

**PUBLIC WORKS DEPARTMENT.**

**TELEGRAPH.**

**(Revised Rules and Tariff, relating to the transmission of Telegraph messages, in India, and between India and Ceylon)**

**NOTIFICATIONS.No. 55/1880**

**Dated Fort William, the 12th February 1880.**

No. 55. - The following Revised Rules and Tariff, relating to the transmission of Telegraph messages, in India, and between India and Ceylon, sanctioned by the Governor-General in Council, with effect from the 1st April 1880, are published for general information:-

**GENERAL.**

**RULE I.** - The accuracy of messages is not guaranteed, and the Sender and Receiver must accept all risks arising from non-delivery, errors or delays.

**RULE II.** - Telegraph stations are divided into three classes, viz. :-

Class of office.	General working hours (local time).			Special working hours (local time) on Sunday, Christmas Day, New Year's Day, Good Friday, and the Queen's Birthday.	
I	Day and night	..	..	..	Day and night.
II	7 A.M. to 9 P.M.	..	..	..	7 to 9 A.M., and 4 to 9 P.M.
III	10 A.M. to 5 P.M.	..	..	..	7 to 9 A.M., and 4 to 6 P.M.

**Exception in favour of emergent telegrams signed by competent authority.**

**RULE III.** - In cases of life and death, or of extraordinary emergency, a message, countersigned by the Chief Civil or Military Authority at a station, or by any of the authorities empowered to "clear the line" (see Rule XL.), can be sent from any office at any time.

**Messages should be legibly written.**

**RULE IV.** - Senders of messages are advised to write their messages in an unmistakeable and distinct hand.

#### **ACCEPTANCE OF MESSAGES FOR TRANSMISSION.**

##### **Limit to length of messages.**

**RULE V.** - No message or messages of more than five hundred words can be sent at any one time by any private individual or firm, and no second message by the same individual or firm till after the lapse of three hours, unless the lines be free and not required by any one else.

##### **Messages must be in the Roman character or Arabic figures.**

**RULE VI.** - All messages must be legibly written in the, Roman character or in Arabic figures: subject to the above limitation, messages may be sent in the vernacular, or any foreign language, or in cipher, if written in Arabic numerals.

##### **Messages translated for natives.**

At stations other than the presidency towns, every assistance possible is afforded to natives in the translation of messages into English, and vice versa.

##### **Form to be followed.**

**RULE VII.** - The body of the message must be preceded by the address (as defined in Rule XVIII.) The true signature and address of the Sender must always be written at the foot of the message.

##### **Verification of signature to private messages may be insisted upon.**

The Sender of a private message can always be called upon to prove that the signature attached to it is genuine.

##### **Full address necessary.**

**RULE VIII.** - The address must contain all the information necessary to ensure the delivery of the message at its destination, and the Sender in all cases supports the consequences of insufficiency of address. After the message is once despatched, it can neither be cancelled, completed nor rectified, except by the despatch of a fresh paid message.

##### **Authentication of corrections necessary.**

**RULE IX.** - Every interlineation, reference, erasure, or alteration of words must be authenticated, by the Sender of the message, or by his representative.

##### **Messages sent by post to telegraph stations for transmission.**

(Revised Rules and Tariff, relating to the transmission of Telegraph messages, in India, and between India and Ceylon)

**RULE X. -** Messages from places where there is no telegraph station should be addressed to the nearest Government Telegraph Office by post registered, together with telegraph or postage stamps sufficient for their payment. Such messages are charged at the day rate at whatever time they may reach the telegraph station, and a receipt for the amount will be posted free to the Sender.

**Treatment of messages received by post for transmission insufficiently stamped.**

In the case of a private message sent by post to a telegraph station with an insufficient number of stamps, the message and stamps will be returned "Service bearing" to the Sender, who should in all cases give his full address.

**Messages addressed to non-telegraph stations.**

**RULE XI. -** Messages can be addressed to places where there are no telegraph stations. In such cases the Sender must state (free) from what telegraph office delivery is to be effected.

**Example. -** "To Sherghatty, Post Burhee."

No charge will be made for ordinary inland postage, which is defrayed by the Telegraph Administration.

But if the Sender of a message that has to be delivered by inland post wishes it to be registered, he must prepay the postal registration fee of four annas, and intimate that this has been done by adding (free) the words "Post registered," instead of "Post," before the name of the telegraph station at which the message is to be posted.

Postal registration is compulsory in the case of messages which have to be posted in India to places beyond Indian limits, and in such cases both the postage and registration fees must be prepaid by the Sender.

**"Bearing" messages.**

**RULE XII. -** With the following exception, all charges for messages must be prepaid in cash or in stamps:- Messages are sent "bearing" from Sea-ports when received for despatch by mail steamers or other vessels, but no such message, whether "prepaid" or "bearing" will be received for transmission until the name of the vessel has been made known. Bearing messages will not be delivered to the addressees until after payment has been obtained.

**Use of stamps.**

**RULE XIII. -** All charges on telegrams are prepaid in telegraph stamps, which are procurable at every treasury and every Government telegraph station.

**Form of stamp provides a guarantee to the Sender and to Government.**

Telegraph stamps are double-headed, the object being that the upper half shall be returned on the receipt (whereby the Sender receives a guarantee that his message has not been suppressed for the sake of the stamps), and the lower half shall be affixed to the message as voucher to Government that it has been prepaid.

**Forms obtainable gratis at all stations.**

Proper forms on which to write messages are available gratis at all telegraph stations, and Senders are requested to use these forms only.

**Stamps to be properly affixed to the forms.**

The Senders of messages should be careful to affix their stamps on the spaces left blank for the purpose on the message forms, the upper half on the receipt, the lower half on the message, and to see that the stamps are defaced with the office stamp which bears the name of the station and the date.

**Cut or defaced stamps cannot be received.**

Telegraph stamps cut in two, before being sent into a telegraph office, or which are in any way defaced, discolored, or damaged, cannot be accepted.

**Charges on service messages.**

RULE XIV. - Service messages from all public functionaries must be paid for in cash or in stamp prior to despatch; the rates are the same for service messages as those charged to private individuals. This rule will be relaxed in case of great emergency: whenever a State message is tendered for despatch under this permission, the Sender must certify to its urgency and to the necessity for its immediate despatch without prepayment, and must take the necessary steps to ascertain the charges on it, and pay them into the telegraph office within 24 hours.

**Service messages take their turn for despatch with private messages.**

RULE XV. - Service messages have no right of precedence, and take their turn for despatch with private messages, except in cases of pressing public emergency, when priority may be claimed on special grounds.

**No unpaid messages to be despatched under penalty.**

RULE XVI. - No unpaid messages, except those specified in the Departmental Regulations, shall on any account be transmitted. A violation of this rule will subject the Signaller or Telegraph Master in charge of the station from which a message is improperly despatched to dismissal from the public service.

**Objectionable messages to be refused acceptance.**

**RULE XVII.** - Telegraph Masters are required to refuse to transmit a message which may be of a decidedly objectionable or alarming character. Should the character of a message be open to doubt, the matter shall be referred to a Secretary to Government, if the message be tendered at the seat of Government, or the Chief Civil or Military Officer, if at a provincial station.

### **CHARGES.**

**RULE XVIII.** - No charge is made for the transmission of the address.

#### **Free address.**

The 'Address' includes names of stations from and to which the message is to be despatched, the bona fide names or designations of the Sender and Addressee, and the latter's address. No other words can be transmitted unless paid for as part of the body of the message, and the Officers of the Telegraph Department are authorized to omit from the address any words which are not essential to the correct delivery of the message.

If the Sender of a message desire his own address to be telegraphed, it must be included in the body of the message, and paid for.

#### **Charge for message.**

**RULE XIX.** - The following are the rates of charges for a message:-

No charge is made for the transmission of the address.	For every six words or groups of three figures, exclusive of the address.					
						Rs. A.
Between any two stations in India .. .. .. .. ..					1	0
Between any station in India and any station in Ceylon .. .. .. ..					1	8

#### **Messages despatched to and from railway stations without extra charge.**

**RULE XX.** - A message can be sent from any station of the Government Telegraph Department to any Railway Telegraph station, or vice versa without additional charge.

### **APPLICATION OF CHARGES.**

**RULE XXI.** - The maximum length of a word is fixed at six syllables; the excess is counted as a word.

**No unusual abbreviations or combinations permitted.**

RULE XXII. - Messages must not contain any unusual combinations, abbreviations or constructions. Any word in common use, which although requiring two words to express it, is generally recognized as one word, is charged as one word when so written; when the two parts are not joined by a hyphen or apostrophe, and when less than six syllables, "Halfpenny," "twopence," "threepence", &c., up to "elevenpence," when written as a single word, count as one word only. "F. O. B." and "C. F. I." when written as separate letters, are each counted as three words, but when written "Fob," "Cfi, as one word.

**Words joined by a hyphen.**

RULE XXIII. - Words joined by a hyphen are counted as so many separate words.

**Words separated by an apostrophe.**

RULE XXIV. - Words separated by an apostrophe are counted as so many separate words. (This rule does not apply to nouns in the possessive case, as "General's," "Charles'," "Brother's.")

**Proper names, titles.**

RULE XXV. - Proper names of towns and persons, names of places, streets, ships, titles, Christian names, prefixes, and qualifications, are counted for the number of words employed by the Sender to express them.

**Every separate character, including an underline, charged as a word.**

RULE XXVI. - Every isolated character, whether letter or figure, is counted as a word. The same applies to an underline.

**Signs of punctuation.**

RULE XXVII. - Signs of punctuation, hyphens, apostrophes, inverted commas, parentheses, decimal points, and bars of division are not counted or signalled, but decimal points, commas and bars of division used with figures are each counted as a figure and signalled.

**Charges for figures.**

RULE XXVIII. - When numbers are expressed in figures, all the characters, figures, letters, or signs in each group are added together, the total divided by three, and the quotient, plus one for the remainder, if there be any, gives the number of words the group represents. Signs used to separate groups and letters added to figures to form ordinal numbers are counted each as a figure or letter; groups of letters not forming words (letter cipher) cannot be transmitted.

**All words to be transmitted charged for.**

RULE XXIX. - All that the Sender writes in his message to be transmitted to be included in the cost, but the Address of a message, as defined in Rule XVIII., will be transmitted without charge.

**Date and time of receipt added by the department and transmitted free.**

The day, hour, and minute (Madras time) of receipt of a message into a telegraph office for despatch are in every instance added by the Department and telegraphed free of charge. Senders may, however, date their messages if they think fit, but the Sender's date, if given, will be charged for.

**Multiple messages charged as separate messages.**

RULE XXX. - A message addressed to several persons, or to the same person in localities where delivery is to be effected by different offices, is charged for as so many separate messages.

**Multiple messages charged as one message.**

RULE XXXI. - A message addressed to several persons in one locality, or to the same person at several places of residence in one locality, with or without transmission by post, is charged for as a single message, but a copying fee of four annas, independently of post-age, if any, is charged for each destination after the first.

**REPETITION OF MESSAGES.**

**Collation of message.**

RULE XXXII. - The Sender of any message can require that it be repeated. In this case the different stations employed in its transmission collate it as it passes, repeating it to each other integrally.

**Charge for collation.**

RULE XXXIII. - The charge for repeating is equal to half the charge for the message. A repeated message is indicated by the word "collationee," which, to ensure the greatest accuracy, is telegraphed (free) both in the official instructions and as the first word of the text of the message.

**ADVICE OF DELIVERY.**

**Advice of delivery.**

RULE XXXIV. - Any Sender can require that a notice of the time at which his message is delivered be transmitted to him by telegraph. This advice of delivery may be addressed to him at any station he may name.

**Case of non-delivery.**

**RULE XXXV.** - If the message cannot be delivered, the return-telegram indicates the circumstances which prevented delivery, and, if possible, gives the information necessary to enable the Sender to cause his message to reach its destination.

**Priority of return-message.**

The return-massage has priority in transmission over other messages of the same class.

**Charge for advice of delivery.**

**RULE XXXVI.** - The charge for an advice of delivery or non-delivery is one rupee within Indian limits, and one rupee and eight annas between India and Ceylon.

**PREPAYMENT OF REPLY.**

**RULE XXXVII.** - The Sender of a message can prepay a reply, depositing for this purpose a sum not exceeding ten times the cost of his original telegram. He must add to his message the words "Reply prepaid" or "Answer paid." These must form the concluding words of the message, but will not be charged for. On depositing the corresponding sum, the Sender can add (free) to the words "Reply paid" or "Answer paid" the amount to which he wishes the reply to be limited. When the words "Reply paid" alone are given, without any specified amount, it will be understood that the minimum charge only has been prepaid. The terminal station pays to the Receiver, in telegraph stamps, the amount prepaid, leaving it to him to send his answer how, and when, and to what address he pleases, or not to send one at all. The reply, if sent, is considered in every respect as a fresh message.

Should it be impossible to effect delivery of a reply-paid message, the terminal station sends a service telegram to that effect to the Sender, and the amount deposited will be refunded on application being made to the Telegraph Check Office, Calcutta. The words "Reply paid" or "Answer paid" entitle the Addressee to receive the equivalent of the minimum charge only. It should be distinctly understood that it is not compulsory on the Addressee to send a reply. The duty of the Telegraph Department consists simply in paying to him, in telegraph stamps, the amount prepaid, leaving him at liberty to do what he pleases with it.

**DELIVERY.**

**Free delivery within five miles of a telegraph station.**

**RULE XXXVIII.** - Messages will be delivered free of charge at any place within five miles of a telegraph station. Beyond this distance messages will be sent by post or by such other means as the Sender may arrange and pay for. Should the addressee of a message have left the station to which it is addressed,

(Revised Rules and Tariff, relating to the transmission of Telegraph messages, in India, and between India and Ceylon) it will, if returned unopened with definite instructions as to the new address, be retransmitted without extra charge.

#### **Rules for registration of abbreviated addresses.**

RULE XXXIX. - Any firm or individual expecting to receive inland or foreign messages can register an abbreviated address at the Government telegraph office from which such messages have to be delivered.

No abbreviated address can be accepted which has already been registered locally by another firm or individual.

The fee for registration of each abbreviated address is Rupees 10 per annum, payable in advance on the 1st January in each year, or Rs. 50 for all time, with a fine of Rs. 5 for every change of address.

Abbreviated addresses are considered confidential. The Department accepts no responsibility in respect of the delivery of any telegram having an abbreviated address if such address has not been registered.

#### **CLEAR LINE MESSAGES.**

RULE XL. - On emergent occasions of great importance, the public functionaries named below have the power to "clear the line," that is, to suspend the receipt and despatch of all messages until the one for which the line is "cleared" is passed on:-

- (1). - The Governor-General of India.
- (2). - The Governors of Madras, Bombay, and Ceylon.
- (3). - Commanders-in-Chief, India, Madras, and Bombay.
- (4). - Lieutenant-Governors of Bengal, North-Western Provinces, and the Punjab.
- (5). - Secretaries to the Government of India.
- (6). - Secretaries to the Governments of Madras, Bombay, Bengal, North-Western Provinces, and Punjab.
- (7). - Chief Commissioners of Oudh, the Central Provinces, British Burma, Mysore and Coorg, and Assam.
- (8). - Agents to the Governor-General, Rajpootana and Central India.
- (9). - Commissioners of Sind and Peshawur.
- (10). - The Resident at Hyderabad (Deccan).
- (11). - Director-General of Telegraphs in India.

(12). - The Maharajah of Patiala; from the Patiala Office only.

The messages so sent are, however, to be paid for, in cash or in stamps, as other State messages.

#### **REFUNDS.**

**No refund given for errors in an uncollected message.**

RULE XLI. - No refund will be made for a message delivered wholly or partially in an unintelligible state, unless the extra charge for repetition has been paid by the Sender. See Rule XXXIII.

**Conditions of refund in the case of non-delivery or delay of messages.**

RULE XLII. - If a message be not delivered, or be subjected to serious delay through the fault of the Telegraph Department, the whole charge made for it will be returned to the Sender.

RULE XLIII. - Applications for refunds, as also all complaints respecting messages, should be addressed to the TELEGRAPH CHECK OFFICE, CALCUTTA. Such claims for refund should be made, under penalty of rejection, within two months from the date of the message; but this period is extended to six months in the case of a repeated message, or of a message for which a reply or an advice of delivery has been prepaid. (When an overcharge has been made on an inland message through the neglect of the Telegraph employes, and when there exists no doubt whatever as to the justice of the claim, the amount overcharged will be repaid at once by the Telegraph Master.)

#### **CANCELLATION OF MESSAGES.**

**Refund not admissible when a message is cancelled at the Sender's request.**

RULE XLIV. - If the Sender of an inland message wishes to cancel it before transmission has commenced, he can do so, but the charges upon it will not be returned when once the stamps are obliterated. If the message is in course of transmission, or has already been despatched, it can only be cancelled by a paid message from the Sender to the Telegraph Master of the terminal station. If in addition the Sender wishes to be informed by telegraph in what manner his request has been acted upon, he must deposit the cost of the return telegram.

#### **OBLIGATION OF SECRECY.**

RULE XLV. - To secure secrecy, as much as possible, all persons (including Officers of the Department) not actually on duty, are strictly prohibited from entering the signal-room. Breach of this regulation renders an offender liable to a fine of Rs. 500 under Act I of 1876.

**Penalties for divulging the contents of a message.**

**RULE XLVI.** - Violation of secrecy on the part of any person in the Department will be punished by dismissal from office, forfeiture of arrears of pay, and a declaration in the official Gazette of the incapacity of the delinquent to serve the Government in any capacity. He will also be liable to the further punishment of fine, or to imprisonment (with or without labour) not exceeding three years, or to both.

It is a violation of secrecy to mention the fact that a message has been received or despatched by any particular person or firm.

#### **COPIES OF MESSAGES.**

**Certified copies of messages obtainable by Sender and Receiver.**

**RULE XLVII.** - The Sender and Receiver have a right to be furnished with certified true copies of any message sent or received by them; a fixed charge of four annas is made for every copy furnished. As no telegraph office keeps copies of messages longer than three days, applications for copies required after that time has elapsed should be made to the TELEGRAPH CHECK OFFICE, CALCUTTA.

Applications for copies must be made within six months of the date of the message. At the expiration of that period all message drafts are destroyed.

One anna must be enclosed for postage of the reply, failing which it will be sent "bearing."

#### **PRESS MESSAGES.**

**RULE XLVIII.** - Under certain conditions, to be ascertained on application to the Director-General of Telegraphs (Traffic Branch), bona fide Press messages, i.e., messages in the ordinary English language addressed to, and intended for publication, in a newspaper, can be despatched at reduced rates.

ALEX. FRASER, Major-Genl., R.E.,  
Secy. to the Govt. of India.

#### **----- Footnote -----**

(1) RULE XI. registration fees = 12 annas.

(2) RULE XI. by the Sender. = The registration fee (4 annas) is also payable in the case of messages to which replies are prepaid and which are addressed to a station where (there is not telegraph office, or to stations on the Eastern Bengal, Madras, and South Indian Railways (vide note to Rule 37).