



RULE Book of Branch Office Rules · Rules 53, 59, 62, 64, 65, 66, 67, 77, 79, 80, 85, 93, 94, 124, 129, 130, 134

Book of Branch Office Rules — Mail Handling, Registration & Accounts

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Dak Sutra Series

LDCE / PS Group B



OFFICIAL PROVISION

Verbatim legal text

PRIMARY SOURCE



BOOK OF BRANCH OFFICE RULES

Mail Handling - Registration & Insurance - Accounts & Remittances — Complete Operational Guide

1. Tampered Bags & Letter Box Clearance (Rules 53, 59)

Rule 53 — Bags Received with Signs of Tampering: If a bag is found with missing cash/articles or signs of tampering:

1. Report immediately to the **Superintendent** and the **dispatching office/section**.
2. Preserve the bag and label (without detaching the seal/cord). Mark them with **initials and the date stamp**.
3. Record the irregularity in the **Error Book**.

Rule 59 — Clearance of Letter-Boxes:

Aspect	Rule
Clearance Time	At hours fixed by the ASPOs/SDI .
Paid Articles	Articles intended for delivery from the branch office itself should be delivered immediately .



Aspect	Rule
Sorting	All other articles are sorted according to the sorting list or set aside for dispatch to the Account Office.
Stamping Rule	Unregistered articles received in sorting for dispatch must NOT be stamped by the Branch Office.
Invalid Stamps	Non-Indian postage stamps cannot be accepted and should not be defaced .


2. Unpaid Articles, Check Slips & Labelled Bundles (Rules 62, 64, 65)

Rule 62 — Unpaid and Insecure Articles:

- **Action:** Open or insecure inland articles found in the letter-box or sorting must be **securely closed**.
- **Taxing:** Stamp with "Postage Due" if unpaid/insufficiently paid. Note the amount due before forwarding.
- **Accounting:** Do NOT credit the unpaid postage amount in the BO Account or Journal (PA-5).
- **Foreign Post:** An article received by foreign post must **never** be taxed with postage by the branch office.

Rule 64 — Check Slips (MS-10): A check slip is a label tied to the top of labeled bundles.

Colour	Used For
 Pink	Ordinary Station Paid and Unpaid Bundle
 White	Ordinary Sorting Bundle (used for both Express and Deferred). <i>Note: Two diagonal blue lines indicate an Express bundle.</i>

Colour	Used For
 Blue (with "Air Mail")	Foreign air mail bundles

Rule 65 — Labelled Bundles:

Bundle Type	Definition & Threshold
Station Bundle	Contains unregistered articles for a particular station. Prepared when articles number 15 or more .
Sorting Bundle	Contains unregistered articles for many stations .
Territorial Bundle	A sorting bundle prepared for a specific state or tract of country. Prepared when articles number 25 or more .
Express Bundle	Requires immediate sorting upon receipt.
Deferred Bundle	Can be disposed of later .

3. Delivery & Postage Taxing (Rules 66, 67)

Rule 66 — Delivery of Unregistered Articles:

- **Stamping:** Unregistered articles received for delivery must be date-stamped on the **back** (except postcards, which are stamped on the **address side**).
- **Redirection:** If given to a village postman/agent for delivery outside the town/village, they must be **stamped again**.
- **Postage Due:** Amounts due on unpaid articles must be entered in the **BO Journal (PA-5)**.
- **Foreign Post:** An article received by foreign post must **never** be taxed with postage by the branch office.

Rule 67 — Postage Taxing at Branch Office:

- BPM must properly tax all unpaid/insufficiently paid unregistered articles **posted at the BO and intended for local delivery**.
- **Registered Newspapers:** The office of posting is responsible for correct postage. The office of delivery should generally not challenge this unless **negligence is suspected**, in which case a report is made to the Superintendent.

4. Registration, Insurance & Acknowledgement (Rules 77, 79, 80, 85, 93, 94)

Rule / Form	Key Points
Registered Journal RP-51 Rule 77	Records receipts given to senders of ordinary registered articles (excluding V.P. and insured). Contains 200 receipts with printed serial numbers running from 1 to 200 .
Registered & Parcel Lists Rule 79	Registered List: Form RP-32 . Parcel List: Form RP-3 . Corrections to entry numbers or office of posting must be initialed by BPM . No correction is allowed in the total – if total is incorrect, the list must be destroyed and a fresh one prepared.
Acknowledgement Rule 80	Registered articles addressed to a foreign country requiring an acknowledgement must be clearly marked with " Avis de reception ".
Registered Articles in Letter Box Rule 85	If an inland article marked "Registered" is found in the letter box, it must be registered immediately . If not fully prepaid, charge a fee equal to double the usual registration fee plus the postage due.
Conditions of Insurance Rule 93	Registered letters and parcels (including V.P.) may be insured at a Branch Office up to the value of Rs. 600 for authorized offices.

Rule / Form	Key Points
Insured Articles Rule 94	Consult <i>Post Office Guide Volume III</i> to verify if destination office accepts insured articles (ensure no symbol "B" or "L" indicates restriction). Acknowledgements for inland insured letters (RP-54) are free . Foreign insured letters require a special fee if acknowledgement is requested.

5. Accounts, Remittances & BO Daily Account (Rules 124, 129, 130, 134)

Rule / Form	Key Points
Branch Office Account PA-6 Rule 124	Records monetary transactions between BO and Account Office. Exclusion: Cash realized from postage collections must never be included in "Cash collected". V.P. Articles: Amounts collected for V.P. articles delivered are credited under " Money orders issued ". Reply Coupons: Value of stamps exchanged for reply-coupons is shown under " Unclassified payments ".
Monthly Abstract in B.O. Bag PA-7 Rule 129	The B.O. bag closed on the 1st of each month must contain the Abstract of Monetary Transactions for the entire preceding month. This abstract is submitted in Form PA-7 .
Remittances Sent Through Post Rule 130	Cloth Bags: Used for remittances of currency notes only , up to Rs. 500 . Leather Cash Bags: Used for remittances including coins or exceeding Rs. 500 .
BO Daily Account ACG-22(a) Rule	Entries from BO Account are copied into BO Daily Account (ACG-22(a)).

Rule / Form	Key Points
134	Nil Transactions: On days with no monetary transaction, submit the account in form ACG-22(c) instead of ACG-22(a).

Account Office Documents (Chapter 9):

- **B.O. Slip (PA-4):** Primary communication and accounting slip sent from Account Office to Branch Office.
- **B.O. Summary (ACG-3(a)):** Summary document prepared at Account Office to consolidate and record daily transactions of the Branch Office.



DAK GURU EXPLAINS
Plain-language breakdown

◆ SIMPLIFIED

Guru's Master Framework – "TUBE-RAIDS"

Remember Part 2 of BO Rules in 10 blocks: **T**ampering → **U**npaid articles → **B**undles → **E**xpress/Deferred → **R**egistration → **A**cknowledgement → **I**nsurance → **D**aily Accounts → **S**orting. Each block has signature numbers/rules that examiners frequently test.

The Critical Numbers You MUST Memorise

Topic	Key Number / Fact	Rule
Check Slip – Pink	Ordinary Station Paid & Unpaid Bundle	Rule 64
Check Slip – White	Ordinary Sorting Bundle (Express + Deferred) Two diagonal blue lines = Express	Rule 64
Check Slip – Blue ("Air Mail")	Foreign air mail bundles	Rule 64

Topic	Key Number / Fact	Rule
Station Bundle threshold	15 articles or more	Rule 65
Territorial Bundle threshold	25 articles or more	Rule 65
Unregistered article stamping (delivery)	Date-stamp on BACK Postcard: stamp on address side	Rule 66
Postage due entry	Entered in BO Journal (PA-5)	Rule 66
Foreign post taxing	NEVER taxed with postage by BO	Rule 66
Registered Journal (RP-51)	200 receipts Serial numbers 1 to 200	Rule 77
Registered List Form	RP-32	Rule 79
Parcel List Form	RP-3	Rule 79
Total correction in Regd/Parcel List	NOT allowed – destroy & prepare fresh	Rule 79
Acknowledgement marking (foreign)	"Avis de reception"	Rule 80
Registered article found in letter box	Register immediately Penalty: Double registration fee + postage due	Rule 85
Insurance limit at BO	Rs. 600 (for authorized offices)	Rule 93

Topic	Key Number / Fact	Rule
Inland insured letter acknowledgement	RP-54 FREE for inland	Rule 94
V.P. amounts collected	Credited under "Money orders issued" in PA-6	Rule 124
Monthly Abstract form	PA-7 In BO bag closed on 1st of each month	Rule 129
Cloth bag remittance limit	Currency notes only Up to Rs. 500	Rule 130
Leather cash bag	Coins included OR exceeding Rs. 500	Rule 130
Nil transaction day form	ACG-22(c) instead of ACG-22(a)	Rule 134

⚡ Common Exam Traps – BO Rules (Mail Handling & Accounts)

- **Station Bundle** requires ≥ 15 articles; **Territorial Bundle** requires ≥ 25 articles – don't mix these up.
- **White check slip** is used for BOTH Express and Deferred bundles. The distinction: two *diagonal blue lines* = Express.
- **Unregistered articles for dispatch must NOT be stamped** by the Branch Office (Rule 59) – only articles for local delivery are date-stamped.
- **Postcard stamping** is on the *address side*; all other unregistered articles are stamped on the **back**.
- **"Registered" article found in letter box** – the penalty is DOUBLE the registration fee, not just the ordinary fee.
- **Cloth bag** = only currency notes, up to Rs. 500. As soon as there are *coins* or the amount exceeds Rs. 500 → use **Leather Cash Bag**.
- **V.P. collections** go under "Money orders issued" in PA-6 – NOT under "Cash collected". Postage collections also never go under "Cash collected".
- On a day with **no monetary transactions**, submit **ACG-22(c)** (Nil form), not ACG-22(a).

- Corrections to **totals** in Registered/Parcel Lists are strictly prohibited – destroy and prepare a fresh list.



PRACTICAL EXAMPLE

Real-world scenario

CASE STUDY

Practice Scenarios – BO Rules (Mail Handling & Accounts)

Q1. A Branch Office receives a bag with the cord broken and some articles missing. What are the three steps the BPM must take?

→ (1) Report immediately to the **Superintendent and dispatching office**. (2) **Preserve the bag and label** without detaching seal/cord, mark with initials and date stamp. (3) Record the irregularity in the **Error Book** (Rule 53).

Q2. During sorting, the BPM finds 30 unregistered articles destined for Delhi. Should a Station Bundle or Territorial Bundle be prepared?

→ Since there are 30 articles (≥ 15) for a particular station (Delhi), prepare a **Station Bundle**. A Territorial Bundle would require ≥ 25 articles for a specific state/territory (Rule 65).

Q3. A postcard is received at the Branch Office for delivery. On which side must the date stamp be applied?

→ On the **address side** (postcards are the exception; all other unregistered articles are stamped on the back) (Rule 66).

Q4. An inland article marked "Registered" is found in the letter box. It has insufficient postage. What action must the BPM take and what penalty applies?

→ The BPM must **register it immediately**. Penalty: charge equal to **double the usual registration fee** plus the postage due (Rule 85).

Q5. A Branch Office remits Rs. 350/- in currency notes only to the Account Office. What type of bag should be used?

→ A **Cloth Bag** – it contains only currency notes and the amount is within Rs. 500 (Rule 130).

Q6. On a particular Sunday, there are no monetary transactions at the BO. What form must be submitted to the Account Office?

→ **ACG-22(c)** (BO Daily Account – Nil) must be submitted instead of ACG-22(a) (Rule 134).

Q7. The BPM realizes the total of a Registered List (RP-32) is incorrect. What should he do?

→ He must **destroy the list and prepare a fresh one**. No correction is allowed in the total of entries (Rule 79).

Q8. A customer wants an acknowledgement for an inland insured letter. What form is used and what is the fee?

→ Form **RP-54**. The acknowledgement for inland insured letters is **FREE** (Rule 94).



EXAM INSIGHT

What the examiner expects

MUST READ

BO Rules (Part 2) – Rapid Revision Card

R.53 – Tampered Bag: Report to Supt. + dispatching office | Preserve bag & label (no detach) | Mark initials + date | Enter in Error Book

R.59 – Letter Box Clearance: Hours fixed by ASPOs/SDI | Paid articles → deliver immediately | Unregd for dispatch → NOT stamped by BO | Non-Indian stamps → don't deface

R.62 – Unpaid Articles: Insecure → securely close | Stamp "Postage Due" | Don't credit in PA-5 | Foreign post → NEVER tax

R.64 – Check Slips (MS-10): Pink = Station (Paid/Unpaid) | White = Sorting (Express+Deferred; 2 blue diagonal lines = Express) | Blue "Air Mail" = Foreign air mail

R.65 – Bundles: Station = ≥15 articles (one station) | Sorting = many stations | Territorial = ≥25 articles (state/tract) | Express = immediate sorting | Deferred = later

R.66 – Delivery: Stamp on BACK | Postcard → address side | Redirected → stamp again | Postage due → enter in PA-5 | Foreign → NEVER tax

R.77 – Registered Journal (RP-51): For ordinary registered (not VP/insured) | 200 receipts | Serial 1–200

R.79 – Lists: Regd List = RP-32 | Parcel List = RP-3 | BPM initials corrections | Total wrong → destroy + fresh list (no corrections in total)

R.80/85: Foreign regd acknowledgement = "Avis de reception" | "Registered" in letter box → register immediately + double fee + postage due

R.93/94 – Insurance: BO insurance limit = Rs. 600 | Inland insured ack (RP-54) = FREE | Foreign ack = special fee | Check PO Guide Vol.III (no B/L symbol)

R.124 – PA-6 (BO Account): VP collections → "Money orders issued" | Reply coupons → "Unclassified payments" | Postage collection → NEVER in "Cash collected"

R.129 – PA-7: Monthly Abstract | In BO bag closed on 1st of each month | Covers entire preceding month

R.130 – Remittances: Cloth bag = currency notes only, ≤ Rs. 500 | Leather cash bag = coins OR > Rs. 500

R.134 – Daily Account: Normal day = ACG-22(a) | Nil transactions = ACG-22(c) | AO documents: PA-4 (BO Slip), ACG-3(a) (BO Summary)



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