

CHAPTER XX

CONVEYANCE OF POSTAL MAILS

20001. Half yearly programmes.- Postal mails are carried either in reserved accommodation allotted to the Postal Department on certain trains or in the charge of Guards and Mail Peons. In January and July each year half-yearly programmes for the conveyance of mails under both systems are drawn out. Despatches not covered by these programmes are also arranged as and when necessary.

20002. Reserved Accommodation :- (a) Reserved accommodation as referred to in para 20001 above must be arranged Separately for the Postal Department.

- (b) Returns of the accommodation, supplied on the 21st January and 21st July each year (from midnight to midnight) must be submitted by each concerned station to the Divisional Railway managers within three days of the statistical days and must indicate :-
- (i) stations from and to;
 - (ii) number and description of trains;
 - (iii) number and description of vehicles;
 - (iv) extent of accommodation supplied, i.e. seating capacity and length of the compartments; and
 - (v) Proportion of space allotted (calculated) in accordance with the following table :-

Broad Gauge

Full Van	- 28'-0"
$\frac{3}{4}$ Van	- 21'-1"
$\frac{1}{2}$ Van	- 14'-6"
$\frac{1}{4}$ Van	- 6'-10"

A bogie van of any gauge shall be considered equal to two four wheeled vans of the same gauge.

Other Gauges

Full Van	- 18'-6"
$\frac{3}{4}$ Van	- 14'- $\frac{3}{4}$ "
$\frac{1}{2}$ Van	- 9'-7 $\frac{1}{2}$ "
$\frac{1}{4}$ Van	- 6'-0"

Note 1. Partially fitted vehicles for Postal Department :- If the space allotted to the Post and Telegraph Department is in between the two standard lengths as laid down above the conversion of the same in terms of vehicles is to be made on the basis of next higher length. In case, however, the requirements of the Post and Telegraph Department do not exceed the standard lengths but the vans are built of a slightly higher size to meet Railways own convenience regarding structural arrangements, the additional length should be foregone.

2. If 21st January or 21st July happen to fall on Sunday or Holiday, the dates following these dates will be the statistical day for preparation of returns.

- (c) The returns referred to in sub-para (b) above must be consolidated by Divisional Railway Manager and forwarded to FA and CAO, Traffic Accounts (Coaching), through COM, Gorakhpur.

20003. Extra Reserved Accommodation.- (a) When accommodation in excess of that ordinarily supplied according to the programme is required by the Postal Department, the Postal Official concerned shall present a requisition form written out in triplicate. The three copies of this form shall be dealt with as follows :-

- (i) Two copies shall be made over to the Station Master who shall arrange to provide the additional accommodation required. This copy shall be submitted by the Station Master to the Divisional Railway Manager after endorsing on it the number and description of the carriage in which accommodation is asked for and the extent of the accommodation that can be supplied, i.e. the seating capacity of the compartment;
- (ii) Out of the two copies, one copy bearing the Station master's acknowledgement and remarks shall be forwarded by the Divisional Railway Manager after endorsing on it the number and description of the carriage and the extent of accommodation recommended, i.e. the seating capacity of the compartment to COM, Gorakhpur and one copy be retained by DRM as office record.
- (iii) One copy shall be retained by the postal official for submission to the office of the Superintendent, Railway Mail Service (R.M.S).
- (iv) On receipt of the above requisition, COM will sanction the space allotted for postal deptt. and issue instructions to all concerned with a copy to Postal deptt.
- (b) After the close of each month, Divisional Railway Manager shall submit to Deputy Chief Accounts Officer, Traffic Accounts (Coaching), through COM, Gorakhpur, a statement detailing the following particulars regarding extra reserved accommodation supplied on requisitions, so as to reach the Accounts Office not later than 25th of the following month :-

- (i) number and date of requisitions;
- (ii) stations from and to;
- (iii) number and description of trains;
- (iv) number and description of vehicles;
- (v) extent of accommodation supplied i.e. seating capacity and length of compartment; and
- (vi) proportion of space allotted to the Postal Department.
- (c) This statement must be accompanied by copies of the relevant requisitions received from the forwarding and destination stations vide sub-para (a) above.

Note

- (1) A bogie van is equal to two four wheeled vans.
- (2) Part accommodation provided in non-postal vehicles shall be calculated as follows :-

Broad Gauge**Length of Compartment****Proportion of space allotted**

Upto 5' - 8"	1/6 Van
5' - 9" to 8' - 0"	1/4 Van
8' - 1" to 10' - 2"	1/3 Van
10' - 3" to 12' - 9"	2/5 Van
12' - 10" to 16' - 6"	1/2 Van
16' - 7" to 19' - 10"	2/3 Van
19' - 11" to 22' - 2"	3/4 Van
22' - 3" to 25' - 7"	5/6 Van
25' - 8" to 29' - 1"	1 Van

Any accommodation over 29' - 1" in length will be charged for at the proportion shown as above as applicable to the actual length in question.

Metre Gauge

Upto 4' - 7"	1/5 Van
4' - 8" to 6' - 8"	1/4 Van
6' - 9" to 7' - 1"	1/3 Van
7' - 2" to 8' - 6"	2/5 Van
8' - 7" to 11' - 0"	1/2 Van
11' - 1" to 13' - 6"	2/3 Van
13' - 7" to 14' - 8"	3/4 Van
14' - 9" to 16' - 2"	5/6 Van
16' - 3" to 19' - 2"	1 Van

Any accommodation over 19' - 2" in length will be charged for in the proportion shown above as applicable to the actual length in question.

20004. Regular despatches of Mail Bags in charge of Guards and Mail Peons. - (a) In the case of regular daily despatches in charge of Guards of trains, the mail bags shall be made over to the Station Master by the Postal Department with mail lists in duplicate. These lists shall show the number of bags to be despatched and shall be signed by the despatching agent of the Postal Department. The Station Master shall sign one of the mail lists and return it to the Postal Department, retaining the other list for record at his station. The bags will be entered in the Luggage Summary and the Guard shall sign for them in the signature book. At destination, the Station Master shall take over the bags from the Guard and sign the Luggage Summary. He shall, then enter this in a separate parcel Inward Book, kept apart for the purpose and obtain the signatures of the Postal Official who takes delivery of the bags.

- (b) On certain sections Mail bags are carried daily by Mail Peons travelling on season tickets. This be treated as regular daily service and charged under the half yearly weightment system. Such bags should, therefore, be weighed on the statistical days as specified vide para (c) below and their weight along with that of other mails should be recorded in the mail list in the manner indicated vide para below.

(c) On the statistical day, i.e. 21st January and 21st July (from midnight to midnight) mail lists will be prepared in quadruplicate by carbon process for all mail bags carried in the charge of Guards or by mail Peons. The mail bags tendered with each list will be weighed in the presence of the railway and postal representatives who shall sign all copies of the mail list in attestation of postal representatives who shall sign all copies of the mail list in attestation of the weight. The original and a carbon copy of each mail list must be retained by the railway representative and the other returned to the postal representative. The original copy of all mail lists must be submitted to the Divisional Railway Manager within three days of the statistical day along with a return indicating :-

- (i) names of stations from and to;
- (ii) number and description of train;
- (iii) number of small bags; and
- (iv) weight of mail bags in Quintals (fraction of 5 kilograms being taken at 5 kilograms).

(d) The returns referred to in sub-para (c) must be consolidated by Divisional Railway Manager and forwarded to Financial Adviser and Chief Accounts Officer, Traffic Accounts, through COM, Gorakhpur, along with the relevant mail lists, so as to reach them by the 1st February and 1st August respectively.

20005. Unusual changes in the despatch of Mail Bags.- (a) When a mail bag is presented for the first time to be conveyed daily under the weighment system between stations on the line, for which instructions have not been previously issued, the Station Master must accept and despatch it on a written requisition from the Postal authorities, duly stamped with the Post Office stamp and signed by the Postal official tending it to despatch. The Station Master must take its weight on the first day, and forward the original requisition with the weight noted therein, with a letter giving full particulars to the COM through Divisional Railway Manager. Similarly, when a bag is to be discontinued, of which no previous advice has been given by the COM, the Station Master must obtain a written notice from the Postal Official, take the weight of the bag conveyed on the last day, note it on the notice and forward the letter in original, with a letter giving full particulars to the Divisional Railway Manager who will summarise the statements monthly and send particulars to the COM.

(b) The liability of a Railway Administration as regards Mail Bags carried under the weighment system is the same as in the case of ordinary parcels traffic booked under parcel way-bills. If the Postal Department desire to ensure any Mail Bag containing excepted articles, they must declare the nature of its contents and value, and must pay by credit note, as in the case of public parcels traffic, the usual insurance charges thereon as otherwise, the Railway Administration will not be liable for the loss, destruction or deterioration of the Mail Bag.

20006. Occasional despatches in charge of Guards :- In case of occasional despatches not covered by the regular daily service, the Mail Bags will be tendered as usual with mail lists in triplicate and will be booked by the Station Master in the same way as ordinary parcels. One copy of the mail list will be treated as a credit note and submitted to the Cash Offices along with the day's earnings, charges being entered in the way bills as per rules. Out of the remaining two copies of the mail list, one will be signed by the Station master and returned to the Postal Department and the other retained for record. The copy given to the Postal Department shall serve as a receipt for the bags and no parcel receipt shall be issued. On arrival at destination, the Mail bags shall be entered in separate Parcel Delivery Book and signed for by the postal official who take delivery of them.

20007. Breaches etc. :- (a) When postal mails cannot be conveyed on account of breaches etc. for periods exceeding 14 consecutive days, a detailed report must be furnished to the Financial

Adviser and Chief Accounts Officer (TA) Coaching by the Divisional Railway Manager, through COM, Gorakhpur.

- (b) A similar report must be issued by Divisional Railway Manager when mails are diverted over a longer route for periods exceeding 14 consecutive days.
- (c) In case of any difficulty arising out of the conveyance of mails during the period of interruption, the Station Master or any other senior official will inform the Divisional Railway manager and act according to the instructions received.
- (d) If during breaches and interruptions, it becomes necessary to divert mail to an alternative longer route, it should not be done without the written requisition from the Superintendent, RMS.

20008. Detention to trains :- (a) Trains must not ordinarily be detained for loading mails. Detentions not exceeding five minutes are, however, permitted when requested for in writing by the local postal representatives. In such cases the original memo of the Postal Department must be forwarded by the Station Master to the Divisional Railway Manager along with the daily Station report.

- (b) Guards of trains carrying postal vans or other reserved accommodation for mails must, before giving the signal to start, satisfy themselves that all mails have been loaded.
- (c) Whenever on account of an accident or any other cause the vehicle in which mail is being conveyed has to be detached, the mail must be transhipped to another vehicle and sent onward as promptly as possible.
- (d) Should a fire occur in a vehicle carrying mails, every effort must be made to save the mail bags.

20009. Maintenance of Log Book in Postal Van or Compartment. - (a) In order to ensure prompt attention to defects in the postal vans, such as Train lighting equipment, wax heater and other mechanical defects, the RMS staff in postal vans should be issued with a Log Book for each Postal Van for perusal and necessary action by :-

- (i) The Guard of the train enroute;
- (ii) The maintenance staff enroute;
- (iii) The maintenance staff at terminal station.
- (b) The Log Book should remain in the custody of RMS staff on the coach and handed over to the local RMS staff at terminal station and be thus available to the maintenance staff for perusal and necessary action.
