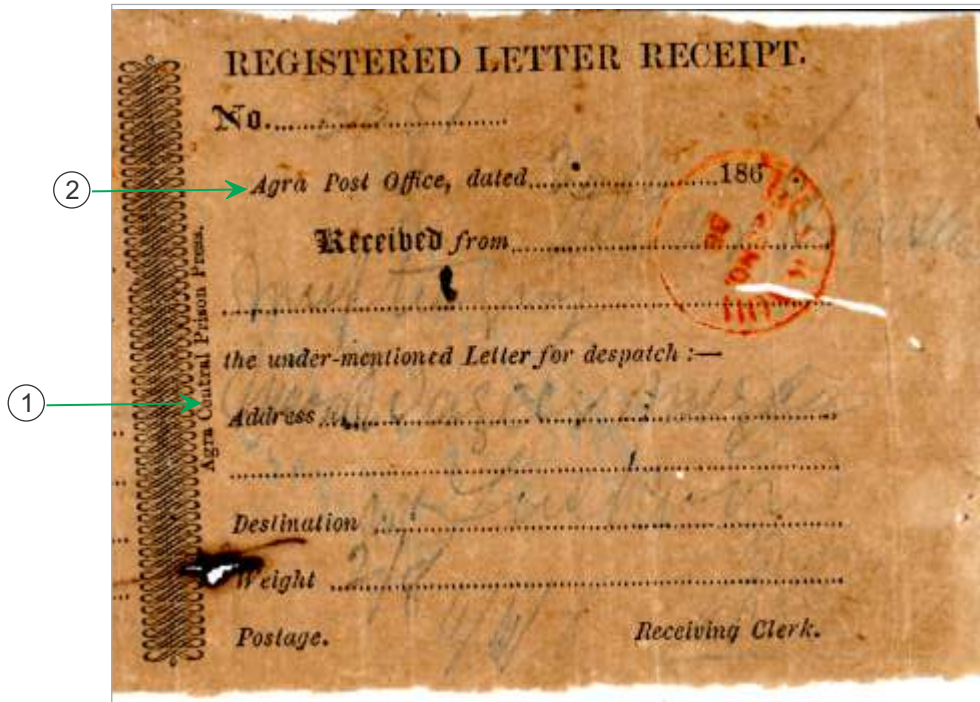
Type II



Notes:	
1.	“Post Master’s Signature
2.	Type I - Address portion is Underlined
3.	Type II - Address portion is blank
4.	
5.	

	Post Office	Earliest Date	Latest Date
Type I	1. Hyderabad	06/07/1869	28/07/1869
Type II	2. Hyderabad	28/01/1869	28/07/1869
	3.		
	4.		
	5.		

Series	lxb (Size in mm)	110x90	Year - 1868	\$\$\$
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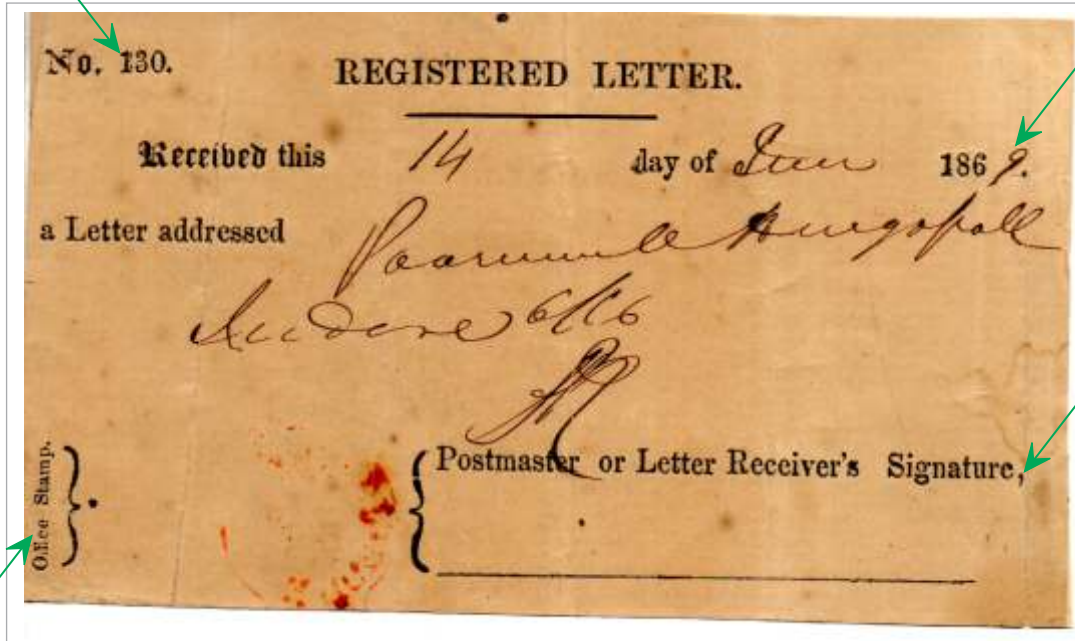


Notes:	
1.	Printer Name : "Agra Central Prison Press"
2.	"Agra Post Office" name pre-printed
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Agra	x/x/186x	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	140 x 80	Year - 1869	\$\$\$
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Pre Printed



"186 x"

①

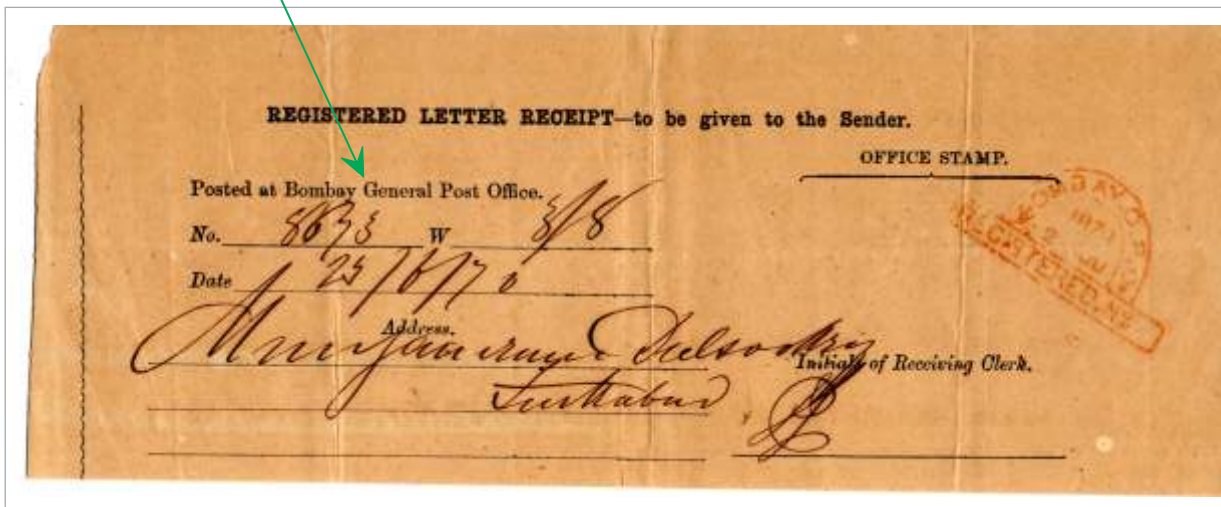
Notes:

1.	Post Master's or Letter Receiver's Signature. Why letter Receiver's Signature (?)
2.	
3.	
4.	
5.	

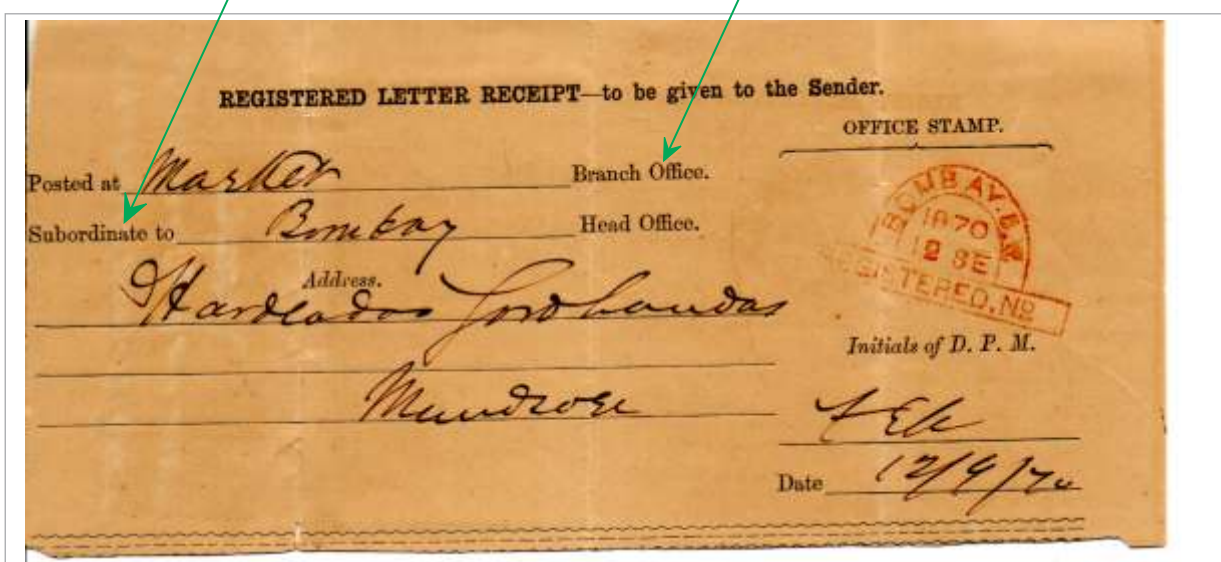
	Post Office	Earliest Date	Latest Date
1.		14/01/1869	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	210 x 80	Year - 1870	\$\$\$
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Type I ①



Type II ②



Size reduced

Notes:

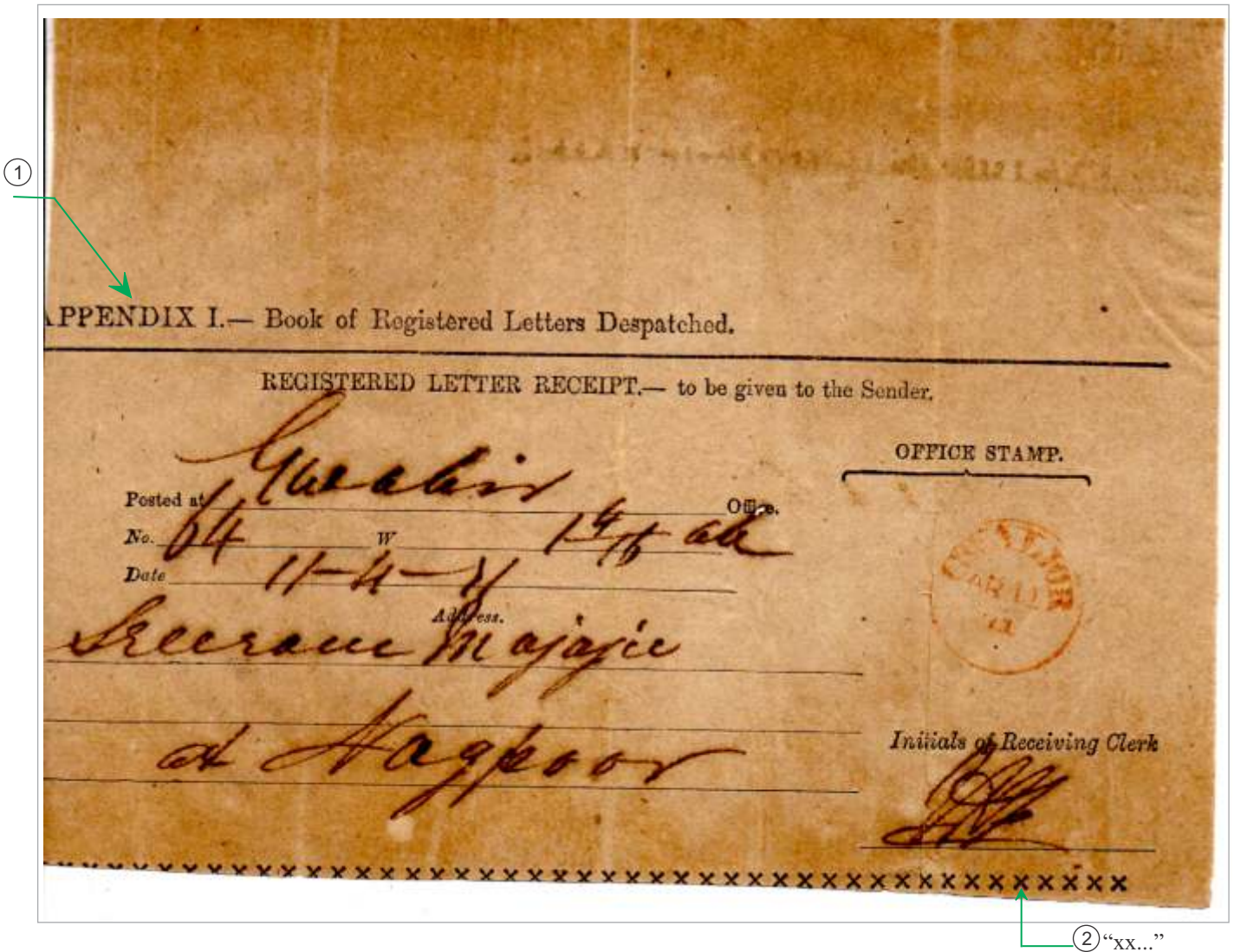
1.	Preprinted “Bombay General Post Office”
2.	“Subordinate to...” Branch office indication
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
Type I	1. Bombay GPO	12/04/1870	01/04/1882
Type II	2. Market	12/09/1870	
	3.		
	4.		
	5.		



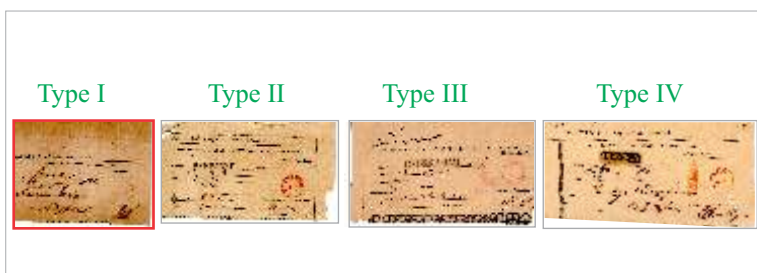
Series	lxb (Size in mm)	140 x 90	Year - 1871	\$\$
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Type I



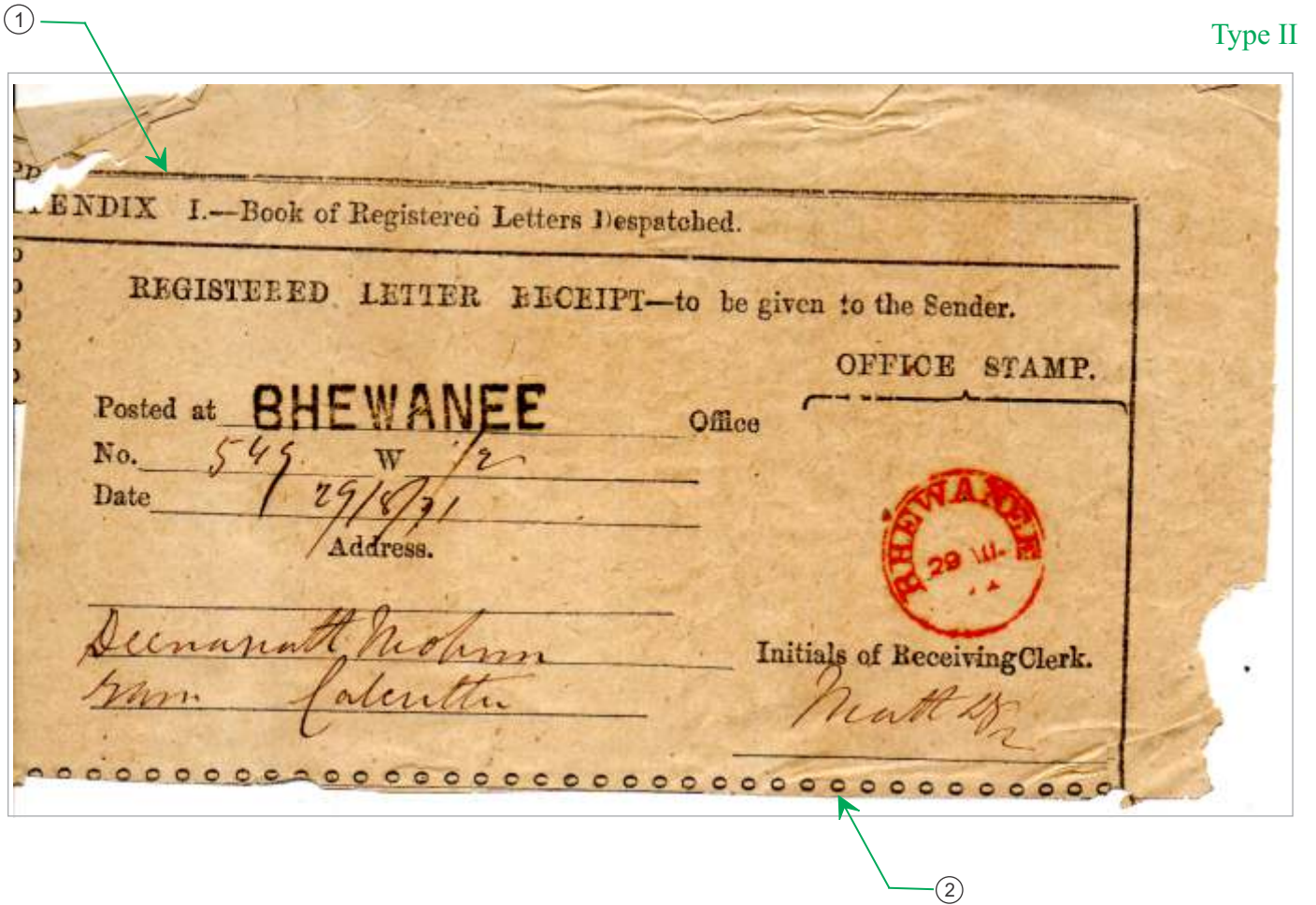
Notes:

1.	"Appendix - I" in the Top Margin
2.	Partition using "xx..." symbol
3.	
4.	
5.	



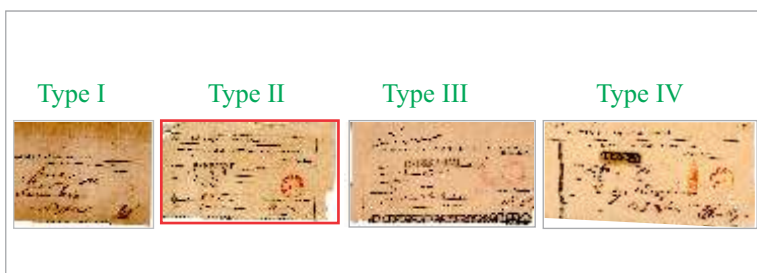
	Post Office	Earliest Date	Latest Date
1.	(?)	11/04/1871	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	180 x 100	Year - 1871	\$\$
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Notes:

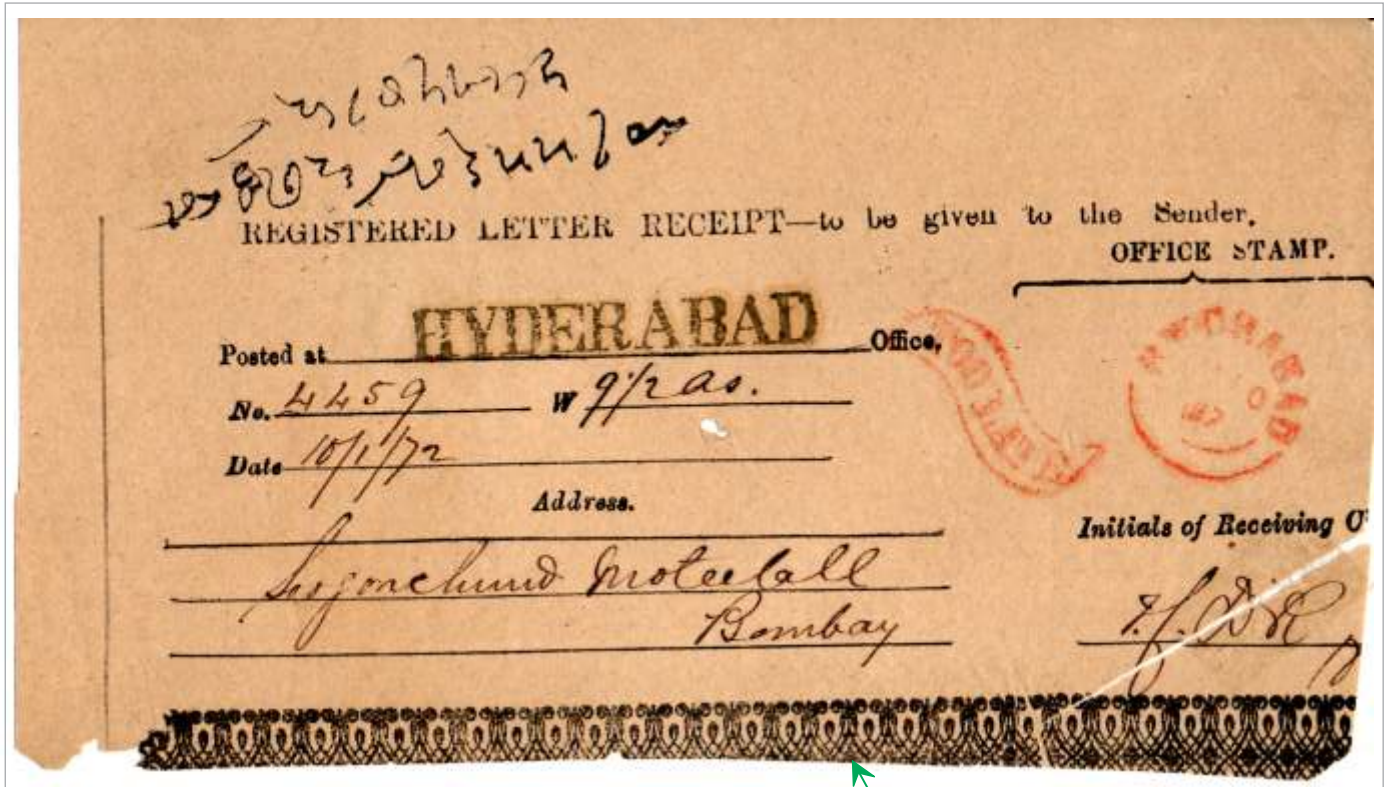
1.	“APPENDIX I”... In the Top Margin
2.	Partition using “000...”
3.	
4.	
5.	



	Post Office	Earliest Date	Latest Date
1.	Bhewanee	29/08/1871	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	180 x 100	Year - 1872	\$\$
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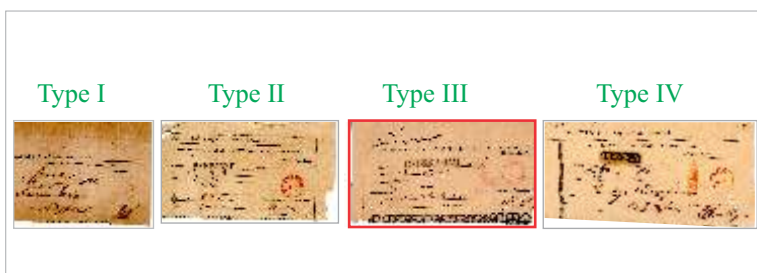
Type III



Decorative tear mark

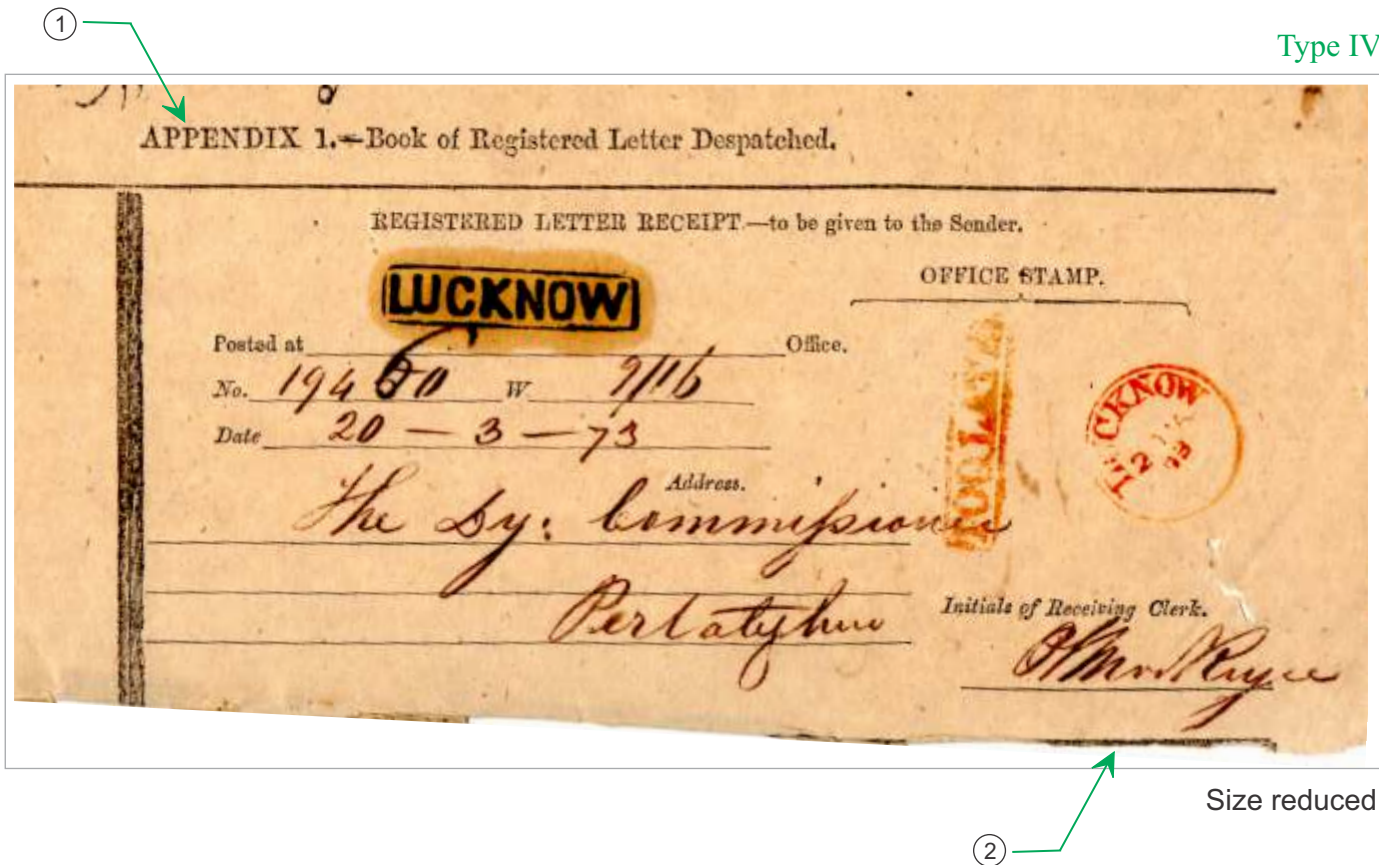
Notes:

1.	Decorative tear mark
2.	
3.	
4.	
5.	



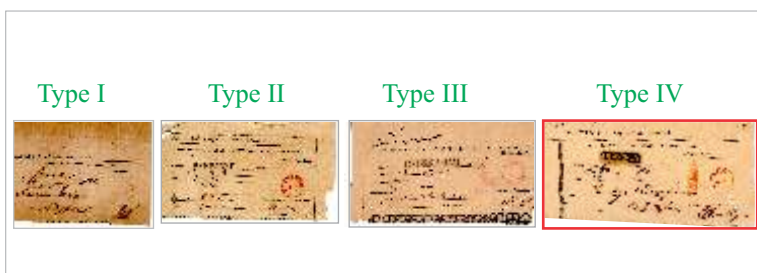
	Post Office	Earliest Date	Latest Date
1.	Hyderabad	10/01/1872	30/03/1872
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	180 x 85	Year - 1873	\$\$
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Notes:

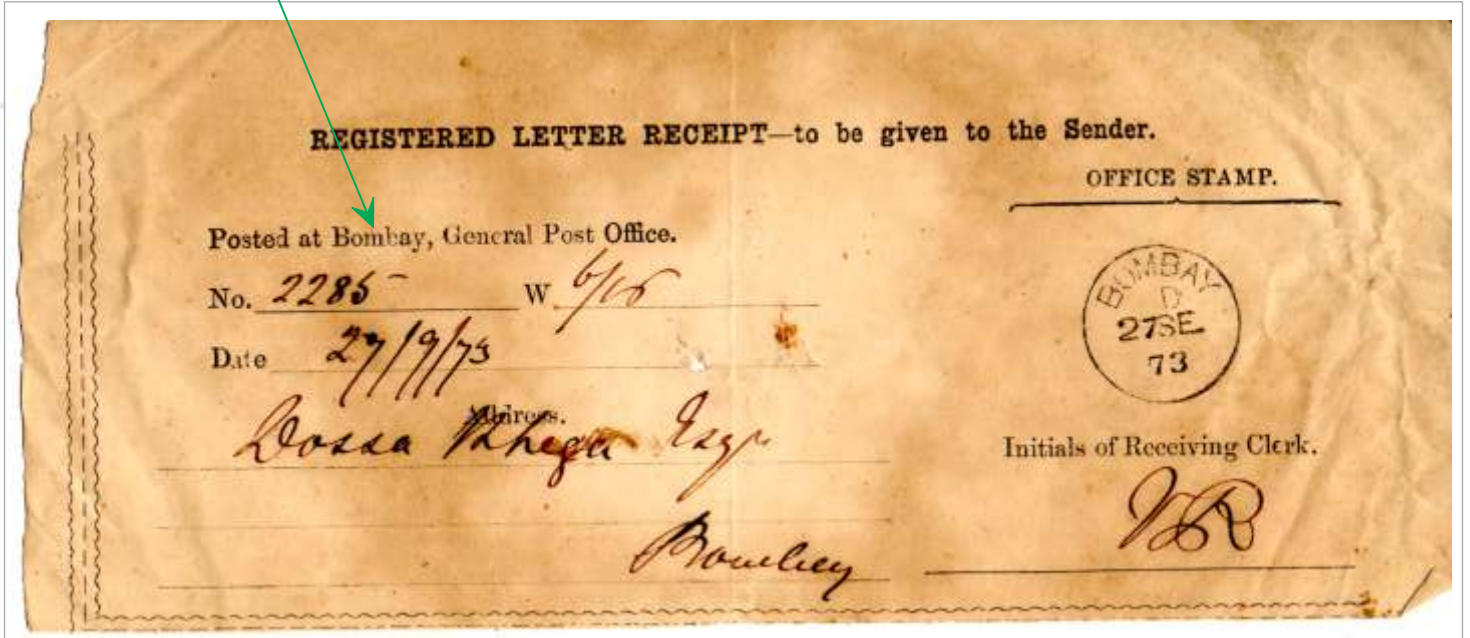
1.	“Appendix-1” on top Margin
2.	Straight Ruler line for tear mark
3.	
4.	
5.	



	Post Office	Earliest Date	Latest Date
1.	Jeypore	08/02/1872	
2.	Lucknow	20/03/1873	05/08/1871
3.			
4.			
5.			

Series	lxb (Size in mm)	180 x 80	Year - 1873	\$\$
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①

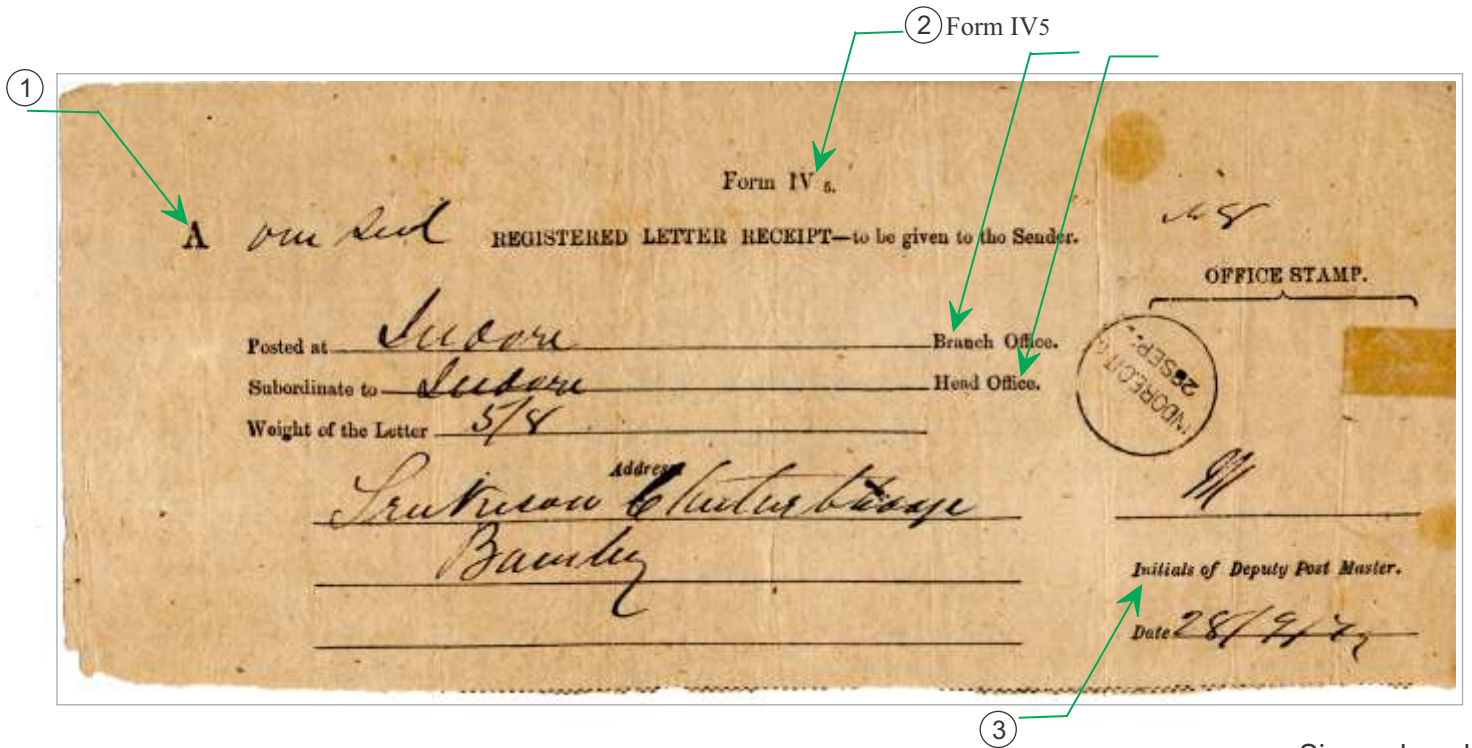


Notes:

1.	“Bombay, General Post Office” - Pre-printed
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Bombay	27/09/1873	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	245 x 110	Year - 1873 (No Year)
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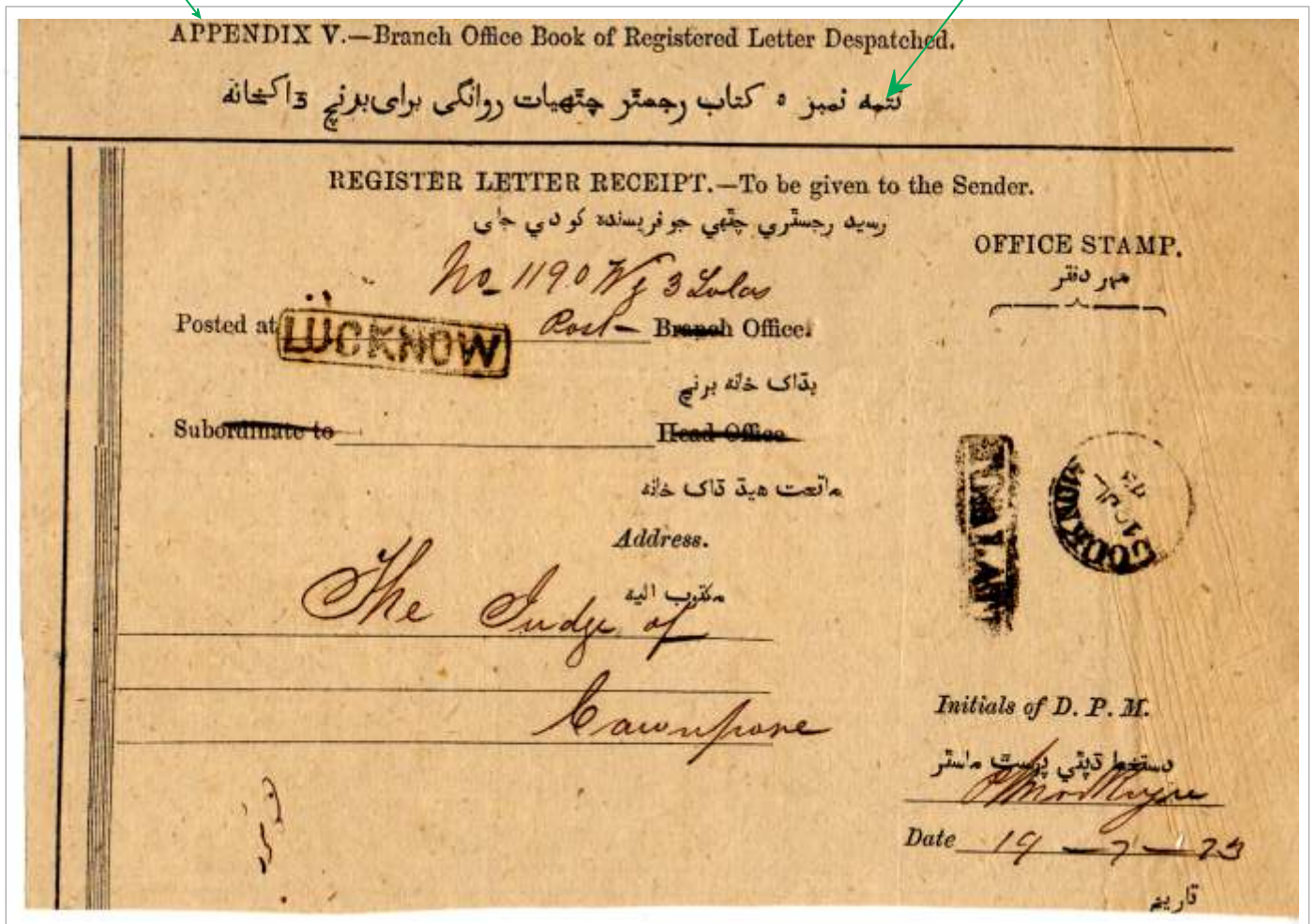


Size reduced

Notes:	
1.	'A' Type
2.	Form IV 5
3.	Initials of Deputy Post Master
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Indore city	22/09/ 1872	28/09/1872
2.	Afzul Gunj	05/06/1877	
3.	Katra	15/12/1876	
4.			
5.			

Series	lxb (Size in mm)	210 x 145	Year - 1873	\$\$\$
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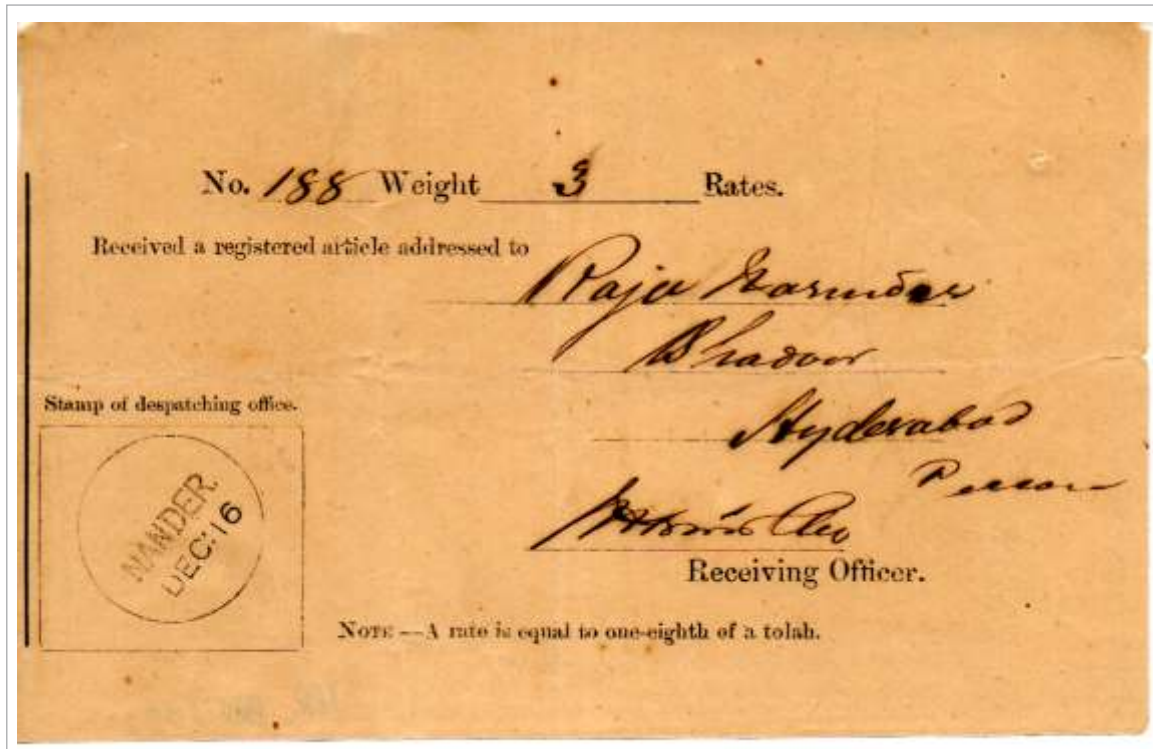


Size reduced

Notes:	
1.	1st Bilingual - English + Urdu
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Lucknow	19/07/1873	21/09/1874
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	150 x 95	Year - 1873*	\$\$
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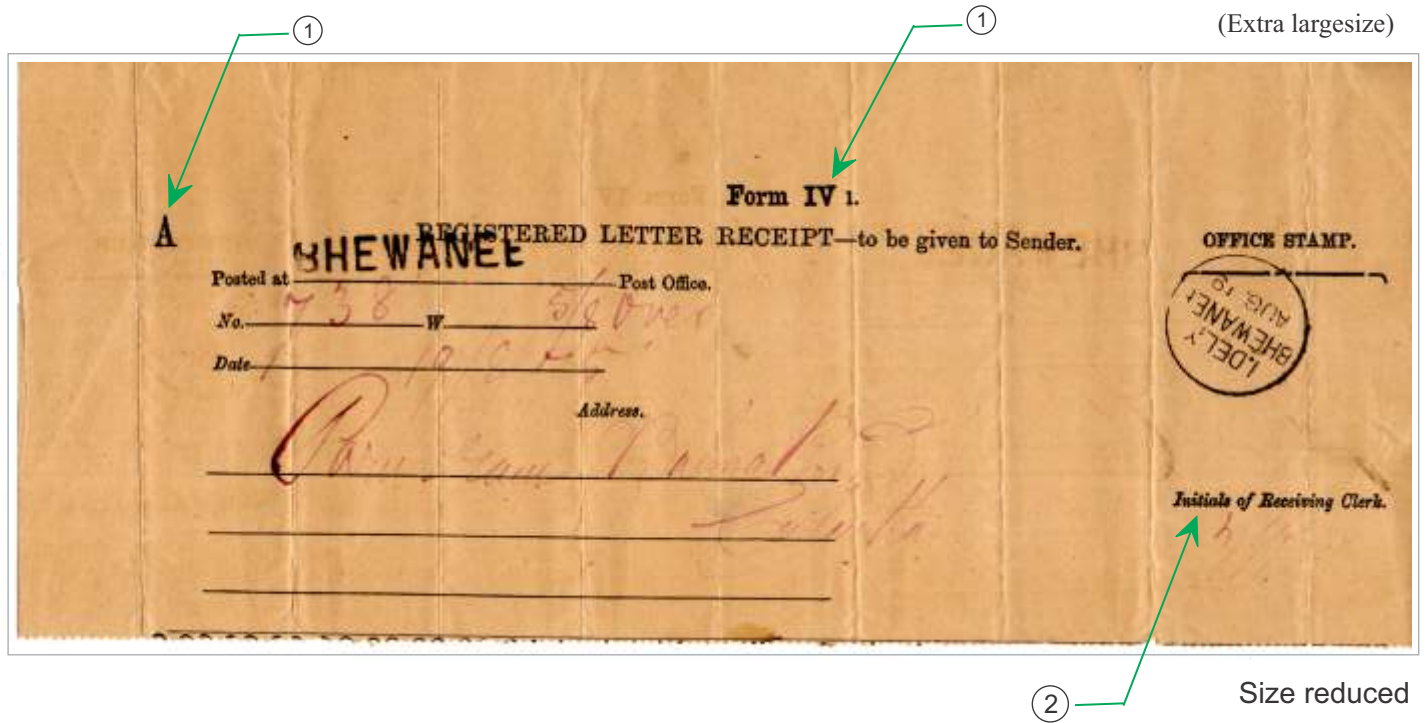


Notes:	
1.	*No Year Period (1873 onwards).
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Nander	16/12/ No year	
2.			
3.			
4.			
5.			



Series	lxb (Size in mm)	250 x 100 (Perf 1)	Year - 1874	\$\$
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Notes:

1.	Form IV 1
2.	“Initials of the Receiving Clerk.”
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Bombay	14/01/1874	01/05/1877
2.	Bhewanee	19/08/1875	
3.	Jeypore	07/05/1875	25/11/1874
4.	Hyderabad	01/07/1877	
5.	Delhie	10/02/1876	

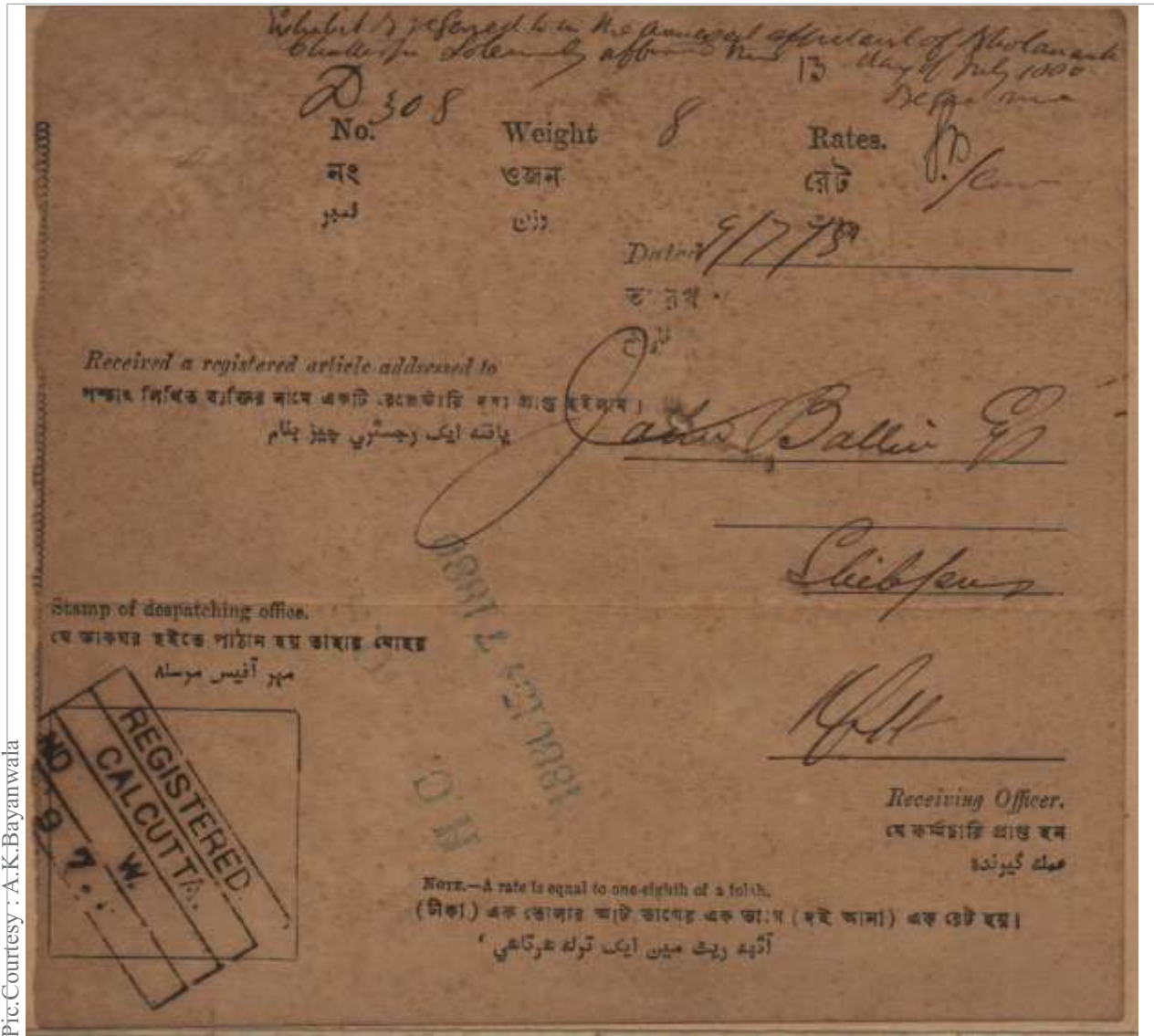
Series	lxb (Size in mm)	130 x 95	Year - 1877	\$\$\$
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Notes:	
1.	Provisional Issue
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Mundisore	02/10/ 1877	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	145x135	Year -1880	\$\$\$\$
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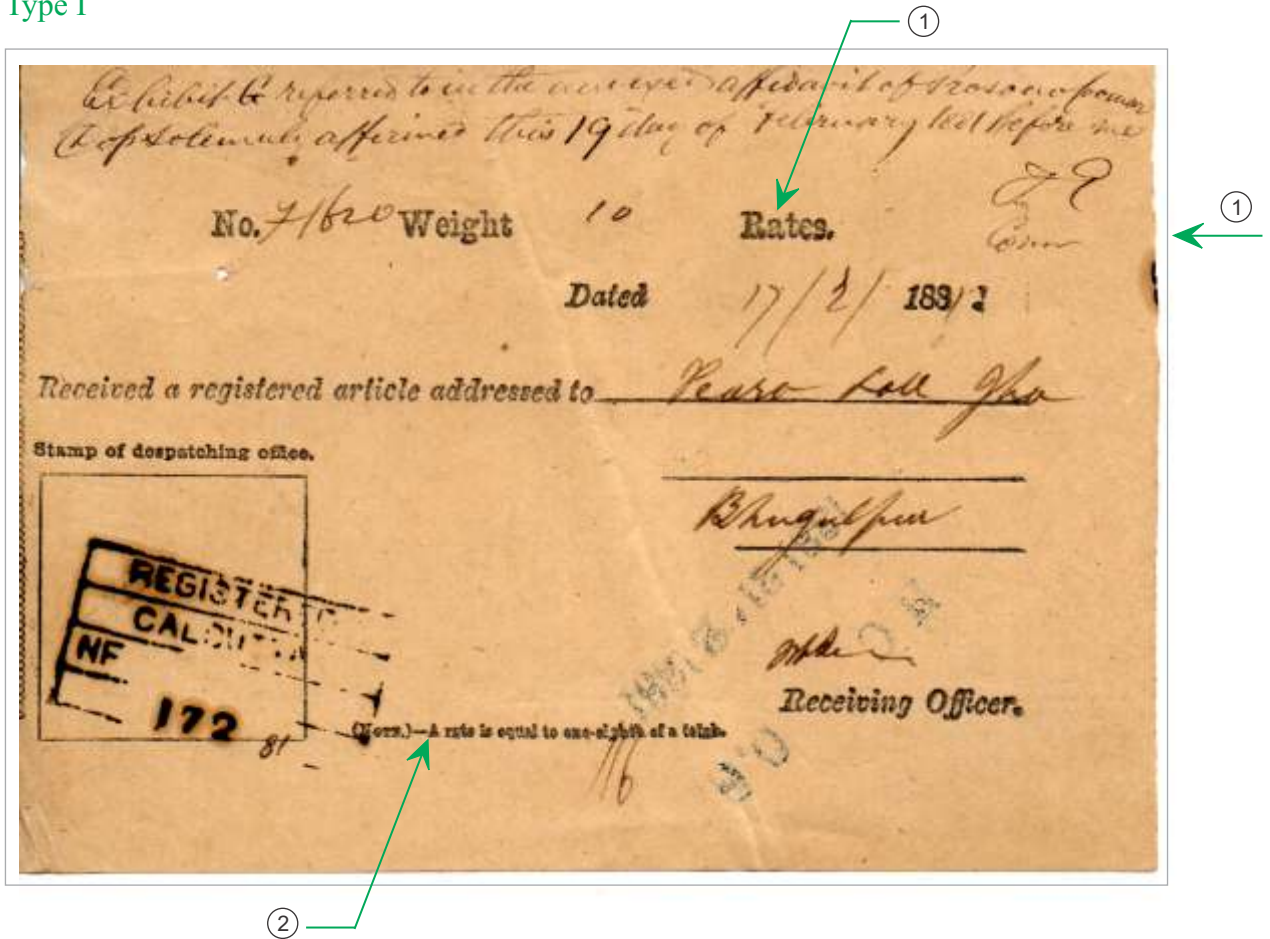
Pic: Courtesy : A.K.Bayanwala

Notes:	
1.	Tri-lingual - English, Bengali & Urdu.
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Calcutta	09/07/1880	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	150 x 110	Year - 1881	\$\$\$
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Type I



Notes:

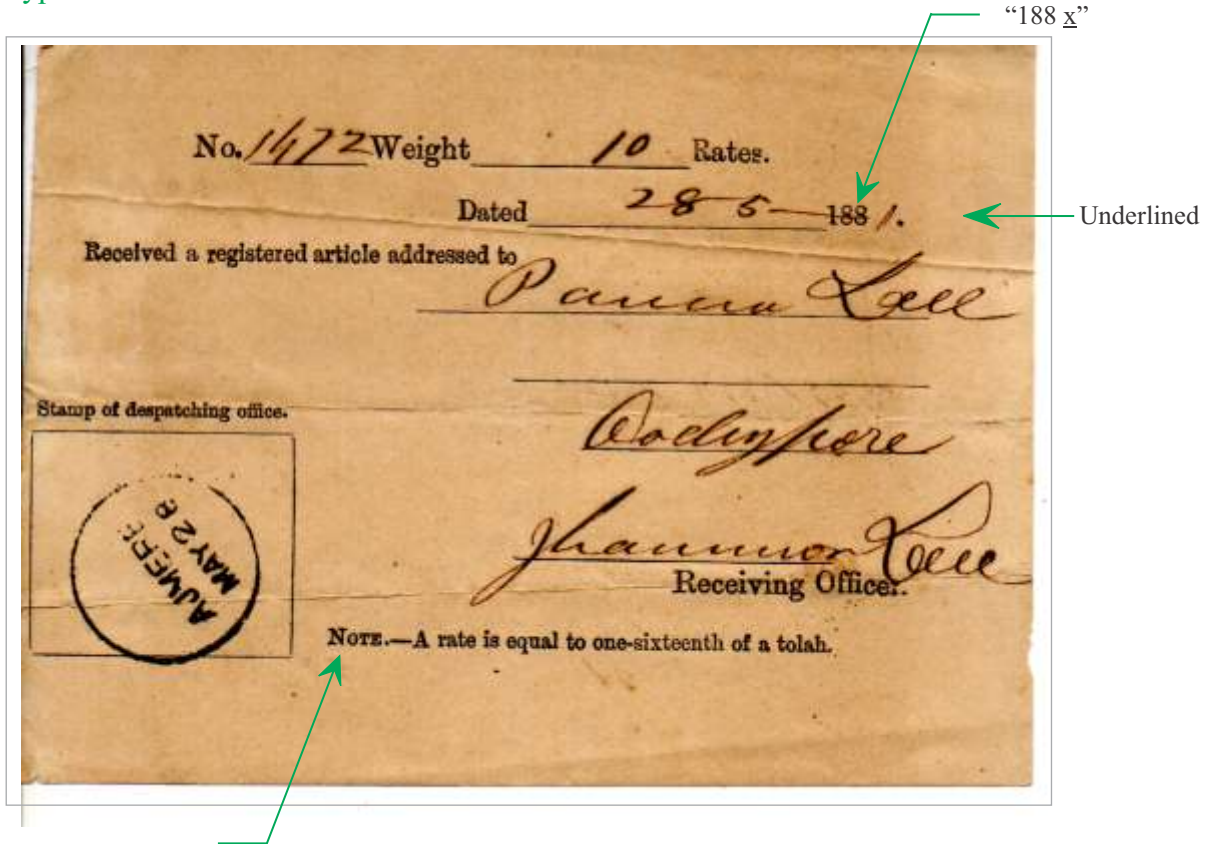
1.	No, weight, Rates - do not have any under line.
2.	
3.	
4.	
5.	



	Post Office	Earliest Date	Latest Date
1.	Calcutta	17/02/ 1881	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	135 x 100	Year - 1881
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Type II



Notes:

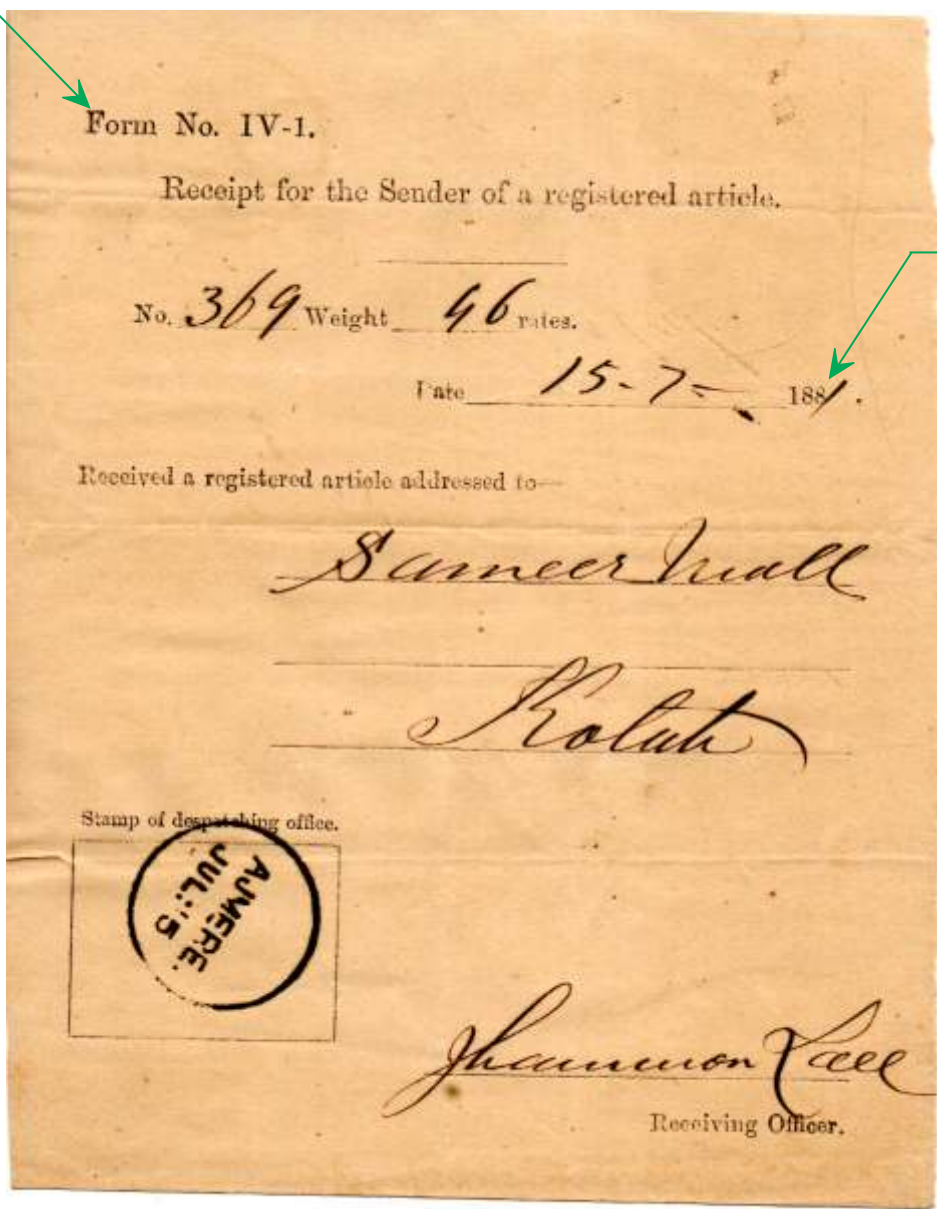
1.	
2.	
3.	
4.	
5.	



	Post Office	Earliest Date	Latest Date
1.	Ajmere	28/05/1881	
2.	Hyderabad	29/06/1881	
3.	Nanded	16/12/xxxx	
4.			
5.			

Series	lxb (Size in mm)	130 x 155	Year - 1881
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①



"188 x"

Notes:

1.	Form IV - 1
2.	Vertical format introduced
3.	
4.	
5.	

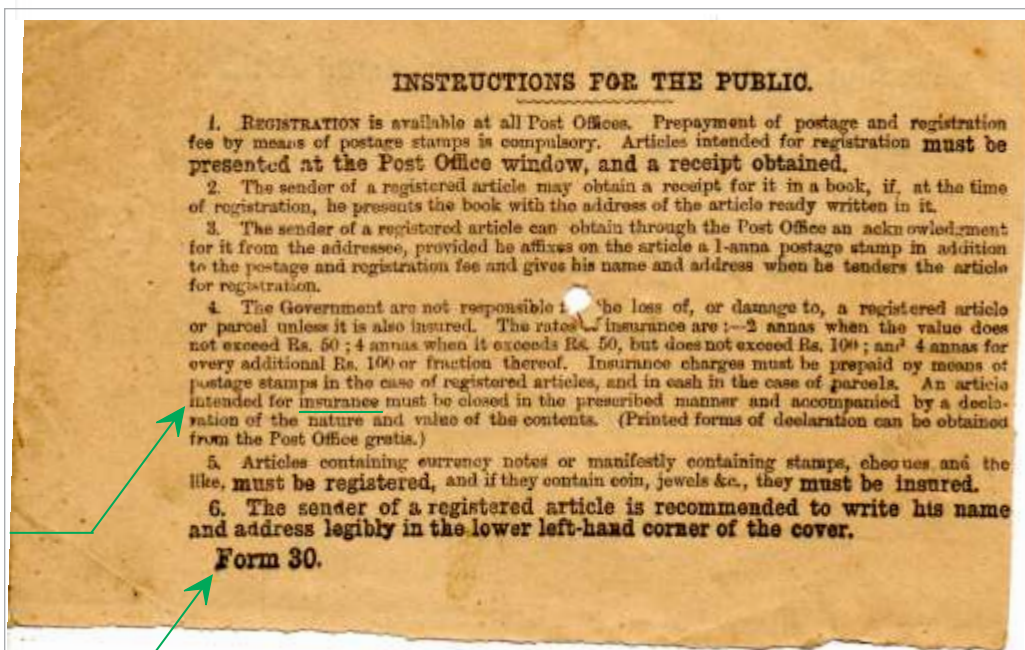
	Post Office	Earliest Date	Latest Date
1.	Ajmere	15/07/1881	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	120 x 85	Year - 1882
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Type I



Front

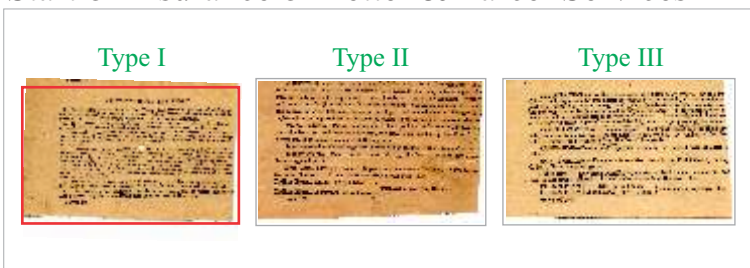


Rear

②

Year : 1878

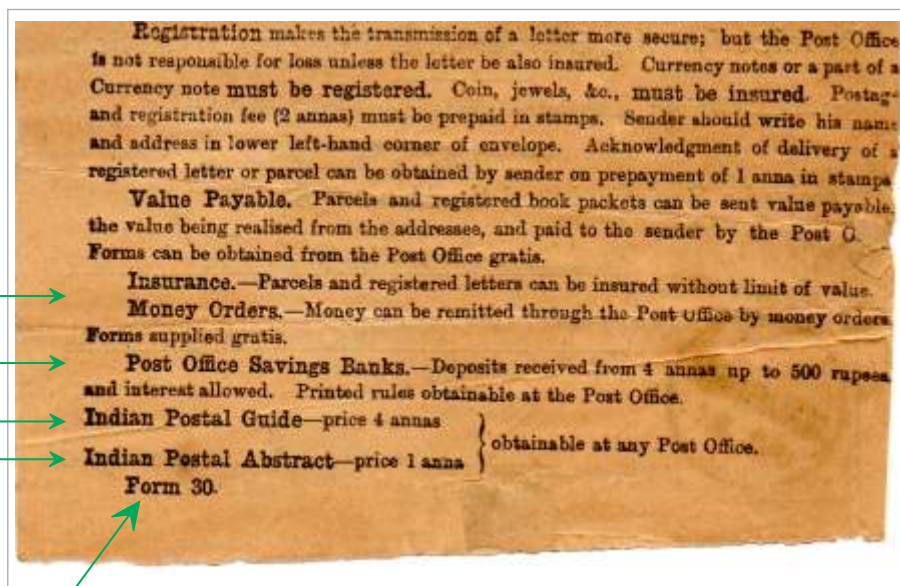
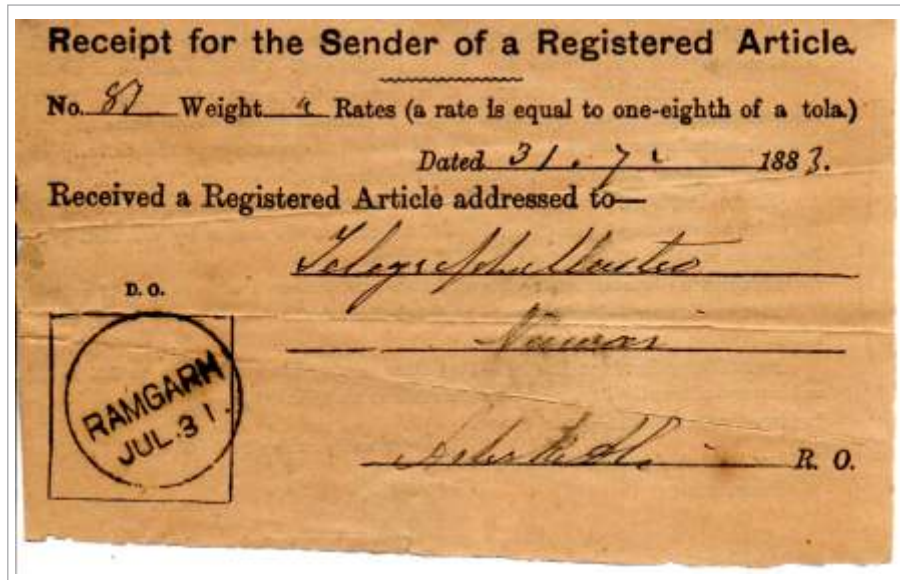
Start of Insurance of Letter & Parcel Services



1.	Early Receipt with instructions printed on the reverse.		
2.	Form No 30		
	Post Office	Earliest Date	Latest Date
1.	Bhiwani	02/01/1883	
2.	Aminabad	07/06/1882	
3.	Ajmere	08/07/1883	25/10/1883
4.			
5.			

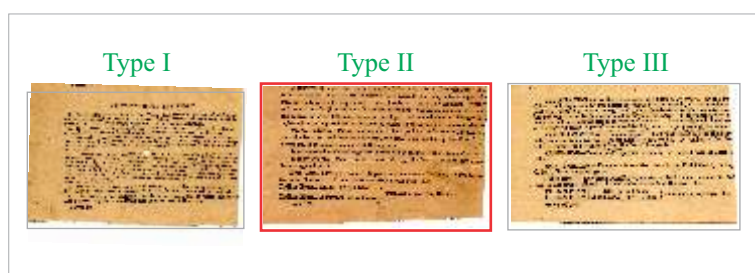
Series	lxb (Size in mm)	125 x 80	Year - 1883
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Type II



Rear

Year : 1878  
 Start of Insurance of Letter & Parcel Services



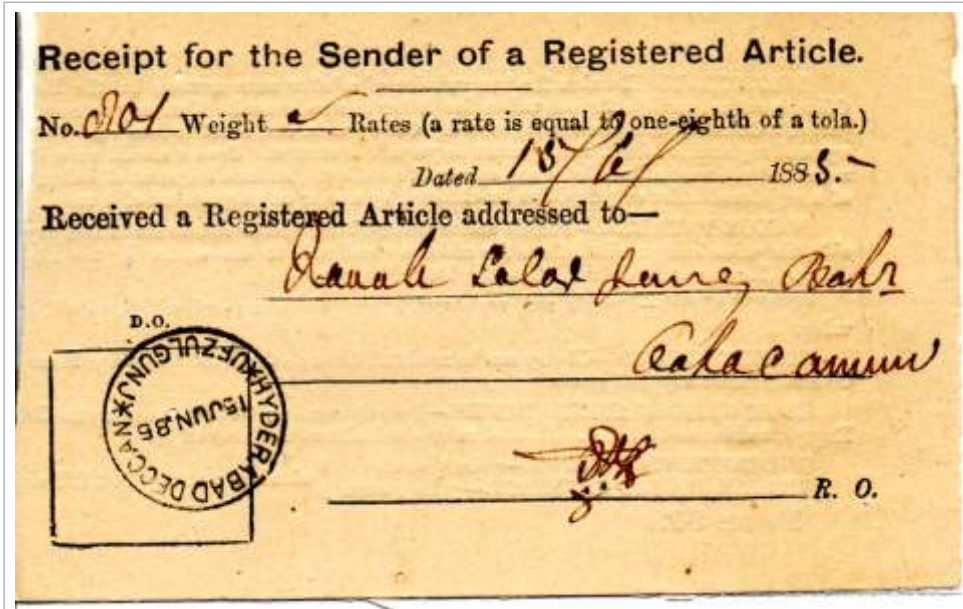
1. Early Receipt with instructions printed on the reverse.
2. Form No 30
3. New Format

	Post Office	Earliest Date	Latest Date
1.	Calcutta	27/01/No Year	
2.	Ramgarh	31/07/1883	
3.			
4.			
5.			



Series	lxb (Size in mm)	125 x 77	Year - 1885
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Type III



②

REGISTRATION makes the transmission of a letter more secure ; but the Po Office is not responsible for loss unless the letter be also insured. Currency notes or part of a Currency note must be registered. Coin, jewels, &c., must be insured. Postage and registration fee (2 annas) must be prepaid in stamps. Sender should write his name and address in lower left-hand corner of envelope. Acknowledgment of delivery of a registered letter or parcel can be obtained by sender on prepayment of 1 anna.

VALUE PAYABLE.—Parcels and registered book packets can be sent value payable, the value being realised from the addressee and paid to the sender by the Post Office. Forms can be obtained from the Post Office gratis.

INSURANCE.—Parcels and registered letters can be insured without limit of value.

MONEY ORDERS.—Money can be remitted through the Post Office by Money Orders. Forms supplied gratis.

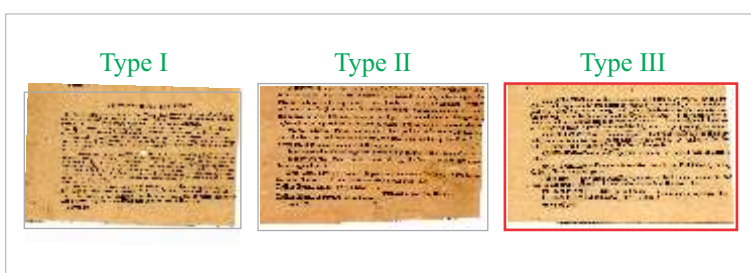
POST OFFICE SAVINGS BANKS.—Deposits received from 4 annas up to 500 Rupees, and interest allowed. Printed rules obtainable at the Post Office.

INDIAN POSTAL GUIDE.—price 4 annas } obtainable at any Post Office.  
INDIAN POSTAL ABSTRACT.—price 1 anna }

Form 30.

①

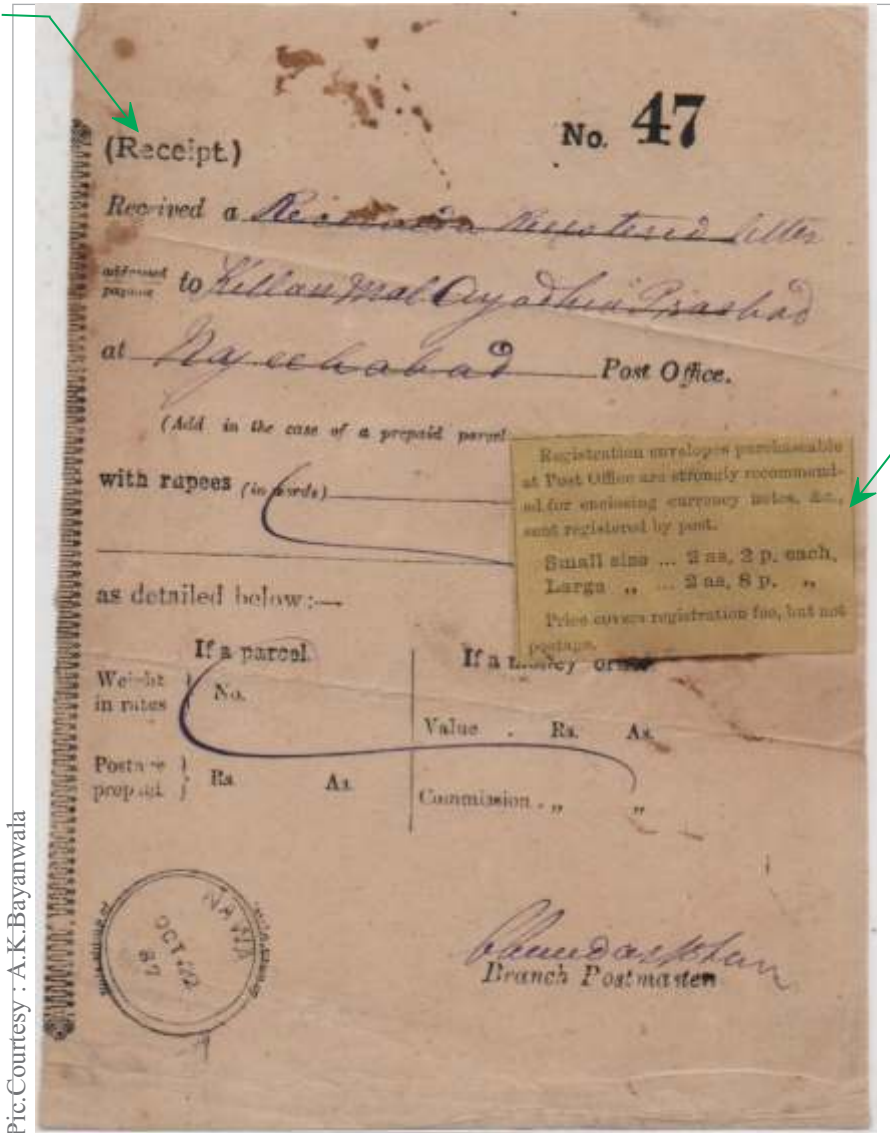
Year : 1878  
Start of Insurance of Letter & Parcel Services



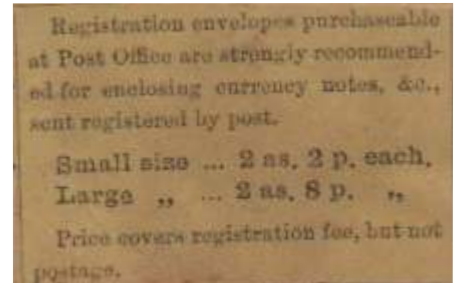
	Post Office	Earliest Date	Latest Date
1.	Hyderabad	15/06/1885	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	110x155	Year -1882	\$\$\$
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①



②

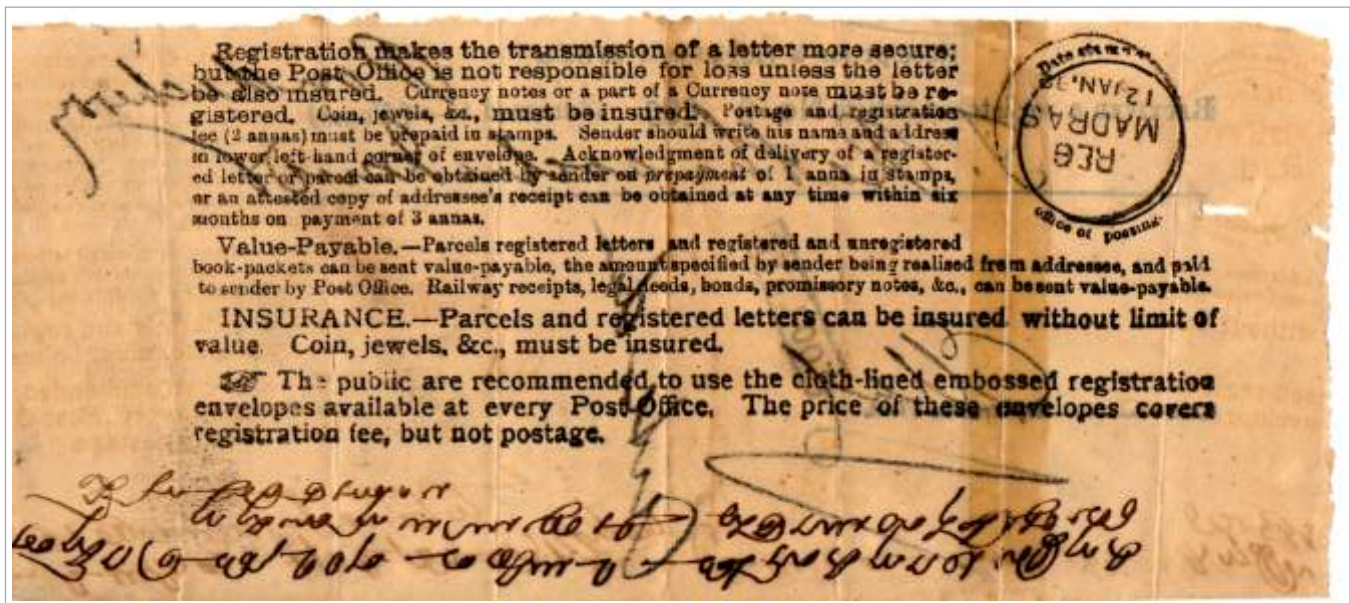


Pic. Courtesy : A.K. Bayanwala

Notes:	
1.	Only Receipt
2.	Yellow label - (Registration Subject)
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Calcutta	09/07/1880	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	Year - 1884	\$\$\$
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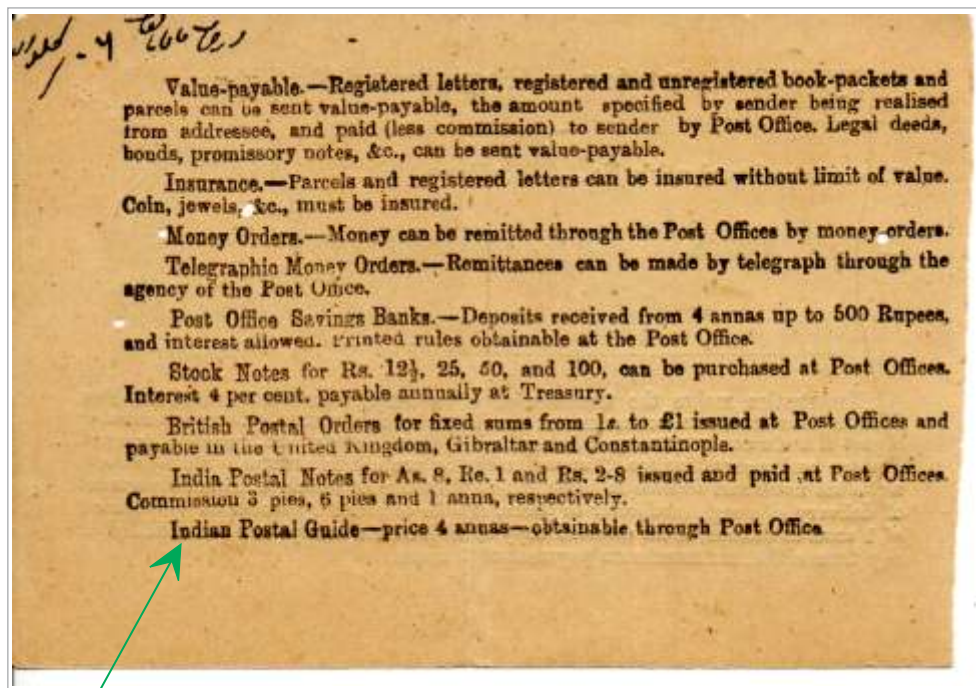
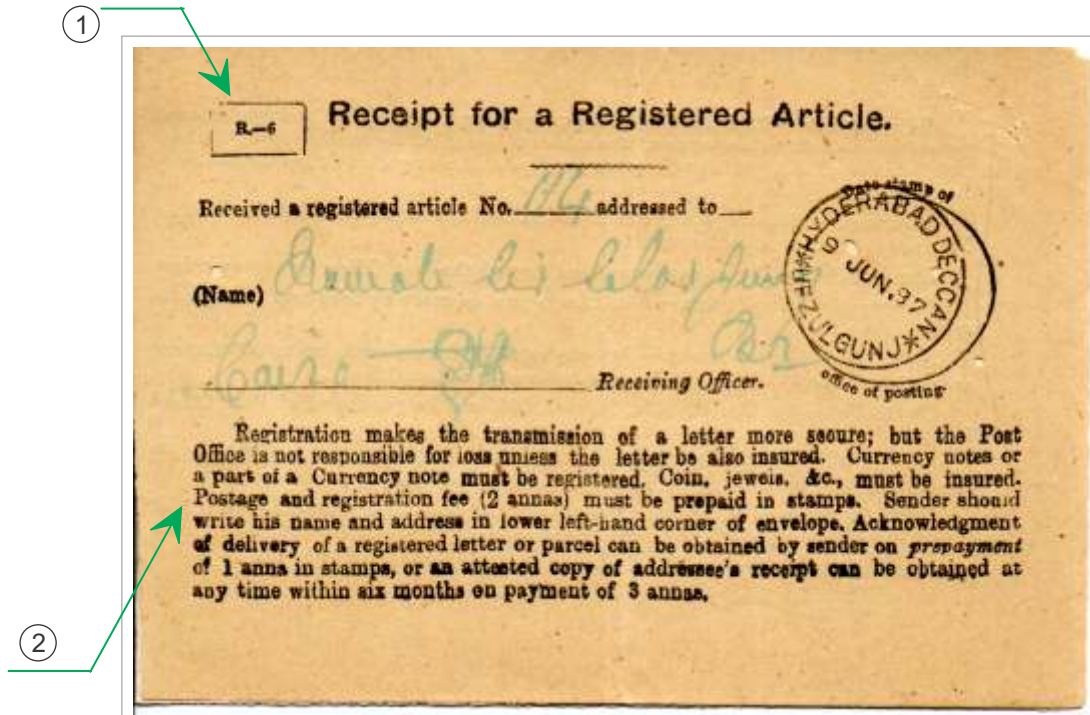


Notes:

1.	Fragile paper used
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Madras	12/01/1874 ?/84?	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm)	125 x 87	Year - 1887	\$\$
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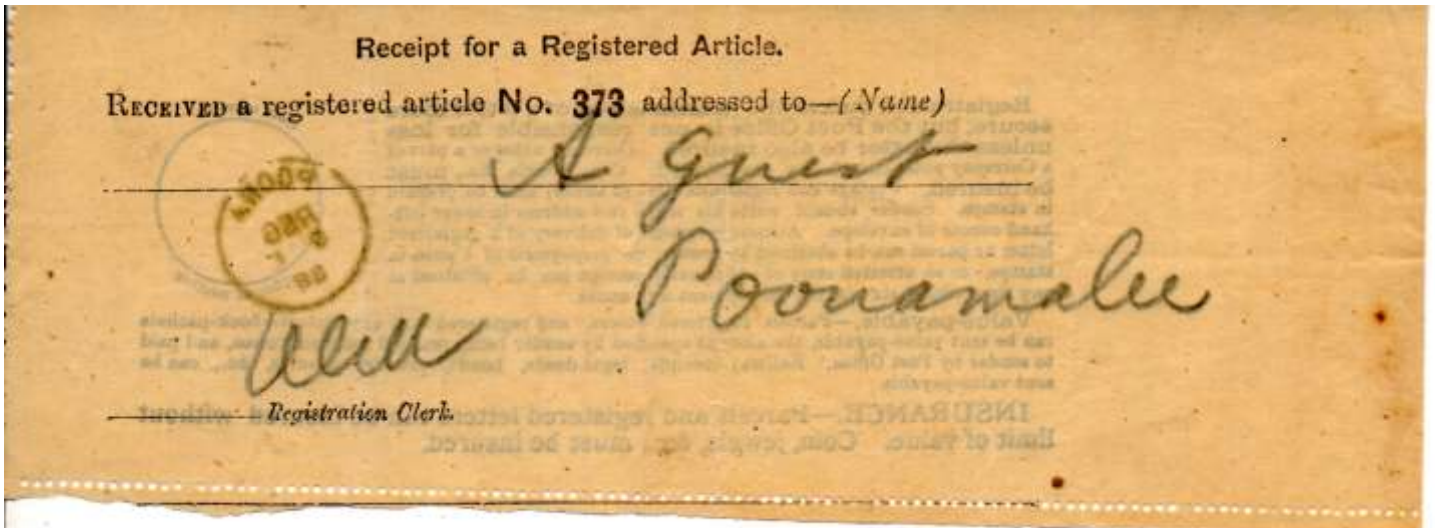
Size reduced

Notes:	
1.	FORM No. : R-6
2.	Printed instruction on Front & Rear
3.	
4.	
5.	

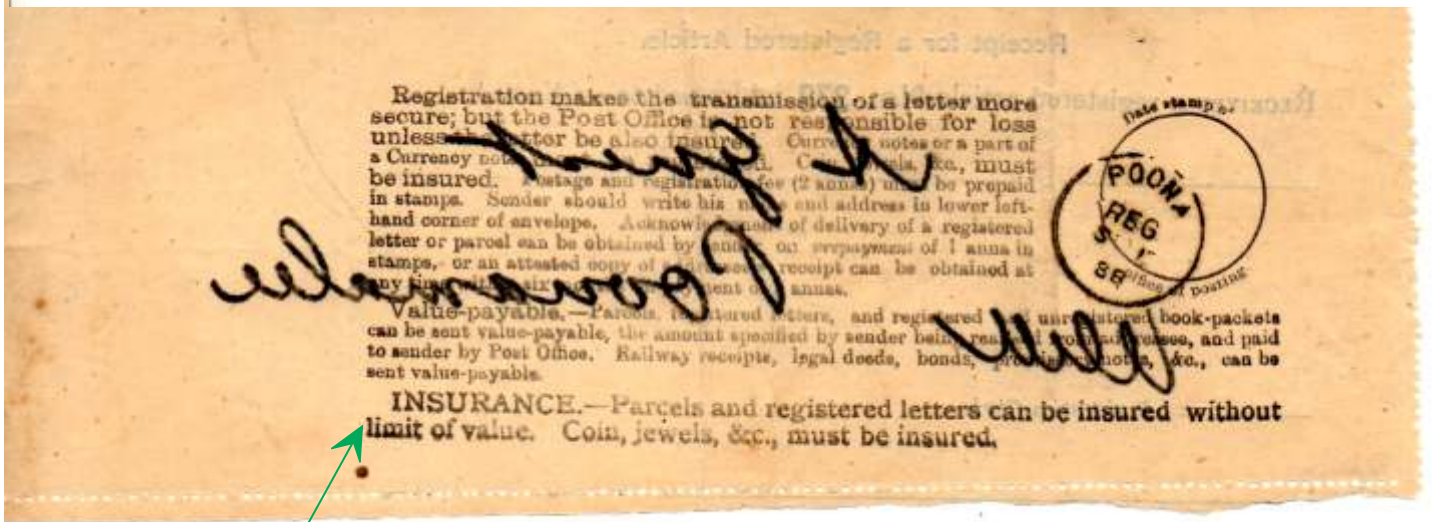
	Post Office	Earliest Date	Latest Date
1.	Hyderabad	09/06/1887	
2.			
3.			
4.			
5.			

Series	lxb (Size in mm) Perf 3 Sides	190 x 70	Year - 1888	\$\$
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Type I



Front

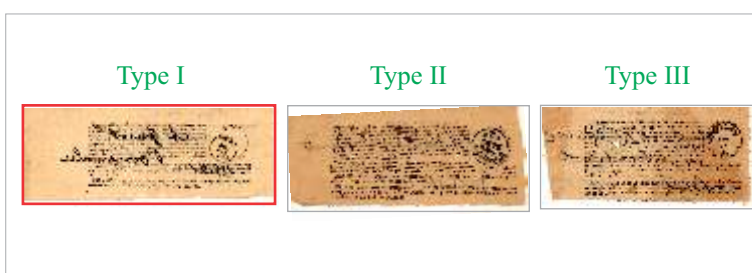


Rear

②

Notes:

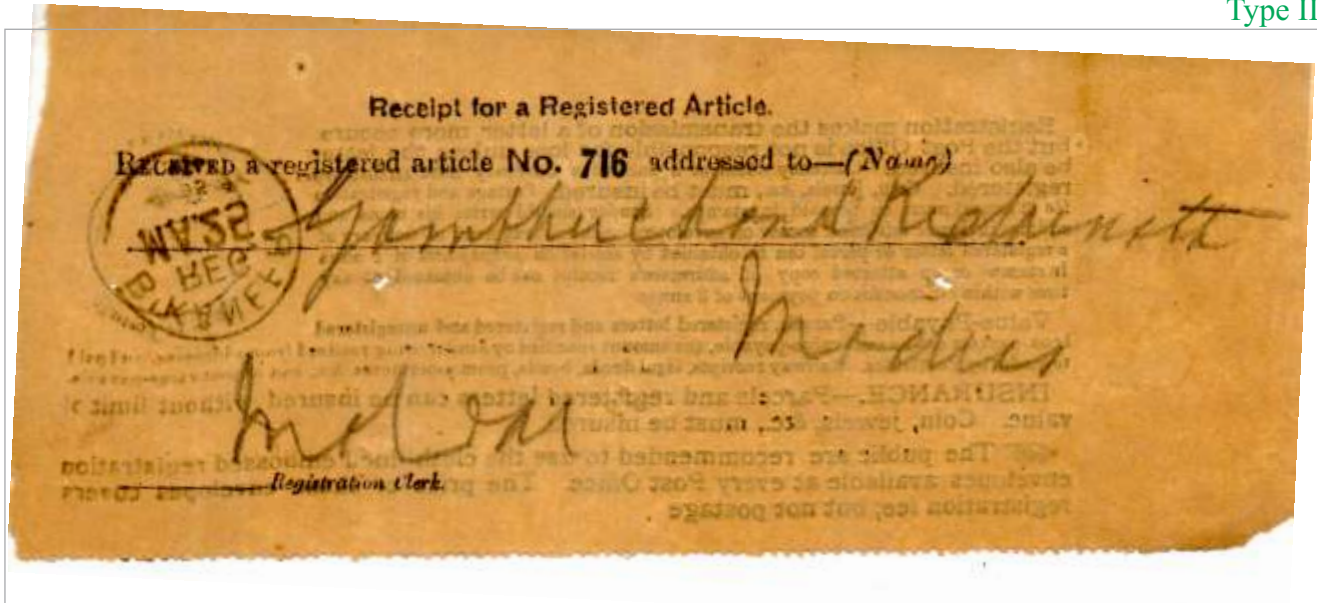
1.	Printed instructions on rear of the long receipt
2.	'Insurance' word in bold and all Capital
3.	
4.	
5.	



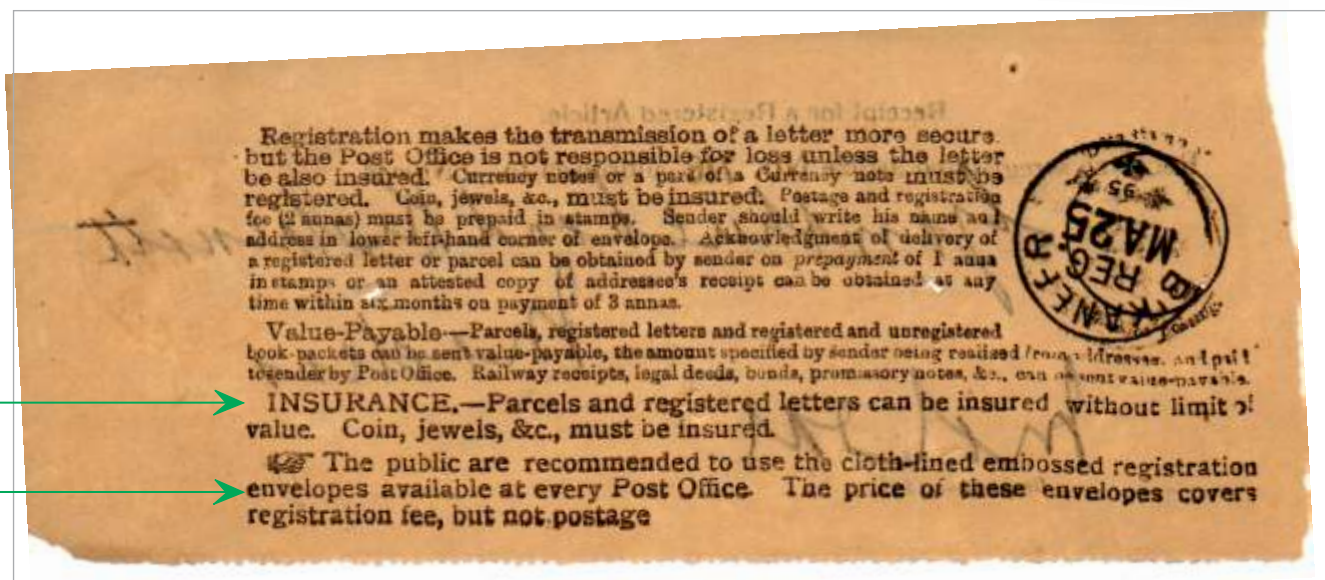
	Post Office	Earliest Date	Latest Date
1.	Poona	05/?/1860	
2.	Toungoo	05/04/1889	
3.			
4.			
5.			

Series	lxb (Size in mm)	170 x 70	Year - 1895	\$\$
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Type II



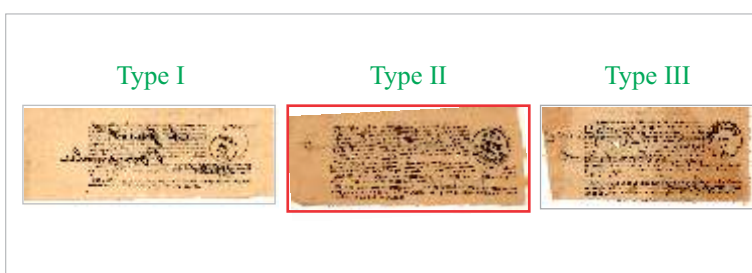
Front



Rear

Notes:

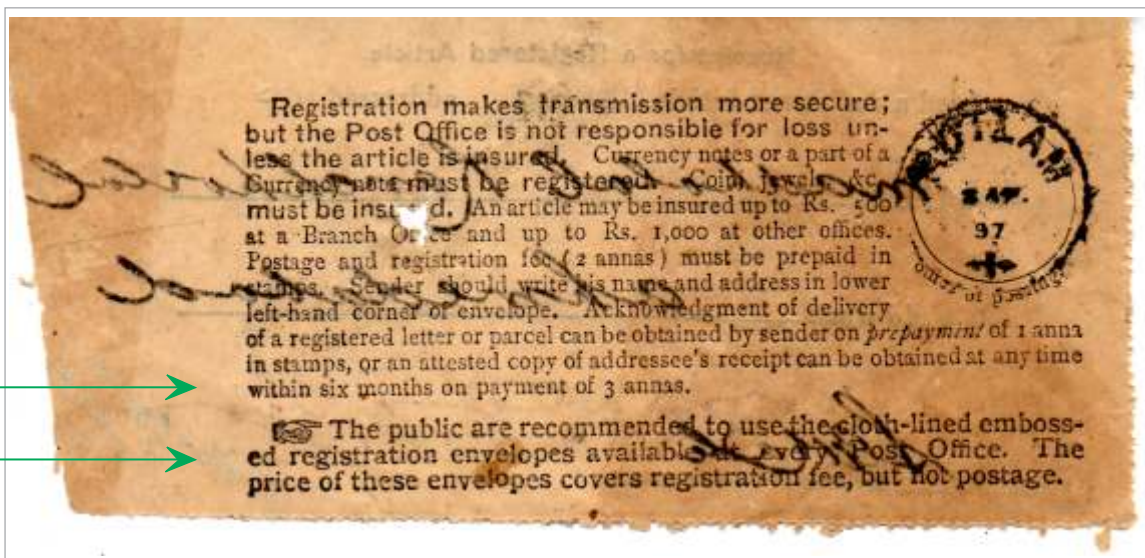
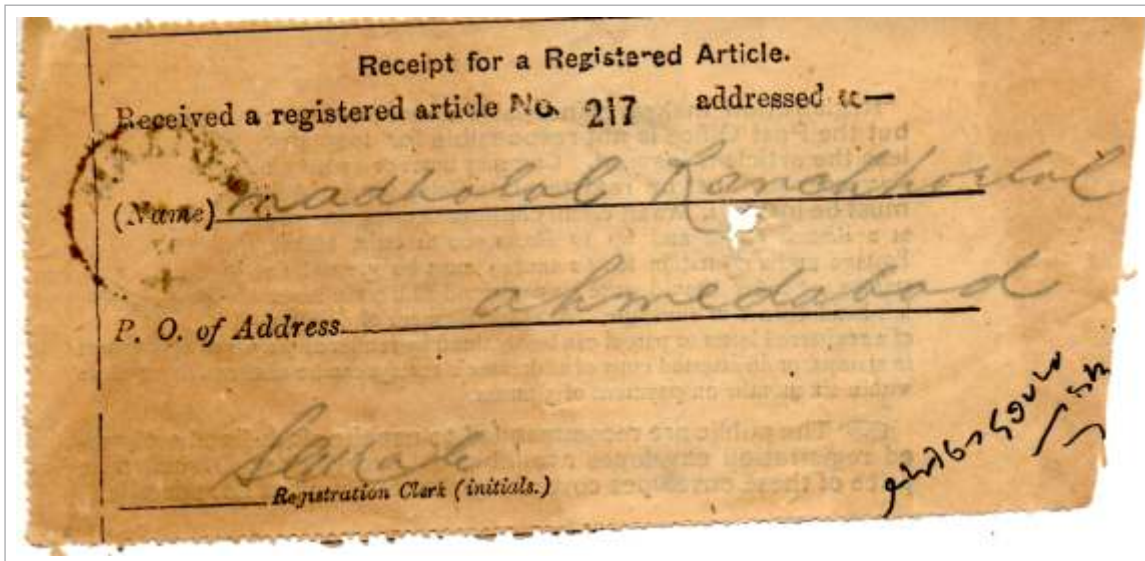
1.	Printed instruction on rear of the long receipt
2.	'INSURANCE' World in all Capital
3.	Recommendation of "Use of cloth lined embossed registration enveloped..."
4.	
5.	



	Post Office	Earliest Date	Latest Date
1.	Bikaner	25/03/1895	
2.			
3.			
4.			
5.			

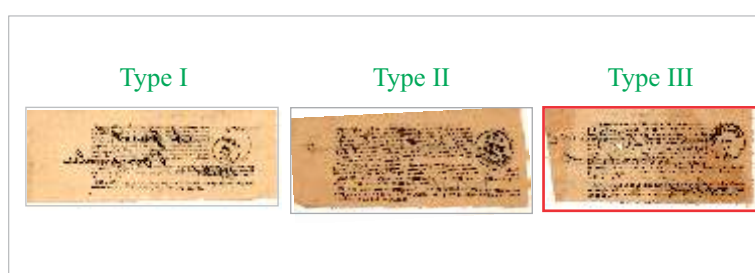
Series	lxb (Size in mm)	150 x 65 (Perf 3 sides)	Year - 1897	\$\$
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Type III



Notes:

1.	No 'Insurance' clause
2.	
3.	
4.	
5.	



	Post Office	Earliest Date	Latest Date
1.		02/04/1897	
2.			
3.			
4.			
5.			

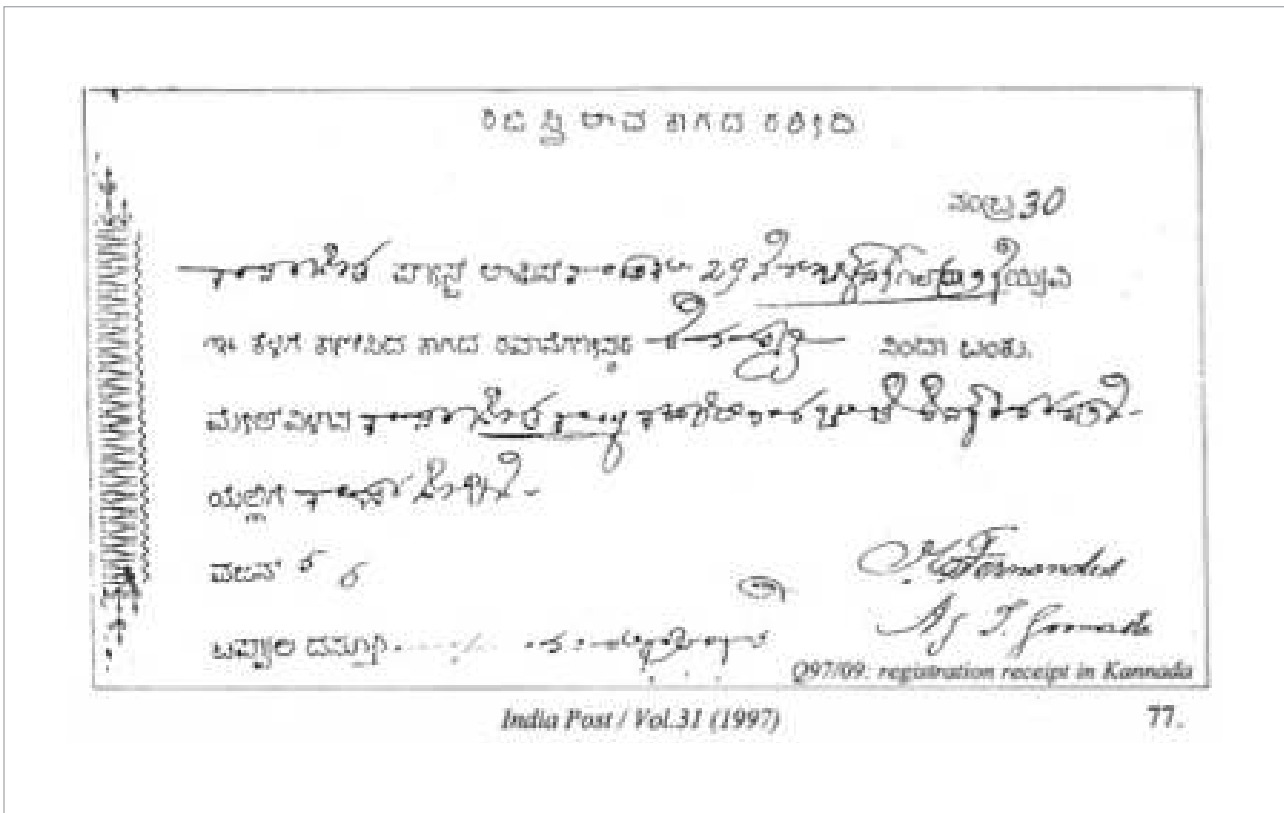
REGISTRATION RECEIPTS IN VERNACULAR LANGUAGES

An 1862 Indian receipt for a registered letter, printed in Kannada type and found among his family papers. Mr Prakash has since been able to supply a translation of the text and the manuscript insertions, the latter being here shown in italics. Some of the characters and words are no longer in local usage, and he had to seek assistance:

“RECEIPT FOR REGISTERED LETTER/ No.30/ Kasaragod Post Office dated 29 March 1856 / the following shown letter received for delivery from Devappa / addressed to Kasaragod Taluk Tahsildar Juje Fernandes / Place Kasaragod / Weight 5/6/ Postage price -1 - One anna”

Note that the year figures 185- are printed, changed to '62, so the form is from the previous decade; the regular system of registration was introduced under the 1854 Act, and it may well date from then. It is not the more familiar form given to the sender, but the one signed on delivery, which should remain in Post Office records. This one perhaps survived, in view of the similarity of names, because it was addressed to the Tahsildar of the Taluk who may have been himself acting Sub Postmaster.

Members at our London meeting had not seen one like it, nor any in languages other than English prior to the 1890s, when general purpose receipts in Hindi are known for use by Branch Postmasters (who were not required to know English). Even senders receipts are comparatively hard to find from the early years; do they also exist in other scripts such as Tamil, Telugu, Marathi?

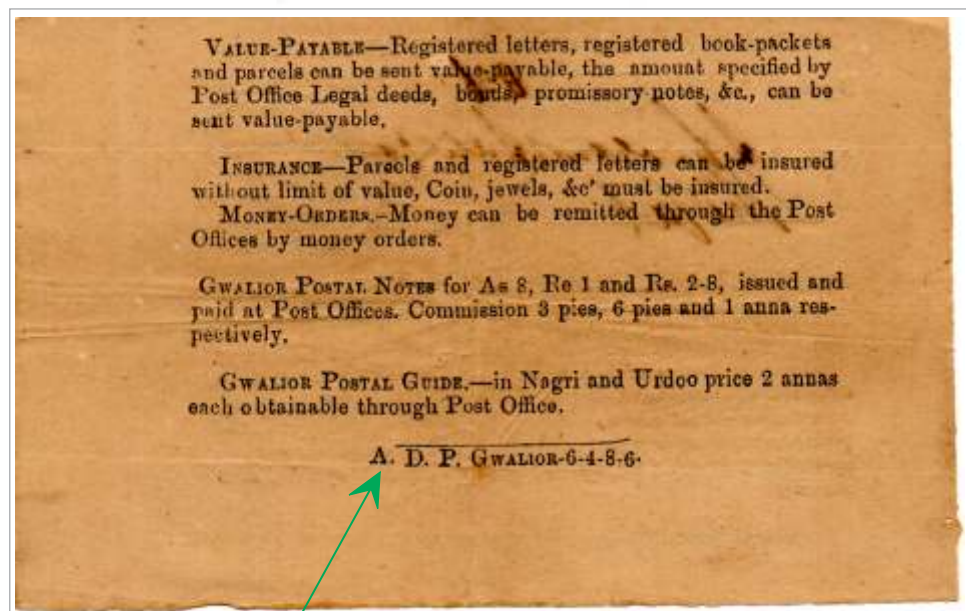
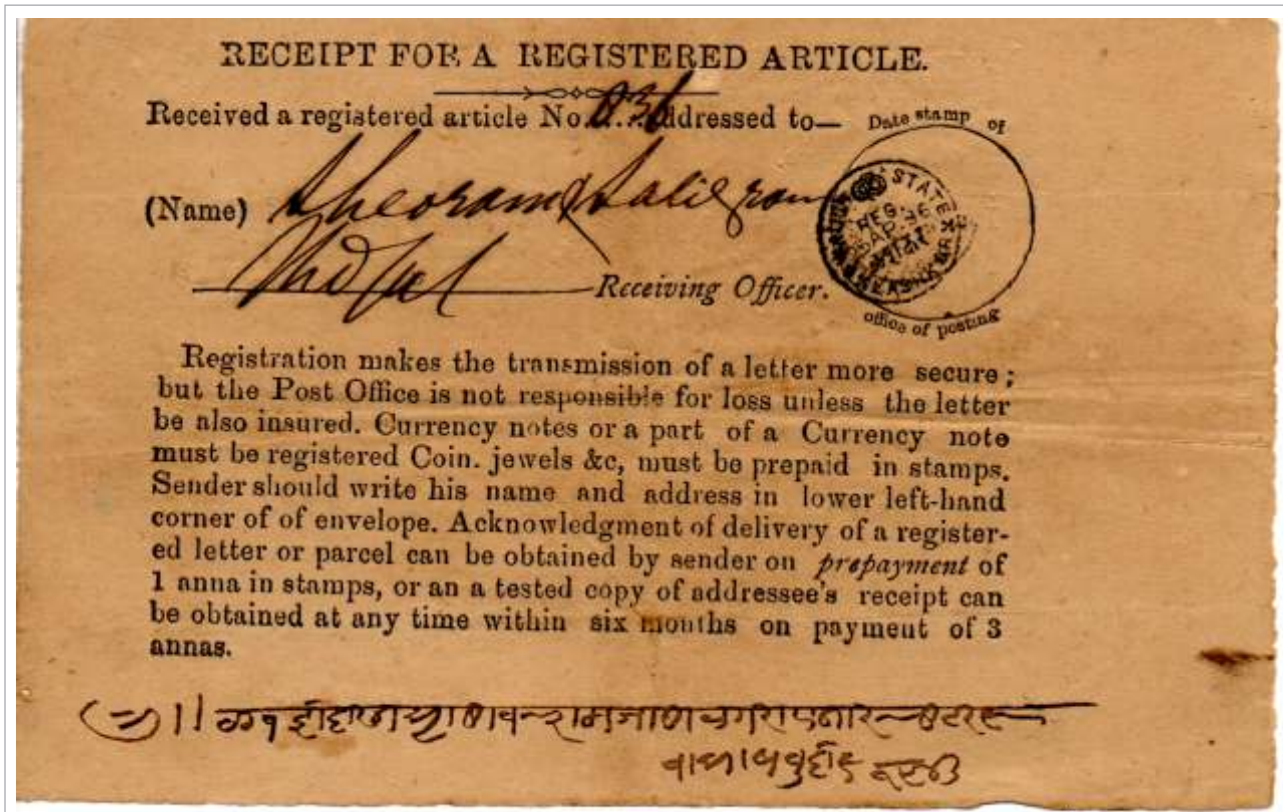


Ref - India Post / Vol.31 (1997)



Indian convention & Feudatory state had their own share of different type of receipts.

Series	GWL	lxb (Size in mm)	165 x 105	Year - 1886	\$\$\$
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Size reduced

Notes:

1.	State Produced
2.	Printer Name : A.D.P. Gwalior 6-4-8-6. (?)
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Gwalior State	05/04/1886	
2.			
3.			
4.			
5.			

Insured Registered

V.P. Registered (COD)

Parcel Registered

Insured Registered

Insured registered letter receipt to be given to the sender.

No. 6  
 Date 2/10/79  
 Weight 702

Value insured.  
 Rs. 600



Received from

Name P. Anurattan Pal Ram  
 and  
 address.

Addressed to

Name Johnee Ram Harmonal Bny  
 and  
 address. Calcutta

Description of Contents as declared by the sender.

DETAILS OF CURRENCY NOTES.			Description of articles other than Currency Notes.	Value in Rupees.
Serial Letter.	Number.	General Number.		
			Bayobhim 2 Gold	175
			Batta 2 Du	100
			Rem 11 Du	225
			Additional 1 Du	100
			Bale 6 Du	20
			Add—Value of Currency Notes	...
TOTAL VALUE OF CURRENCY NOTES			TOTAL VALUE FOR WHICH THE LETTER IS INSURED	600

MMSul/m  
 Signature of the Registering Officer.

912022020

Insured Registered

*Extract from the rules for the treatment of insured registered letters and parcels.*

2. The Government will guarantee to the sender the safe transit of insured registered letters and parcels, and will give compensation to him, within the insured value, for any actual loss occurring in transit from any cause whatsoever, except in the cases described below.

The excepted cases are as follows:—

- (1).—Miscdelivery arising out of incorrectness or incompleteness of the address written by the sender.
- (2).—Wrong declaration or fraud on the part of the sender or addressee.
- (3).—When the receipt or acknowledgment has been signed by the addressee or his agent: it being understood that the addressee shall fully examine the outward appearance of the letter or parcel before signing the receipt or acknowledgment. By the term agent is meant not merely a person specially authorized by the addressee, but any servant or other person connected with the addressee's household or business establishment, who is accustomed to sign the receipts for registered letters or parcels arriving to his address. Any person who wishes to restrict the delivery of insured articles arriving to his address may do so by communicating with the post office.
- (4).—When the sender does not give intimation of loss within three months from the date of posting.
- (5).—In cases of damage as distinguished from loss; it being understood that the sender is responsible for the proper packing of articles liable to damage so as to provide sufficient protection for them.
- (6).—When there is no visible damage to the envelope or other covering or seals: it being understood that the sender must so pack the letter or parcel that its contents cannot be touched without visible damage as aforesaid being caused.

3. The compensation will be payable one month after the date on which intimation of loss is given by the sender to the post office except in cases in which the post master general or chief inspector of post offices may consider that the circumstances demand the withholding of payment pending enquiry.

4. An acknowledgment signed by the addressee will in ordinary course be transmitted to the sender: and in the event of the acknowledgment conveying the intimation of loss or of the non-receipt of an acknowledgment within three months he is expected to give intimation to the post office.

5. The sender shall on receiving compensation make over in writing to the Government the whole of his rights in the lost property, and shall give all information necessary to facilitate the search for it.

6. No letter or parcel may be insured for an amount greater or less than the actual value of its contents as certified thereon by the sender. Letters and parcels may be insured without limit as to value. The weight of an insured parcel may not exceed the usual limit of 2,000 tolas: and in respect of size also it will be subject to the ordinary conditions mentioned in the postal guide.

7. The charges for insurance will be as follows:—

When the value certified does not exceed Rs. 10	1 anna.
" " " " " 25	2 annas.
" " " " " 50	4 "
" " " " " 75	6 "
" " " " " 100	8 "
and 8 annas for every additional rupees 100 or fraction thereof.	8 "

\* Specimen of declaration to accompany the letter or parcel.

This letter (or parcel) addressed to—  
Major G. H. Grantly,  
15 Hussars,  
Muttra,

is declared by us, the senders, to contain the following articles, viz.:

A gold ring value	Rs.	110
Three gold studs value	Rs.	72
and currency notes —		
No. $\frac{E}{1 \frac{1}{2}}$ 40349	Rs.	30
No. $\frac{G}{7}$ 60339	Rs.	10
No. $\frac{I}{2 \frac{1}{2}}$ 68441	Rs.	5
	Rs.	35
	Rs.	35
	Rs.	217

(Signature) HAMILTON & Co.,  
8, Old Court House Street,  
Calcutta.  
Dated 19th March 1878.

† Specimen of writing the certified value on the envelope.

Certified value two hundred and seventeen (217) rupees.  
Major G. H. Grantly,  
15 Hussars,  
Muttra,

8. The prepayment of postage, and in the case of letters registration fee, is compulsory and must be made in stamps affixed to the article. The prepayment is also compulsory and must be made in cash to be tendered with the article. Thus a letter weighing (say) 3-4ths of a tola and insured for rupees 1,000 must be prepaid with stamps to the extent of one anna for postage and four annas for registration (the total prepayment by stamps thus being five annas) and in presenting it at the post office it must be accompanied by rupees five in cash for insurance. Similarly a parcel weighing (say) 110 tolas and insured for rupees 1,000 must be prepaid with stamps of the value of one rupee for postage and accompanied by rupees five in cash for insurance.

9. A written declaration\* stating the nature and value of the contents must accompany each registered letter or parcel tendered for insurance, and if currency notes form the contents or part of the contents thereof, the serial and general numbers as well as the value of each note must be written in the declaration. The signature and address of the sender must be added. This declaration will be recorded in the post office.

10. The declared value must also be certified by the sender in figures and words immediately above the address on the envelope or cover of the letter or parcel: no correction or erasure is permissible in the writing or figures of the amount certified.

11. Any person making a false certificate will be liable to the penalty under section 43 of the post office act of 1866 as well as to penalties for cheating under the penal code.

12. Registered letters and parcels intended for insurance must be presented at the window of the post office. The hours for their reception will be the ordinary registration hours which with a few exceptions are from 7 to 8 A.M., and from noon to 5 P.M. They will not be received at all on sundays.

13. Registered letters and parcels intended for insurance should be closed as follows:—

In case of letter if the cover be an envelope of the ordinary kind as represented on the margin, it should be of strong paper having seals



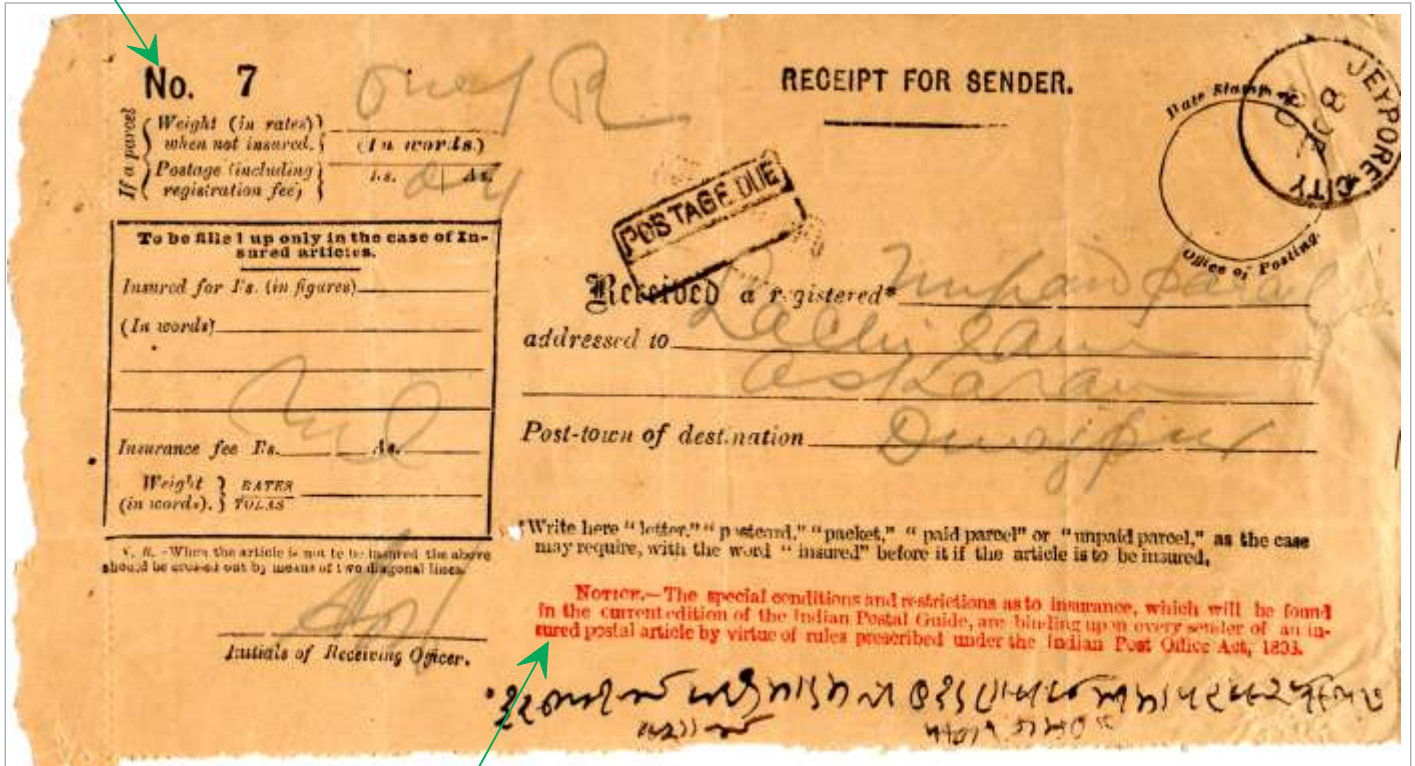
on the flap point in the centre and on each of the four corners with distinct impressions of some device other than that of a current coin. If the cover of the letter be other than an ordinary envelope of the kind referred to above, it should be of strong paper or other substantial material, the seals being placed along each fold or seam not more than two inches apart. A parcel should be securely packed in cloth, wax-cloth or tin, and if it is packed in cloth or wax-cloth, it should bear similar seals at intervals not exceeding three inches along each line of sewing.

As a further precaution it is recommended that in closing an envelope containing only paper enclosures the flaps should be closed with paste as well as with seals and that a needle and thread should be passed through the envelope and its contents, the knot of the thread being placed under the central seal: a specimen of an envelope closed in this manner can be seen at the post office. Letters and parcels not fulfilling the required conditions will not be insured.

14. "Value payable" parcels, i. e., parcels the value of which is realized from the addressee and paid to the sender under the postal notice of 1st November 1877, may also be insured, insurance however renders the prepayment of postage and the insurance fee compulsory. When a "value payable" parcel is insured, the sender will receive from the post office two receipts, viz., a value payable receipt and an insurance receipt.

Series	lxb (Size in mm)	200 x 110	Year - 1900	\$\$
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Insured Registered



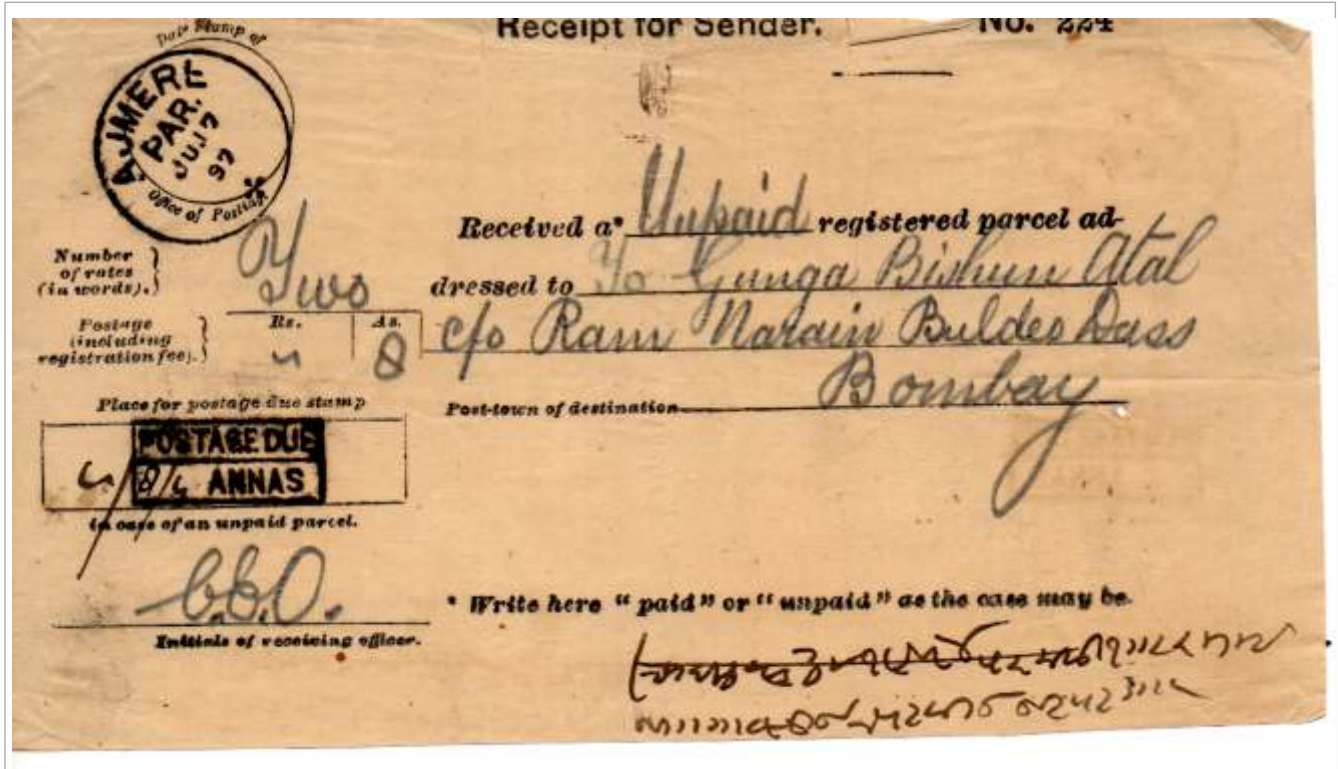
Size reduced

Notes:	
1.	Bi-coloured Receipt (Red + Black Ink)
2.	Registered - Unpaid parcel, with postage due H.S.
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Jeypore	08/12/1900	
2.	Hyderabad	28/01/1900	
3.			
4.			
5.			

Series	lxb (Size in mm)	Year - 1897	\$\$
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Parcel Registered



Notes:

1.	
2.	
3.	
4.	
5.	

	Post Office	Earliest Date	Latest Date
1.	Ajmere	17/07/1897	
2.			
3.			
4.			
5.			

# Appendix I

## R U L E S

RELATING TO THE

## REGISTRATION OF LETTERS

SENT THROUGH THE

**Post Office.**

*Approved of by the Hon'ble the President of the Council of India in Council on the 10th August 1855.*

1. THE system of Registration is applicable to all descriptions of Letters without distinction, but in the case of Letters for Foreign Countries from India, extends only to the port of despatch.

2. A Post-master, Deputy Post-master, Receiver, or other Officer, on being applied to register a Letter, will demand a Registry Fee of Four Annas, and will write distinctly, on the front of the Letter, "*Registered Letter*;" he will also stamp the Letter plainly, and enter the address and number of it on the left hand side of the Receipt Book with which he is furnished; he will next enter the number and address of the Letter upon the Receipt, so as to correspond with the entry in the counterpart. The Receipt will then be stamped with the dated Office Seal, torn out of the book, and given to the Poster.

3. The Registration Fee of Four Annas must be paid before a Receipt is given.

4. The full address of Registered Letters must be entered on the Letter Chellaun, and the Letter itself must be enclosed in one of the green printed covers that are furnished for the purpose.

5. This green cover must be enclosed, unsealed, in the Bag or Packet addressed to the Delivering Office, or, when a Sorting Office intervenes, in the Packet in which Letters for the Delivering Office are usually sent.

6. No Letter can be received in order to be registered, unless it is brought to the Post Office half an hour before the closing of the Box for the particular Mail or Bag by which it is to be despatched.

7. When, from any cause, a Registered Letter cannot be delivered, it must be sent back, without delay, with the original green cover, to be returned to the sender. When a Registered Letter has to be re-directed, and forwarded, the original green cover must be returned to the Office of Despatch, and the Letter sent to its new address with a fresh cover. The full direction of the Letter must also be entered in the Letter Chellaun with which it may be forwarded.

8. On the delivery of a Registered Letter to the party to whom it is addressed, a Receipt in duplicate must be taken by the Delivery Person or Letter Carrier, one of which Receipts must be returned to the Posting Office by the first Post, the duplicate must be carefully preserved by the Post-master of the Delivering Office as the voucher for the safe delivery of the Letter: he will be held responsible for it if he cannot, when required, produce the Receipt as proof of the delivery.

9. The portion of the cover returned to the Posting Office must bear a clear impression of the dated Office Stamp, showing the day on which the Registered Letter reached the Post-master's hands: it may be sent open in the Bag or Packet.

10. No Letters can be refused to be registered, provided they are posted in sufficient time, and the Registration Fee is paid in advance, and that the other Regulations in force with each class of Letters are duly complied with.

11. Any neglect of these Regulations, which shall involve the loss of a Registered Letter, will not only render the party guilty of



such neglect liable to be called on to make good the amount of the loss sustained in consequence, but will be punished by dismissal from the Service.

12. That there may be no misconception as regards the course to be pursued with Registered Letters, it must be distinctly understood, *that the person to whose possession such Letter is last traced will be held responsible for it, as a matter of course, until he shall have discharged himself of the responsibility by a satisfactory explanation.*

13. It will therefore be necessary for every Officer, on opening a Bag or Packet, immediately to seek the Letter Bill, and in the event of a Registered Letter being entered on it to certify its arrival, by attaching his initials to such entry; he will then place the Letter in its proper channel for disposal, taking an acknowledgment, by initials or otherwise, from the person into whose hands it may be given for delivery or despatch; each Officer who may receive the Registered Letter will pursue the same course, until it reaches the party for whom it is intended, when the usual Official Receipt is obtained on its delivery.

14. Should any entry be made on the Letter Bill of a Registered Letter, and such Letter (although it ought from its being separate from the others to be distinctly seen) cannot be found in the Bag, the opener of the Bag must immediately report the circumstance calling in, if possible, another person to verify the fact, before he has touched the other Letters.

15. With regard to the despatch of Registered Letters, the same precautions must be observed, the Clerk who receives the Letter for despatch from the Poster must obtain a discharge from the Officer to whom he delivers it, and this Officer, and all others through whose hands it may pass, must pursue the same course. The Despatching Clerk will enter the Letter on the Bill, carefully checking it into the Bag or Packet, and will be only exonerated from his liability by the signature of the Receiving Clerk at the Office to which the Bag is addressed.

16. Every irregularity connected with Registered Letters must be instantly reported to the Inspecting Post-master, and by that day's Post to the Post-master General, in order that innocent parties may not be involved in heavy responsibilities, which in reality do not attach to them.

17. Each Post-master will be responsible that every party employed in any Office in his Division is made acquainted with these Regulations, and will take their signatures as an acknowledgment of having perused and understood them.

## Appendix II

### PO Guide 1873

#### CHAPTER IV. REGISTRATION OF LETTERS.

##### Conditions of Registration.

1. Letters and newspapers may be registered in any post office, provided that the registration fee of four annas, and the postage, are fully prepaid, by means of stamps. The mode and conditions under which parcels, as well as foreign post packets of books or patterns, are transmitted having already been explained in Chapter II relating to parcels, no reference to them will be made in this chapter.

##### Hours of Registration.

2. Covers can be registered only if they are tendered at the window. They are received at all post offices every day, Sundays excepted, from 7 A.M to 8 A.M., and from noon to 5 P. M. On Sundays they will ordinarily be received from 7 A.M to 8 A.M., and one other hour which will be fixed by the inspector or independent postmaster. Registered covers intended for despatch by a particular mail must be presented at the post office at least half an hour before the hour fixed for the closing of the mail. If brought after that time they will be stamped "Too late" and retained for the following mail.

##### Sender's name and address.

3. The sender of a registered cover is not bound to give his name, and address, but the postmaster should always ask for it (if it is not given on the cover or otherwise) in order to its being recorded, so that, if the cover miscarries or suffers damage in transit, or cannot for any other reason be delivered, intimation may be given to the sender.

##### Instructions for Office of Despatch.

4. On receiving a letter for registration, the postmaster will in the first place see that the postage and registration fee are fully prepaid. He will then obliterate the postage labels with the combined obliterator and dated stamp (where such is used), or with the single obliterator. If the address be in the vernacular, and if the cover has to pass through a sorting office, he will write the name of the office of destination clearly in English in red ink. There should then be impressed on the back of the cover the registered stamp described in Chapter VIII, Section II. He should then weigh the letter carefully, entering the weight in tolas and eighths of a tola in the space of the stamp impression marked W. He will then enter the name of the post office in the space marked O, the registration number in the space marked N, and the date and month in the space marked D. In the larger offices the stamps used will have the name of the office cut thereon.

##### Book of Registered Letters despatched.

5. The next step will be to make the entries in the book of registered letters despatched (Form IV 1 ). The receipt for the sender (Form IV 1 a ) should be first made out, initialled, stamped and handed to the person waiting for it. The counterfoil (Form IV 1 b) Can then be filled in.

##### Numbering of & Registered Letters.

6. The registered letters will be numbered in a consecutive series, commencing from the 1st April of each year. In large post offices where the number of registered letters despatched annually exceeds 10,000, the series of numbers should commence afresh on the first of each month.

#### Documents to accompany the Letter.

7. The duplicate receipts which are to accompany the cover should then be prepared. These receipts are on one sheet of yellow paper, the form of which is given in (Form IV2 ).

#### Letter to be tied will twine.

8. The letter will then be tied with green twine, as per diagram on the margin, and the receipts having been folded up, will be placed with the letter inside the twine. The letter is then ready for despatch, and should be placed under lock and key till the time for closing the mails.

#### Despatch of Registered Letters.

9. When the mails are about to be closed the registered letters will be entered in the chalan (Form I1 or I1a) by the postmaster or registration clerk or the despatcher in the presence of the postmaster; the total number of covers should be written in figures and letters, under a line drawn immediately below the entry of the last letter and attested by the signature in full of the officer who supervises the preparation of the mail. The registered covers must be tied together, and the ends of the twine fastened by sealing-wax to the chalan.

#### In large Offices separate packets to be made.

10. In large offices where the number of registered letters despatched is considerable they should be sorted and made up in separate packets or bags, with the lower half of an ordinary chalan (Form I1), or one or more sheet lists (Form I 1 b) inside showing the addresses, &c., and with the number of covers and the amount of unpaid postage due (if any) marked on the outside. In preparing the letter chalans (Form I1) the postage due on registered covers will be included with the postage due on ordinary covers, the amount being obtained from the figures outside the packet and entered in the upper portion of the letter chalan; the entry in the lower half will be merely for the closed packet to registered covers without details. The closed packet will be fastened to the chalan by twine and sealing wax. Registered letters should never be allowed to go into the hands of sorters, or of any one else than the postmaster or deputy postmaster or the responsible registration clerk or clerks.

#### Instructions for Transit Offices.

11. Registered letters received in a sorting packet must be taken out by the postmaster or deputy postmaster himself. He will examine and re-weigh each cover, stamping it with the octagonal dated stamp, noting the exact weight in the chalan and making any remarks that may be necessary on it. The letters will be entered in the book of registered letters received in transit (Form IV 3), any remarks made on the chalan being also copied into this book. In large offices where clerks are permitted to-do the work, the receipts only need be made over to them; they will make the entries in the transit register from them, the letters being kept under lock and key by the postmaster. In the despatch of registered covers from sorting offices Rules 9 and 10 will be observed.

#### Instructions for Receiving Offices.

12. Registered letters received in a station packet must be taken out by the postmaster himself. He will examine and re-weigh each letter, stamping it with the round dated stamp, noting the exact weight, and making any remarks necessary in the chalan (Form I1 ). The requisite entry will then be made in the book of registered letters received for delivery (Form Iv4), all remarks which have been made in the chalan being copied therein. In large post offices where a clerk is permitted to write the receipt register, the receipts only should be given to him; he can make the requisite entries from them and the lower portions of the chalans, the letters remaining under lock-und key.

#### Office number to be entered in Receipts

**13.** The office number given to each cover in this book, will then be entered in the appropriate place in the duplicate receipt (Form IV 2). The numbers will be in one consecutive series, commencing from 1st April of each year. In large offices where the number of registered letters received annually exceeds 10,000, the series of numbers should commence afresh on the first of each month.

#### Receipts to be stamped.

**14.** The two receipts should then be stamped, folded up, and placed with the letter, which is now ready to be made over to the peon. If there be not an immediate delivery, it should be kept under lock and key till the time for delivery comes.

#### Receipt of Peon to be taken.

**15.** When the letter with the two receipts is made over to the peon; his receipt should be taken in the appropriate column of the "book of registered letters received" (Form IV 4).

#### Mode of distributing Letters to Peons in large Offices.

**16.** In large offices where the number of registered letters received is considerable, and where they are distributed to the peons by a separate establishment, it will be convenient on the arrival of registered letters to write at once the address of each on a slip of paper and give the slips out for distribution to the peons. These slips will be brought receipted by the peons, before leaving the office, and in return for them they will receive the registered letters. In this way the work of the registration department can proceed simultaneously with the work of distribution. When this plan is adopted, the slips signed by the peons will take the place of the signature otherwise taken, in the book of registered letters received, the slips being filed for reference.

#### Receipts of illiterate Addressees.

**17.** In the case of delivery of letters to an illiterate addressee, the addressee should be required to make a mark on the receipt, and the peon should record thereon under his signature a remark to the effect that the addressee cannot write, and he has consequently attached his mark in substitution for a signature. The postmaster should observe all receipts so signed and check any apparent abuse or fraud by making such inquiry as may be necessary.

#### Disposal of Addressee's Receipt.

**18.** The peon must get the addressee's signature on both the receipts; and when these are brought back duly signed, one of them (the duplicate) should be filed in a guard book in the order of the office serial numbers, and the other (the original) should be returned by the first mail to the office of despatch. The receipts should be returned in envelopes, all those sent to the same office being put in one envelope. When the receipt reaches the office of despatch, it will be pasted in the book of registered letters despatched (Form IV 1) in the space "C" assigned for that purpose.

#### Registered Letters intended for delivery from a Branch or District Post Office.

**19.** All registered letters intended for delivery from a branch or district post office must be forwarded in the station packet of the head office, and the head office will deal with them exactly as if they were delivered direct, the letter with attached receipts in duplicate being forwarded to the branch or district office and a note to that effect made in the book of registered letters received (Form IV 4).

Letters tendered for Registration at a Branch, a District Post Office or Receiving House.

**20.** Letters tendered for registration at a branch or district post office or at a receiving house, will be forwarded for formal registry to the head office. All that the branch or district post office or receiving house will do, is to give a receipt to the sender, (Form IV 5a) retaining a memorandum for record (Form IV 5c) and sending another (Form IV 5 b) with the registered letter to the head office. For this purpose, branch office book of registered letters despatched (Form IV 5) will be supplied to each branch or district post office or receiving house. The forms in this book contain full instructions for their use. The middle form marked B is the one to be sent head office, and on receipt, the head office will enter its own number, date, & (in the place assigned) and then paste the form on its own book of registered letters despatched (form IV 1) over the form marked B.

The letter will then be Stamped with the registration stamp of the head office, and treated in all respects like a cover tendered there for registration, except that when the addressee's receipt arrives, it will, instead of being pasted in the space C of the book of registered letters despatched, be forwarded to the branch or district post office or receiving house in which the letter was originally posted, a note to that effect being made in the space C. When the addressee's receipt reaches the branch or district post office or receiving house it should be pasted on the book of registered letters despatched so as to lie over the office record relating to the despatch of the letter.

#### Re-direction of Registered Letters.

**21.** When a registered letter is returned by a peon or from the "subordinate delivery as undeliverable, the original weight should be carefully tested. If it has to be redirected, the name of the revised office of destination should be written on it in red ink by the postmaster. The postage due stamp should be impressed on it, and the re-directed postage, calculated at the ordinary prepaid rates, written into the space within the stamp. Fresh receipts should be made out to accompany the letter; they will be copies of the receipts received with it, the name of the office of re-direction being written across. The original receipt received with the letter should have a remark written across it indicating the office to which the letter has been redirected, and the date of re-direction, and attested by the signature of the postmaster or deputy postmaster; it should be forwarded to the office of original despatch. The duplicate receipt with similar remarks written on it should be filed in the appropriate place in the guard book. A note should also be made in the register of registered letters received (Form IV 4) giving the date of re-direction and the office of revised address. When the letter reaches its revised address and is delivered, the original receipt signed by the addressee will be forwarded to the office of original despatch where it will be filed with the receipt received from the office of re-direction in the appropriate space C in Form IV 1 .

Compulsory Registration of certain Letters.

**22.** Inland letters which contain coin, currency notes, &c., (see Postal Guide) must be registered, and any such cover when found unregistered in the letter box or among the mails either passing in transit or received for delivery, should be taken to the postmaster for the purpose of registration. It should then be dealt with in the same way as a cover presented by the sender for registry, postage being charged at the usual rates less the value of any stamps borne by it, and a fine of eight annas in addition to any postage that may be due being taxed on it. The amount due for postage and the fine should be separately entered on the cover in red ink immediately below the registration stamp. In form - A of the book of registered letters despatched, (Form IV 1) under the head "Sender's name" should be entered the words " From letter box" or from packet" and also the words "Believed to contain." The same words should be entered on the duplicate receipts (Form IV 2).

#### Registration of Newspapers.

**23.** It is seldom that newspapers are tendered for registration, but when tendered fully prepaid at newspaper rates with the registration fee of four annas, they should be registered in the same way as letters, the word "Newspaper" being substituted for that of "Letter" in the forms.

#### Registration of Letters to Foreign Countries.

**24.** Letters can be registered to those foreign countries for which registration rates are given in the foreign postage schedule. In some cases, a separate registration fee is chargeable, and in others double postage is charged. In all cases the amount due for postage and registration must be fully prepaid. The registration of letters for foreign countries will be carried on exactly in the same way as that of inland letters; except that the receipts to be signed by the addressees will be signed and returned from the office from which the registered covers are forwarded by sea. The weight should be entered in tolas and eighths of a tola as in the case of inland letters.

#### Registered Letters which cannot be delivered.

**25.** When a registered letter cannot be delivered, and the residence of the addressee is not known, it should be entered in the list of unclaimed letters, and on expiry of the usual period of three weeks, should be forwarded to the dead letter office with fresh receipts; the receipts which accompanied it being disposed of as prescribed in the case of a re-directed letter, and a note being also made in the register of registered letters received (Form IV 4). If the addressee's residence be not known in the dead letter office, the cover will be forwarded to the office of original despatch for delivery to the sender. If the office of original despatch does not know the name and address of the sender, the cover should be returned to the dead letter office

#### Registered letters which are refused.

**26.** On registered letters which are refused, the word "Refused" should be written in red ink on the face: or in large offices they refused stamp should be impressed on the face in black ink. Intimation should be given to the office of original despatch in the same way as prescribed above, and the cover with two fresh receipts should be forwarded to the dead letter office; a note to that effect being made in the book of registered letters received (Form IV 4). The dead letter office will forward the letter to the office of original despatch to be delivered to the sender. If the sender is not known to the postmaster, he will return the letter to the dead letter office.

#### Registered Letters missing or tampered with.

**27.** When a registered letter is missing or has been tampered with, the postmaster must immediately report the circumstances to be inspection and the Postmaster General and also to the offices of despatch and destination. Further instructions on this point will be found in Chapter XIV "INVESTIGATIONS" The Postmaster General will, without delay, inform the Director General of the loss of, or reported tampering with, a registered letter, and on completion of the enquiry will report the result.

#### Responsibility of Government.

**28.** Although under Section 65 of the Post Office Act, the Government is not responsible for any loss, even in the case of a registered letter, every effort must be made to trace the delinquent, and if there has been any irregularity or negligence in dealing with such letters, the officers in fault will be severely punished and, if necessary, held responsible for the value of the contents.

### Return of Addressees' Receipts.

**29.** There can never be any excuse for delay on the part of the office of destination in returning the receipts for registered letters, and it is the duty of every postmaster or deputy postmaster who does not receive receipts punctually to report the fault of the office which ought to have returned them. Any unusual delay in returning the receipt signed by the addressee should be noticed, the office of destination should be called on for explanation, and the circumstance reported to the inspector to which the office is subordinate and the Postmaster General of the circle in which it is situated. In all such cases a note of each call and each report should be written in the book of registered letters despatched (Form IV 1). An inspector when inspecting a post office must carefully examine the book of registered letters despatched, and take notice of any failure on the part of the postmaster or deputy postmaster to report the negligence of post offices in not returning receipts. He will also Examine the receipts of addressees for letters received and delivered or re-directed and satisfy himself that an acknowledgment for every cover entered in the register of registered letters received (Form IV 4) is on record.

### Officers by whom duties to be performed.

**30.** Whenever it is stated in this chapter that certain duties must be performed by postmasters or deputy postmasters, it will be understood that in the case of Presidency post offices the duties connected with registration are performed by a separate establishment the head of which is primarily responsible for them; but this does not relieve the postmaster from the responsibility of supervising and controlling the working of the registration branch of his office. In other large offices the registration duties may be made over under the same conditions to a separate registration establishment with the special permission of the Postmaster General; but such permission will not be granted unless it can be shown to be clearly expedient and without risk.

### Senders may inspect Addressees' receipts

**31.** Applications made by the senders of registered letters for inspection of the addressees' receipts may be complied with.



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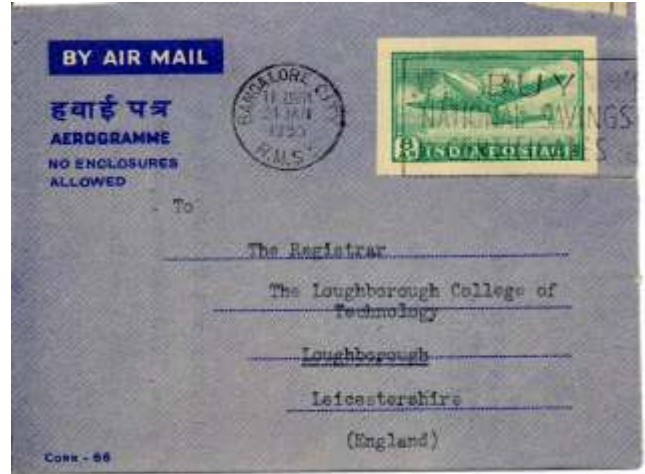
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